

Prof. M. N. Navale

M.E. (Elect), MIE, MBA

Founder President

Dr. (Mrs.) Sunanda M. Navale

B.A., M.P.M., Ph.D

Founder Secretary

CA Dr. Priya Agashe

M.Com., Ph.D., FCA

Director

5.2.1 Placement details of students 2023-24

Sr. No	Name of student placed and contact details	Name of the employer with contact details	Pay package at appointment	Page No.
1	Akhil Rafik Mujawar	Market Intelligence & Tech Consulting	3.00 LPA	1-7
2	Khushi Rama Sawaisankamle	Boyd & Moore Executive Search, India	3.00 LPA	8
3	Antariksh purushottam Ingle	Ceasefire Industries Pvt. Ltd.	4.5 LPA	9-10
4	Santosh Haribhau Sangale	Bluestone Jewellery and Lifestyle Private Limited.	3.00 Lpa	11-12
5	Siddhesh Ravindra Patil	Mahindra Home Finance.	3.00 Lpa	13-17
6	Yash Anandrao Jiotode	Purnartha Investment Advisers Pvt. Ltd	7.15L	18-19
7	Ganesh Dnyaneshwar Murhekar	Home First Finance Company	4.50 to 6.00 LPA	20- 21
8	Yash Anil Hajare	Dquor Spaces	3.00lpa to 4.00 LPA	22-25
9	Anjali Rameshwar Gawande	Futurism Technologies, Inc.	4.00 LPA	26
10	Siddharth Arun Navale	Corizo	6.00 LPA	27-29
11	Pooja Suresh Sawant	ICICI Securities Limited	3.5-4 LPA	
12	ASHISH NANDKISHOR AMBUSKAR	AAVAS FINANCIERS LIMITED	4.50 LPA	30-39
13	Ganesh Narendra Dhotre	AAVAS FINANCIERS LIMITED	4.50 LPA	40-48
14	JAYESH DEVIDAS CHIKATE	AAVAS FINANCIERS LIMITED	4.50 LPA	49-57
15	Dhruvraj Dhananjay Shinde	Asian Paints Limited	7.80 LPA	58-66
16	Omkar Sudam Pise	Asian Paints Limited	7.80 LPA	67-75
17	Madhura Sagar Shete	Atlas Copco Compressor Technique	6,36,831 LPA	76
18	Abhishek Balu Waghmare	Avenue Supermarts Limited -DMart	3.50 LPA	77
19	PREMKUMAR ASHOK DHOTRE	Walkaroo International.	4.57 LPA	78-80
20	Hrushikesh Suresh Ingle	Walkaroo International.	4.57 LPA	81-83
21	Nilesh Mahadev Jadhav	Moneyfrog Financial Services Pvt. Ltd.	5 lacs	84-85
22	Shubham Shivaji Pawar	sakal media group	3.00 to 4.00 LPA	
23	Siddhant Mukund Kadus	Heaptrace Technology	3 LPA to 4 LPA.	86-90
24	Prajwal Rajendra Chavan	HDFC Life's Executive Trainee Program.	3 LPA to 4 LPA.	91-92
25	Rutuja Balaso Saste	USDC PROJECTS INDIA PVT LTD.	5.7 LPA	93-94
26	Subodh Gajananrao Korde	Berger Paints India Ltd	7.94 LPA	95-97

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27	Sonali Balaso Mali	Quess Corp Ltd	2.16 LPA + Incentive	98-99
28	Kalyani Kailas Labhade	Quess Corp Ltd	2.16 LPA + Incentive	100-121
29	Shreya Vijay Awaghade	Quess Corp Ltd	2.16 LPA + Incentive	122
30	Abhijeet Dnyaneshwar Bhatkar	Propvishwa Pvt Ltd.	2.40 to 3.00 LPA	123-125
31	Pavan Damodhar Ghuge	ICICI Prudential Life Insurance	3 LPA	126-129
32	Saurabh Sanjay Chavan	SATIN CREDITCARE NETWORK LTD	3,11,580/- PA	130
33	Soham Sunil Ahire	Welmade Locking Systems Private Limited (Europa)(Re)	4.74 LPA	131-132
34	Mahesh Milind Sutar	PurpleRadiance Technologies Pvt. Ltd.	2.4 LPA	
35	Pushkar Prabhakar Sonawane	Venkatesh Educatech Pvt Ltd.	3.00 - 3.50 LPA	
36	Swapnil Raju Hiwarale	Blinkit	3.5 LPA fixed	133-135
37	Shubham Rajendra Shitole	Blinkit	3.5 LPA fixed	136-138
38	vikas vishnu pawar	Blinkit	3.5 LPA fixed	139-141
39	KIRTI SAKHARAM BAGLANE	LTIMindtree.	4.5 LPA	142
40	Abhishek Vinayak Gawande	Pune Property Investor	3.5 to 4 LPA	143
41	Aditya Sanjay Takavade	Pune Property Investor	3.5 to 4 LPA	144
42	Pavan Dinesh Patil	Pune Property Investor	3.5 to 4 LPA	145
43	Trupti Bajrang Mali	Pune Property Investor	3.5 to 4 LPA	146
44	Rakesh Sanjay Gaikwad	Pune Property Investor	3.5 to 4 LPA	147
45	Radhika Pankaj Joshi	Pune Property Investor	3.5 to 4 LPA	148
46	Karansingh AjitSingh Wadhwa	Swiggy	6.00 -7.00 LPA.	149-150
47	Parmar Hrushikesh Chandrshekhar	POSHS CINOTI PVT.LTD.	5 LPA	151-162
48	SHIVAM APPASAHEB DESHMUKH	Anante Designs	3.5 LPA	163-169
49	Sanket Shashikant Devgaonkar	Welmade Locking Systems Private Limited	4.74 LPA	170
50	Prajwal Sanjay Ahir	Market Intelligence & Tech Consulting	4 LPA	171
51	Kaustubh Tushar Kherde	AIQoD (Roots Innovation Labs Pvt. Ltd.)	3 LPA	172-173
52	Arpit Ravindra Bobade	VEDANT LIGHTS INDIA PVT LTD.	2.5 to 3 LPA	174
53	Manan Paresh Patel	ClaimMyShares.	3 to 5 LPA	
54	SADIK NAJEER CHANEGAON	Perennial Systems	3 LPA	175-180
55	Bhushan Hemant Metkar	Firstrate Wealthtech Pvt. Ltd.	2 LPA	181-184
56	Jagdish Govinda Chaudhari	BDB India	3.60 LPA	185-188

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57	Aditi Vilas Shirgaonkar	METRO Global Solution Center Pvt. Ltd.	2.75 LPA	189-194
58	shamal sanjay chopade	CTGT Innovations Pvt Ltd	2.5 LPA	195-197
59	Mohini Suresh Jagtap	CTGT Innovations Pvt Ltd	2.5 LPA	
60	Gayatri Anil Kokadwar	CTGT Innovations Pvt Ltd	2.5 LPA	198-200
61	Shreyas Vijaykumar Joshi	NKB Group (Indomax)	3 LPA	201-202
62	SUJIT CHANDRAKANT PAGADE	FinDestination	5.5 LPA	
63	Lukesh murlidharrao wankhede	Mahindra Logistics Pvt. Ltd.	3.3 LPA	203-205
64	Mahesh Mukundrao Londhe	Quees Corp Ltd.	2.5 LPA	206-207
65	Sangram Hanmant Mulik	Hifield organic Inc.	3 LPA	208
66	Vaishnavi Kishor Garde	Dhanashree Wealth Pvt. Ltd.	2.7 LPA	209
67	Akash Narendra Mathankar	Friends Union For Energising Lives	3 LPA	210
68	Ankita Anil salve	Cradle Runways India Pvt.Ltd	2.5 LPA	211
69	Divya rangnath kanade	Ross LifeScience	3 LPA	212-213
70	Niriksha Manesh Kakade	Operon strategist	3.5 LPA	214
71	Nitin Ramesh Dindokar	Nexdigm	3.5 LPA	215
72	Prakash Krishna Pawale	Senate Systems Pvt. Ltd.	2 LPA	216-217
73	Pratima Mahesh Wadekar	ACCU Group	2.5 LPA	218
74	Nimisha Veeru Sahani	SBC Cooling Pvt. Ltd.	2.8 LPA	219-220
75	Sakshi Rajendra dhole	I Talent team	2.5 LPA	221
76	Komal Sanjay Bari	BRIOT Technologies Private Limited	2.8 LPA	222
77	Yash Prashant Kale	Business		223
78	Pradnya Suryakant Jagtap	Star Health and Allied Insurance Co. Ltd.	2.7 LPA	224-225
79	Dnyaneshwar Vitthalrao Salunke	Wysetek Digital Services LLP	3.9 LPA	226-227
80	SAGAR BHATU SONAR	Infosys	2.5 LPA	228-239
81	Nilesh Arun Vhatkar	Business		240
82	Shekhar Balasaheb Dhole	Coditas Solutions LLP.	2.00 LPA	241-242
83	Rajashree Jaywant surve	KPGM Assurance and Consulting Services LLP.	3.2 LPA	243-261
84	Akshay Manaji Shinde	Ethiquial Pvt.Ltd.	2.5 LPA	262
85	Aditi arvind Naykawdi	Yogdaan Agro Pvt. Ltd.	2.64 LPA	263-264
86	Naman Vipin Ashar	Business		265-266
87	Nishigandha Ganpat Datar	Entrata India Pvt. Ltd	5.3 LPA	267-268
88	AMAN RAHUL GAIKWAD	Business		269
89	KOMAL RAJENDRA SIRVI	Globus Thenken	2.8 LPA	270
90	Himanshu Anil Tagare	Knowledge Power Solution	3 LPA	271
91	Ramesh Suresh Raut	Reliance Retail	2.5 LPA	272-273
92	SUMIT DILIPRAO WAKEKAR	JGBS co operative Bank	3 LPA	274

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93	Mrunali Manoj Shinde	UPS	2.5 LPA	275
94	Roshan Hemraj Patil	Shirpur Merchants Co Bank	2.5 LPA	276
95	Shivani Bhausaheb Dange	Shoppers Stop India	3.5 LPA	277
96	Kiran Gajanan Adagale	Yashjyoti Debt Consultancy Pvt. Ltd.	3 LPA	278-279
97	VAIBHAV ANGAD KANADE	TCS	4 LPA	280
98	Vishakha vijay bhare	Supreme Construction	2.9 LAP	281-282
99	Rohit Sukhadev Kawade	Infosys	2.5 LAP	283-284
100	Sanket Mohan Sawant	Kingfa Sci & Tech. co. Ltd	4 LPA	285
101	Falguni Mangesh Wanjar	Fourth Dimension group	3.5 LPA	286
102	Manisha Kailash Mali	GramDev Pvt Ltd Pune	3 LPA	287
103	Purvaja sudhakar kale	Ayurveda Rasayani	2.4 LPA	288-289
104	Shubham dnyaneshwar Alpe	Eureka Outsourcing Solutions Pvt. Ltd	2.4 LPA	290-291
105	Suraj Radhesham Navandar	Business		292
106	Gauri arun thakre	Mphasis	2.5 LPA	293-294
107	Sagar Madhukar Dhangar	Desai AgriFoods	2.8 LPA	295-296
108	Sharvari Ajay Ghate	eClerx	3 LPA	297
109	Triveni Manoj Tekade	Pride Lifestyle Homes	2.9 LPA	298
110	Sadhu Ganesh Sagle	D-Mart	3 LPA	299-300
111	Sujata Rajesh Kotade	Gamaka AI	2.5 LPA	301-302
112	Fasate Gajanan Appasaheb	NoBrokerHood	3 LPA	303
113	Govind Narayan Helaskar	Eagle Loan Services	4 LPA	304-305
114	Kalpesh Bhaskar Patil	IndiaMART Intermesh Ltd.	3.5 LPA	306-308
115	Manasi Vijayrao Nakade	Bajaj Finserv	3.5 LPA	309
116	Prajwal yadavrao Dangare	FASHIONABLYIN LTD	3 LPA	310
117	Saharsh Sharadrao Mangale	Market Research Future	2.5 LPA	311-312
118	Saurabh Ramrao Kolhe	XDBS Worldwide	3.6 LPA	313
119	Tejal Rajesh Gawande	NEXSEL	3 LPA	314-315
120	Tulsi Rahulkumar Mandhane	Connect StocksFinancial Services Pvt. Ltd.	1.8 LPA	316-318
121	Vinayak Raju Amrutam	Infosys	2.4 LPA	319-330
122	Shivam satish chougule	FoodCognics India Pvt. Ltd.	2.16 LPA	331
123	Sakshi dinkar nalawade	MSC Service Center India Pvt. Ltd.	2.5 LPA	332
124	Alisha Babasab Beg	Nevam HR Consultants Pvt Ltd	2.5 LPA	333-335
125	Swaraj Rajesh Raut	UPS Logistics Pvt. Ltd.	3.92 LPA	336-340
126	Payal Vithobaji Dudhe	OctaShop eRetail Services Private Limited	4.80 LPA	341-343
127	Manasi Madhukar Patil	Allstate	2.8 LPA	344
128	RUSHIKESH SANTOSH JADHAV	Smarttech Secure Solution Pvt Ltd.	4.18 LPA	345-346

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129	PIYUSH SURESH GAIKWAD	State Street	3 LPA	347-348
130	Priyanka Janardhan Kunchalwar	Quees Corp Ltd.	2.16 LPA	349-371
131	Sahil Praphhulla Deshpande	Business		372-373
132	Bhaves Narendra Patil	IndiaMART Intermesh Ltd.	3.6 LPA	374-376
133	Atul Sopan Nimbalkar	Protium Finance Ltd.	3 LPA	377-386
134	Rohit Ram Borade	Grace Teleinfra Pvt. Ltd.	3 LPA	387—388
135	ROSHAN MAHADEORAO KOLHE	Lway Technologies Pvt. Ltd.	2 LPA	389-394
136	Chaitanya Ajay Bhosale	Business		
137	Tushar Mahendra shinde	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	395-396
138	Gaurav sitaram chavan	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	397-398
139	Prasad Prakash Khopade	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	399—400
140	Akshay Bansi Khade	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	401-402
141	Anup Dilipkumar Kaldade	Insight Success media & tech.	2.4 LPA	403-408
142	Pasalkar Ganesh Balaso	Corp Square Consultancy Pvt Ltd	3 LPA	409
143	Krushna Ganeshrao Dhumatkar	GemsCap Global Analyst Private Limited	2.5 LPA	410
144	MAYUR HANMANTRAO SHERE	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	411-412
145	Pranav Balkrishna Shinde	AAVAS FINANCIERS LIMITED	4 LPA	413-421
146	Ritesh Rajesh Shinde	Bluestone Jewellery and Lifestyle Private Limited.	3 LPA	422-423
147	Sanket chandrakant Sutar	Rialtes	3.5 LPA	424
148	Suraj Parasram Rohokale	AAVAS FINANCIERS LIMITED	4 LPA	425-433
149	VAIBHAV SANJAY NIMSATKAR	Ceasefire Industries Pvt. Ltd.	4 LPA	434-435
150	Amar Dattatray Bhosale	Business		436
151	Saurabh ravindra shinde	Lokmanya Multipurpose cooperative Soc.	2 LPA	437
152	Ajinkya sunil gaikwad	Business		
153	Suraj Rajendra Lande	Ceasefire Industries Pvt. Ltd.	4 LPA	438-439
154	Abhijeet Jeetendra Palaspagar	Blinkit	3.5 LPA	440-442
155	KARANSINH ABHIJIT BARGE	Business		443
156	Sanket Laxman Katkar	Atlas Copco Compressor Technique	6,36,831 LPA	444
157	Purvash Santosh Patil	Atlas Copco Compressor Technique	6,36,831 LPA	445
158	Snehal Ganesh Bhosale	Boyd & Moore Executive Search, India	3.00 LPA	446
159	Vaishnavi Udayan Palakkal	Gallagher	4 LPA	447
160	Kajal raju shinde	Home First Finance Company	3 LPA	448

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161	Parag Chandrakant Bhalerao	Blinkit	3.5 LPA	449-451
162	Bhushan hemant metkar	Bajaj Allianze Pvt. Ltd.	3 LPA	452-455
163	Chetan Satish Dhumal	PROPRISE	4 LPA	456
164	Pallavi Dashrathsing hajari	Bajaj Allianze Pvt. Ltd.	3 LPA	457-459
165	Pruthviraj Mahadev Patil	Bajaj Allianze Pvt. Ltd.	3 LPA	460-463
166	Saurabh Shrikant Mundhada	Business		464
167	Tushar Kishorappa Mahajan	Boyd & Moore Executive Search, India	3.00 LPA	465
168	Mote sujit pawan	Ceasefire Industries Pvt. Ltd.	4.5 LPA	466-467
169	Swaroop Nitin chaudhari	Ceasefire Industries Pvt. Ltd.	4.5 LPA	468-469
170	Yegare Vishal Ram	Blinkit	3.5 LPA	470-472
171	MANASI BABASAHEB PANDAV	Asian Paints Limited	7.80 LPA	473-482
172	Vaishnavi Dattatray Jagtap	Ceasefire Industries Pvt. Ltd.	4.5 LPA	483-484
173	Shweta sanjay katkade	Bajaj Allianze Pvt. Ltd.	3 LPA	485-487
174	Rushikesh Haribhau Khamkar	Trading Business		
175	Siddharth Hitendra Dhuvaviya	Business		488
176	Harshada ramchandra bansode	Equitas small finance bank	3.5 LPA	489-492
177	Yogesh Jitendra patil	AST Pvt. Ltd	5 LPA	493-499
178	Vaishnavi laxman walgude	eClerx	3 LPA	500-507
179	Kiran Vijaykumar patil	Bajaj Allianz Life Insurance Company Limited	3.2 LPA	508-510
180	Sarvesh Suresh Shinde	Zion Homes	3.2 LPA	511-512
181	Balaji Madhukar Dandime	AST Pvt. Ltd	5 LPA	513-519
182	Renuka Vijayrao Mahalle	AST Pvt. Ltd	5 LPA	520-526
183	Monika Rajesh Randive	eClerx	3 LPA	527-534
184	Jayshri Ram Kakde	Bajaj Allianz Life Insurance Company Limited	3 LPA	535-537
185	Supriya Sukhadev Bhosale	eClerx	3.2 LPA	538-545
186	Prathamesh Santosh Gund	Equitas small finance bank	3.5 LPA	546-549
187	Nitin Mukund Badganchi	Equitas small finance bank	3.5 LPA	550-553
188	Arjun Krushna Rathod	eClerx	3 LPA	554-561
189	Abhishek Babasaheb Satpute	Mahindra Logistics Pvt. Ltd.	3.3 LPA	562-564
190	Aniket Ganesh Shelar	IndiaMART Intermesh Ltd.	4.32 LPA	565-567
191	Anuja Prabhakar Pachpor	CIEL Services	2.3 LPA	568-570
192	Siddhi Rajendra Dhonde	CIEL Services	2.3 LPA	571-573
193	Utkarsha Uday Kakade	KRIGGER ORG.	3 LPA	
194	Krushna mahadeo bade	In Process		
195	Onkar Rajesh Kotkar	In Process		

Dt-16/10/2023
MKT-2023-10-3026

Offer Letter

To, Akhil Mujawar
Kharadi
Pune- 411014

Dear Akhil,

We are delighted to offer you employment with Market Intelligence & Tech Consulting ("MKT") as **Strategic Growth Executive** in our **Sales & Marketing Department**. Your official title at MKT will be **non-Officer**. Duties and responsibilities of the position are as outlined in your Interview meeting with the recruitment panel. Brief details of your employment terms are outlined below.

Salary

Your Annual Pay will be 4,00,000 payables monthly in arrears 25500 Fixed + Travelling Allowance up and above salary + Incentives which will be given in 4 quarters according to your performance. This will be credited to your bank account on the 10th day of each month. The salary break – up is detailed in Annexure 1

Probation

The first six month of your employment will be probationary, and you should refer to the attached statement of Terms of employment for details.

Working Hours & Leaves

Your working hours and annual Leave shall be as per MKT policy and is detailed in the "Statement of Terms of Employment".

Conditional Offer

Your Appointment as **Strategic Growth Executive** with MKT is conditional upon:

- Background checks on your academic and professional qualifications, current residential address, Experience (if any), and any criminal records.



A.R. Mujawar



- You're not being subject to any obligations, whether under a contract of employment or otherwise, which would any way restrict your ability to undertake or perform your duties with respect to HR Services, such as with MKT.
- You're providing copies of all restrictive covenants to MKT, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.
- Achieving and maintaining an acceptable standard for compliance purposes.

All of the above must be to the satisfaction of MKT. This appointment is on the basis of the information/particulars provided by you with regard to your education/professional qualifications, experience, criminal records and in the event that it is discovered at any stage that any information/particulars and/ or details provided by you are incorrect and/ or any material information has been withheld / suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of MKT, then your appointment will be deemed void and your services with MKT will be terminated.

Acceptance

Please confirm your acceptance of this offer of employment with MKT by signing the attached copy of this letter and one copy of the employment contract and returning them to the Human Resources department as soon as possible. If we do not receive this as soon as possible, we will assume you do not wish to accept the terms and the offer will be void. Further to this, the appointment is valid subject to your joining on or before the date mentioned on your Statement of Terms. If you're agreed start date is not detailed in your statement of terms at this stage, you will be required to amend and mention this on your first day of employment. When returning the attached copy of this letter and contract, please also return those documents listed on the enclosed checklist.

We Look forward to welcoming you to Market Intelligence & Consulting Private Limited.

Yours Sincerely,

Sheetal Singh
CEO

Market Intelligence & Tech Consulting.



A.R. Mujawar

Statements of Terms of Employment

This statement sets out the particulars of the terms and conditions of employment by Market Intelligence & Consulting Private Limited, World Trade Centre Tower 1, 8th Floor, Regus Office, Kharadi, Near EON Free Zone, Pune, Maharashtra 411014, herein referred to as "MKT"

1. Job Title and Start Date

You Akhil Mujawar are employed by MKT as Strategic Growth Executive in our Sales & Marketing Department with effect from 16th October 2023. No employment with a previous employer count as part of your continuous employment for the purpose legislation, which commenced on 16th October 2023.

2. Duties

You shall devote the whole of your time (unless prevented by ill-health or accident or otherwise directed by MKT) to your duties under this statement and may not, without any prior written consent of your manager, be employed or otherwise engaged in any other business, trade, or profession either directly or indirectly in any capacity whatsoever.

3. Probation

The first six months of your employment will be probationary. MKT reserves the right to extend this period, if appropriate, in all the circumstances. Your Probationary period with MKT will be considered to have been successfully completed after six months or you will be advised in writing if the Company decides to extend your probationary period.

4. Notice Period

As mentioned in above Terms of Employment, after completing the probationary period notice period will be of 90 days, for all Officer and Non- Officer employment. If any employee wants to resign within their probationary period, they will have to serve 30 days of notice period.

5. Hours

Your actual working hours will be advised by your manager and will not ordinarily exceed 48 hours a week. Your initial login time will be 9:30 AM IST. Please note that your login time may vary according to business needs. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing.

6. Travelling Expenses


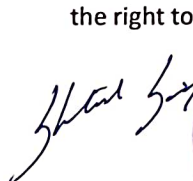
For official journey on tour from office to Client location and Vice-versa within Cities or out of state, Will be reimbursed, only if we are getting Google Map location and Invoices.

7. Disciplinary procedures

You are subject to the disciplinary rules and procedures set out in the MKT. In cases of gross misconduct, you may be dismissed without notice or pay in lieu of notice.

8. Grievance procedure

If you have a grievance or are dissatisfied with anything affecting your employment you have the right to raise the matter with the Human Resources Department.



A.R. Mujawar

9. Confidential Information

You are obliged to comply with the terms of the non-Solicitation/ confidentiality agreement during and after the termination of your employment with MKT.

You shall not disclose to MKT, or use for its benefit, any proprietary or Sales secret information to which you may have had access while employed elsewhere. You shall not bring MKT's facilities any materials or documents belonging to any other person or company, including but not limited to customer lists.

10. Communication

You shall keep MKT informed of your latest postal address at all times and inform MKT in writing of any change in address. Any communication sent to you by MKT on your last known address shall be deemed to be duly served notwithstanding the fact that you have changes your address if this change was not previously advised in writing to MKT.

11. Dual Employment

Throughout the Term, Employee shall not, directly or indirectly, render services to any other person or organization for which the Employee receives compensation (excluding volunteer services and reasonable compensation involved in serving as a director on any board of directors) without the consent of Director or otherwise engage in activities which would interfere significantly with the performance of Employee's duties hereunder.

12. Amendments

Subject to applicable laws, MKT reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you in writing.



Signed on behalf of Market Intelligence & Consulting Private Limited

A.R. Mujawar

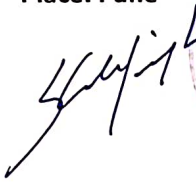
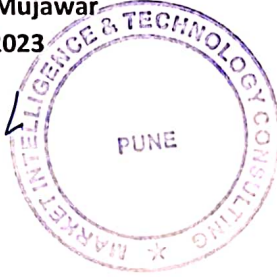
I have received a copy of my particulars of employment. I understand and agree to abide by the contents thereof. I hereby accept the employment with MKT on the Terms of Employment set out above:

Signed:

Name: Akhil Mujawar

Date: 16/10/2023

Place: Pune

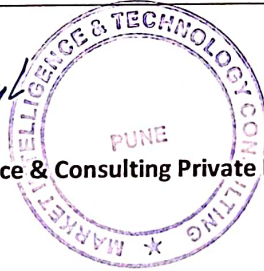



A.R. Mujawar

Annexure 1

Components	Per Month	Per Annum
A. FIXED COMPONENT		
Basic Pay	10200	122400
B. FLEXIBLE COMPONENTS		
House Rent Allowance	4080	48960
Conveyance Allowance	1600	19200
Transport Allowance	-	-
Medical Allowance	1250	15000
Child Education	-	-
Other Special Allowance	8370	100440
BASE PAY (A+B)	25500	306000
C. VARIABLE COMPONENT		
Performance Based Incentive	-	-
COST TO COMPANY (CTC) [A+B+C]	25500	306000
D. DEDUCTION		
Provident Fund	-	-
Employee ESIC	-	-
Professional Tax	200	2400
TOTAL DEDUCTION	-	-
NET PAY (A+B+C-D)	25300	303600

Market Intelligence & Consulting Private Limited



A.R. Mujawar

Date: 16/10/2023
MKT-2023-10-3029

NO-OBJECTION CERTIFICATE

This No-Objection Certificate (the "Agreement") is made this 16th October 2023 ("Effective Date")

BY AND BETWEEN:

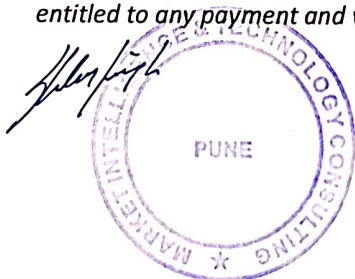
Market Intelligence & Consulting Services Private Limited, a Partnership, having its principal place of business at Regus, Office No. 504, Pentagon 2, Magarpatta City, Pune, Maharashtra 411013, represented by its Director Mr. Sheetal Singh (hereinafter referred to as the "**First Party**" which expression shall unless excluded by or repugnant to the subject or context be deemed to include its successors-in-interest and permitted assigns) of the **ONE PART**

AND

Akhil Mujawar (hereinafter referred to as the "**Second Party**" which expression shall unless excluded by or repugnant to the subject or context be deemed to include its legal heirs, administrators, and permitted assigns) of the **OTHER PART**

WHEREAS:

- The Parties are proposing to enter the following transaction:
Market Intelligence & Consulting Services Private Limited is proposing employment to Mr. Akhil Mujawar. ("**Proposed Transaction**")
- The Second party should show more enthusiasm, start taking initiative in learning the new process and implement them in day-to-day activities.
- The Second party must pass a weekly test during the training period i.e., In the first week the second party must score 65% of total marks, in the second week the second party must secure 75% of total marks, lastly in the third week the second party must secure 85% of total marks.
- If the second party fails to achieve the designated weekly scores, then the second party will not be entitled to any payment and will be asked to vacate the position.



A.R. Mujawar

Mr. Akhil Mujawar



Ref-BMES/OFR/10-23

Date: 25-Oct-23

To,

Khushi Sawaisankamble,
Susangati Girls Hostel,
Near Sinhgad Campus,
Ambegaon Bk,
Pune - 411041

Subject: Offer letter

Dear Khushi,

This has reference to your application and the subsequent interview you had with us. In this connection, we are pleased to offer you employment in our organization as **Research Analyst**. You are expected to join us on or before **1st November 2023** from our Viman Nagar office premises (1st Floor, Novotel, Nagar Road, Viman Nagar, Pune-411014, Maharashtra) subject to Government guidelines failing to which this offer letter stands canceled unless otherwise extended in writing.

This offer is subject to a positive outcome of the BMES Reference Check with your previous employer as well as timely submission of all required documents not limited to valid proof of address, relieving letter and others.

Please find below the list of documents to be submitted at the time of joining. The below mentioned must be submitted on the first day of joining:

- Pan Card and Aadhar Card (Mandatory)
- Address Proof – Electricity Bill or Telephone Bill or Driving License or Rent Agreement (any one of them)
- Last Employment relieving letter.
- Last Employment – last 3 months' salary slips.
- One passport size photograph.
- Educational certificates

Kindly revert to the email as a token of your acceptance.

Yours Sincerely,

For **Boyd & Moore Executive Search India Pvt. Ltd.,**

Heena Balan
Manager – HR
Signature: Heena

Khushi Sawaisankamble
Candidate
Signature:

Date:

Date:

This is computer generated and does not require signature.

OFFER LETTER

Dear **Mr. Antariksh Purushottam Ingle**
Mit College Of Management (Mitcom)

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining : **01-Jul-2024**
Functional Band : **Front Liner/Business Development**
Department : **SALES**
Division : **CSD**
Salary : **As Per Annexure 'A'**
Reporting Branch : **MUMBAI**
Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Jul-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

Annexure - A

NAME : Antariksh purushottam ingle
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE
DOJ : 01-Jul-2024

Particulars	Amounts(Rs.)
Fixed Component	
Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
Sub Total A	26644
Reimbursement	
Sub Total B	0
Variable Component	
Monthly Performance Linked Reimbursement*	4090
Sub Total B1	4090
Gratuity****	726
Sub Total C	726
Total Salary Package (A+B+B1+C)	31460
Total Salary Package Per Annum	377520

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
Total	150	1800
Total TH	30584	367008

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :

602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108

Connect
SERVICES
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473



OFFER DOCUMENT

Date:03-Nov-2023

Dear Sangale Santosh Haribhau,

Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **06-Nov-2023** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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



Enclosure I

Sangale Santosh Haribhau

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
Gross Salary (1)	25515	306180
Company Benefits		
Employer's Contribution to PF	1800	21600
Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : Teamlease Services Limited (E10192900009)

with Telephone no. & E-mail address : 6th Floor, BMTC Commercial Complex,,
BangaloreBengaluru Urban, Karnataka

: 080-68243000
: infoda@teamlease.com



2. (a) Name of Apprentice (Block Letters) : SIDDHESH RAVINDRA PATIL (A122322864)
(b) Father's/Mother's /Spouse's Name : Ravindra Dnyaneshwar Patil

3. Address of apprentice : 9,dattatray nagar, ta raver, 9, Maharash
: tra, Jalgaon, 425508, Jalgaon
: Jalgaon, Maharashtra

4. Gender : Male

5. Date of Birth : 13-12-2001

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : Yes
(b) Name of the Category : Obc

7. Educational Qualification (Highest) : Graduate - B.Com

8. (a) Category of Apprenticeship : Optional
(b) Name of the trade for which Apprentice is training : Credit Processing Officer4.0

9. Apprenticeship Training duration (Total) : 360 Days
(a) Duration of Basic Training : 4 Weeks
(b) Period of On-the-Job Training : From 05-12-2023 to 28-11-2024

10. Apprenticeship Training Location : Pune
(a) Name and address of facility where Basic Training is to be provided : N/A
(b) Name and address of the facility where On-the-Job Training is to be provided : Teamlease Services Limited
Pune
Pune
Maharashtra

11. (a) Date of execution of contract : 06-12-2023
(b) Age of Apprentice on the date of execution of contract : 21 years, 11 months and 23 days

12. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.

***For DBT cases- Partial stipend support by the Government of India under NAPS will be limited to 25% of the stipend paid, upto a maximum of Rs. 1500 per month per apprentice during the apprenticeship training period.**

For Non-DBT cases- Full stipend will be paid by the employer

13. Monthly stipend amount

Year of training	Total stipend amount (in Rs.)	Break up of total stipend amount (in Rs.)	
		Employer's share out of col. 2	Government of India's share out of col. 2(25% of stipend paid upto a maximum of Rs. 1500 per month per apprentice)
(a) During 1st year of training	21000	21000	0
(b) During 2nd year of training	N/A	N/A	0
(c) During 3rd and 4th year of training	N/A	N/A	0

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

15. (a) Whether Apprentice was identified through approved Third Party Aggregator : Yes

(b) Name of TPA (if applicable) : Teamlease Skills University

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

Digitally signed by
RAMANI DATTHI
Date: 2022.05.30
19:03:38 +05'30'

SAD.

Signature of the
Employer with seal

Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN122317209
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Auto-Approved

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

Ref: PIA/HRD/OFFER/2023

Date: 10th Nov 2023

Mr. Yash Jiotode

Pune

Subject: Offer Letter

Dear Yash,

With reference to your application and subsequent Interview which you had with us at Pool Campus, we are glad to inform you that you have been selected for the post of "Management Trainee", Sales & Marketing Department. For the first three months of job training, you will be placed in Pune and will be transferred to the same or another location post-completion of the training period.

Your gross emoluments will be Rs. 7,14,430/- p.a. (CTC) which includes an annual Performance Bonus of Rs.2,00,000/- as per Annexure A. You will be issued a detailed appointment letter on your joining Purnartha.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience, if any.
2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter are for Experience.
3. Three passport-sized colored Photographs.

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

We expect you to clear NISM XX1-A certification before joining the Organization.

GSTIN: 27AAECC3706G1ZX | CIN No: U72200PN2011PTC 138994 | Call us: +91 90110 55553

 servicedesk@purnartha.com | www.purnartha.com

 32/33 Rachna, Dr Ketkar Road, Off Karve Road, Erandwane, Pune - 411 004

compliance@purnartha.com; grievances@purnartha.com : +9120 69017100

Non-Individual Investment Advisor | IA SEBI Regn. No: INA000000672 | Validity: Perpetual
Email: principalofficer-IA@purnartha.com | Telephone: Principal officer - +9120 69017100 | BASL Member ID 1682

Portfolio Manager | PMS SEBI Regn. No: INP000007021
Validity: Perpetual

For disclaimers, the complete list of office addresses and corresponding SEBI regional/local offices, please visit our website www.purnartha.com
Investment in the securities market are subject to market risks. Read all the related documents carefully before investing. Registration granted by SEBI, and certification from NISM in no way guarantee performance of the intermediary or provide any assurance of returns to investors.

ANNEXURE - A

Your salary breakup is as under: -

Sr. No	Heads	Monthly Amount INR	Annual Amount INR
(A)	Basic	25,000	3,00,000
	HRA	8,750	1,05,000
	Flexible Benefit Plan (Special Allowance)	6,117	73,400
	Gross CTC (A)	39,867	4,78,404
(B)	Provident Fund (Employer Contribution)	1,800	21,600
	Total CTC (A+B)	41,667	5,00,000
(C)	Gratuity*	1,202	14,430
	Performance Bonus**	-	2,00,000
	Total Gross CTC (A+B+C)	42,869	7,14,430

Deductions: PF (Employee Contribution & Employer Contribution), PT (Professional Tax)
GMC Contribution: Monthly Rs.1100 /- Only would be deducted from the total CTC.

Benefit: You will be entitled to Group Mediciam Policy for Self, Spouse, up to
2 children & Parents for a Sum Insured of 3 lacs.


Note: Gratuity*: You will be eligible for a Gratuity payout after continuous service of 5 Years with the company as per the Gratuity Act.

Performance Bonus**: A performance Bonus of Rs. 2 lacs will be paid in 2 equal installments Annually. Rs. 1 lac will be paid after completion of your 1st year of continuous service and Rs. 1 lac of 2nd installment will be paid after 2nd year of continuous service. Performance Bonus is paid subject to your performance for the year.

Please sign a duplicate of this offer letter as a token of your acceptance of the above terms.

Best Wishes,

For **Purnartha Investment Advisers Pvt. Ltd.,**



Ashish A Shrivastava
(Head - HR)

Read, Agreed and Accepted



Yash Jiotode
(Management Trainee)

GSTIN: 27AAECC3706G1ZX | CIN No: U72200PN2011PTC 138994 | Call us: +91 90110 55553

📧 servicedesk@purnartha.com | www.purnartha.com

📍 32/33 Rachna, Dr Ketkar Road, Off Karve Road, Erandwane, Pune - 411 004

compliance@purnartha.com; grievances@purnartha.com : +9120 69017100

Non-Individual Investment Advisor | IA SEBI Regn. No: INA0000000672 | Validity: Perpetual
Email: principalofficer-IA@purnartha.com | Telephone: Principal officer - +9120 69017100 | BASL Member ID 1682

Portfolio Manager | PMS SEBI Regn. No: INP0000007021
Validity: Perpetual

For disclaimers, the complete list of office addresses and corresponding SEBI regional/local offices, please visit our website www.purnartha.com
Investment in the securities market are subject to market risks. Read all the related documents carefully before investing. Registration granted by SEBI, and certification from NISM in no way guarantee performance of the intermediary or provide any assurance of returns to investors.

Offer Letter

Dear Ganesh Dnyaneshwar Murhekar,

Date: November 23, 2023

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

- Place of Posting: Akola.** Your final location would be confirmed at the time of joining. The Company has PAN India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.
- Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.
- Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

a. **Salary:** As per the structure mentioned below:

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

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

b. Allowances:

- The Flexible Allowance can be availed either through salary or in the form of reimbursement of food, fuel, communication through Sodexo multi benefit card (At present this is ₹ 67,200 /- p.a.)
- Official travel will be reimbursed subject to the policies of the company governing the same.

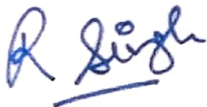
c. Other Benefits:

- You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining.
- You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same (At present performance based incentives for Relationship Manager are pegged at ₹ 150,000 /- p.a.)
- You will be covered under the group medical and accident insurance policies of the company.

5. **General:**

- a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
 - b. You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.
 - c. You will not engage yourself, in any business of your own or any other business/employment.
 - d. You are expected to treat these terms of employment confidential.
 - e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
 - f. Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.
6. **Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period at management's discretion.
7. Your **Date of Joining** shall be **May 1, 2024**.
8. **Acceptance:** Kindly send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on May 1, 2024

Date: 23/11/2023

(Signature): BLT.



Dquor Spaces LLP

LLP Identification Number : AAN-4386 | RERA Registration Number – A52100018508
Office No. 208, Zen Business Center, Above Café Coffe Day, Nr. Bhomkar Chowk, Wakad, Pune 411057.

29th November 2023

Subject: Offer for post of “Sales – Consultant”

Dear Yash Hajare,

We are pleased to offer you, the position of **Sales – Consultant** with **Dquor Spaces LLP** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from 1st December 2023.

2. Job title

Your job title will be **Sales – Consultant**, and you will report to the Head of the designated team.

3. Probation Period

There will be a Probation Period of Three months from the date of appointment; the Confirmation of your employment will be done after completion of this period depending on your learning skills and performance. During the probation the Company reserves the right to terminate your employment without any notice.

4. Salary & Incentives

Your salary and other benefits will be –

a.	All-inclusive fixed Salary	Rs. 25,167/ Month
b.	Travel Allowance for Official works	Reimbursement At Actual
c.	EOI Incentives	As Per Schedule - I
d.	Direct Quarterly Incentive (only on Booking)	As Per Schedule - I



Dquor Spaces LLP

LLP Identification Number : AAN-4386 | RERA Registration Number – A52100018508
Office No. 208, Zen Business Center, Above Café Coffe Day, Nr. Bhomkar Chowk, Wakad, Pune 411057.

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

5. Place of posting

You will be posted at Pune, Maharashtra. You may however be required to work at any place of business which the Company has, or may later acquire.

6. Hours of Work

The normal working days are **Tuesday** through **Sunday**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **09:30 am to 7.00 pm** and if necessary for additional hours depending on your responsibilities. Flexi hour details are as in the Company Policies / Rule book

7. Leave/Holidays

7.1 **Monday** will be considered as a weekly off.

7.2 Other Leaves will be as per the Company policy

7.3 The Company shall notify a list of declared holidays in the beginning of each year.

7.4 Sandwich Leaves will be considered as complete leave of the whole non-working span.

For Dquor Spaces LLP

Designated Partner

Pallav Desai

Date: 29th November, 2023



D'quor Spaces LLP

LLP Identification Number : AAN-4386 | RERA Registration Number – A52100018508
Office No. 208, Zen Business Center, Above Café Coffe Day, Nr. Bhomkar Chowk, Wakad, Pune 411057.

Schedule I - Compensation Details

<u>Annual CTC - Sales Consultant</u>	<u>P.A.</u>	<u>Monthly</u>
Basic Salary	2,00,000	16,667
DA (5% of Basic)	10,000	833
HRA (40% of Basic)	80,000	6,667
Special Allowance	12,000	1,000
Laptop & Computing Systems	18,000	
Telecom Allowance Fixed	7,600	
Annual Performance Bonus	2,75,000	
	6,02,600	25,167

Incentive Structure for Sales Consultant

Booking Incentives (% of Company Revenue Contribution by Sales Person)	
1. 0 to CTC	0 %
2. CTC to 3 X CTC	4%
3. Above 3 X CTC	6%

Project Sales - Sustenance Method	
If Sales Person Does the Following Activities	
Case – 1	
1. Calls the Client	100% Booking Incentive
2. Scheduled Site Visit of the Client	
3. Attends the Client on the Site	
Case – 2	
1. Calls the Client	20% Booking Incentive
2. Scheduled Site Visit of the Client	
3. Attends the Client on the Site	80% Booking Incentive



Dquor Spaces LLP

LLP Identification Number : AAN-4386 | RERA Registration Number – A52100018508
Office No. 208, Zen Business Center, Above Café Coffe Day, Nr. Bhomkar Chowk, Wakad, Pune 411057.

Project Sales - Event Based		
Incentive Part -1 (Before the Launch Event)		
1 to 25 EOI Done		Rs.1500
26 and Above EOI's Done		Rs.3000
Incentive Part -2 (During the Launch Event)		
Closing the Client on Table during the event		100% of Booking Incentive

Note:

1. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.
2. Booking Incentives will be calculated in terms of Financial Year Basis April – March and not Calendar Year.
3. As soon as 26 EOI's are done the 1st 25 EOI's will attract balance Incentive of Rs 1500/- Each.
4. EOI Incentives are only applicable for the Clients attending the Launch Event or the Site.

For Dquor Spaces LLP

Designated Partner

Pallav Desai

Contact

www.linkedin.com/in/anjali-gawande-6858b5260 (LinkedIn)

Top Skills

Analytical Skills
Digital Marketing Media
Digital Marketing Communications

Certifications

The Fundamentals of Digital Marketing

Anjali Gawande

Senior Consultant | Digital Transformation | SEO Specialist |
Piscataway, New Jersey, United States

Summary

MBA Marketing Student | Passionate about driving brand success

Pursuing MBA in Marketing | SKN School Of Business Management, pune.

Seeking challenging opportunities to apply marketing expertise and drive business growth.

Keen interest in exploring the field of market research

Skilled in Analytics , Project Management, CRM activities and Technical knowledge about Ms Excel , Salesforce etc

Experience

Futurism Technologies, INC.

Senior Marketing Consultant

February 2024 - Present (9 months)

New Jersey, United States

Education

SKN School of Business Management Ambegaon, Pune

Master of Business Administration - MBA, Business Administration and Management, General · (November 2021 - June 2024)

D.M Burungle College of Science Shegaon

Bachelor's degree, Science · (June 2019 - May 2022)

Saraswati Junior College, Shegaon

11th-12th, Science · (July 2017 - May 2019)

Harlalka English School Shegaon.

1st-10th, Junior High/Intermediate/Middle School Education and Teaching · (June 2006 - May 2017)



CORIZO

Empowering Tomorrow's Leaders

OFFER LETTER

Dear **Siddharth Arun Navale**,

DATE: 16.01.2024

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

1. Period of Service: The minimum period of service is **three (3) month** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable**. **The first ten days will be considered as unpaid OJT.**

2. Designation and Salary: You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

3. Remuneration: For the duration of your probation period you will be eligible for a compensation of **INR 15000** will be fixed and **10,000 INR** will be (variable incentive) per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 02/02/2024

Probation End Date: 16/05/2024

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.





CORIZO

Empowering Tomorrow's Leaders

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**





CORIZO

Empowering Tomorrow's Leaders

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to **<lisha.hr@corizo.co.in> within 2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full-Time Employment (After Probation Period)

Location: Bangalore

DOJ: 02/02/2024

Pay after Probation period: CTC 4.0LPA + Incentive 2.5LPA

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: Siddharth Arun Navale

DATE: 17/01/2024

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy
4. PAN Card Scanned Copy
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code



Ref.: MT/A12687/AAF/1705487651860438

Date: 22-Jan-2024

To,
Ashish Nandkishor Ambuskar

Mob.: +91-9405779468

Email: anambuskar777@gmail.com

Address: Ashish gents parlor, dr. ambedkar chowk

Shegaon

Subject :- Offer CUM Appointment letter for the post of MANAGEMENT TRAINEE

Dear Ashish Nandkishor Ambuskar,

This is with reference to your application for the above-mentioned position and our further discussions with you; we are pleased to offer you an appointment as Management Trainee at our MUMBAI VASAI Branch at the MT in our CREDIT-1901 Department; subject to the fulfilment of the following terms and conditions:

1. Your Basic+DA salary along with other allowances is in accordance with the Company's rules that are in force for the time being, and from time to time shall be as per the enclosed Annexure- Please note that the Management reserves the right to restructure or change your compensation at any time on its sole discretion.
2. That, your provisional appointment is subject to:
 1. Based on our discussion and mutual consent on the terms and conditions related to your provisional employment; you would require signing this Offer-cum-Appointment Letter on joining as token of your acceptance.
 2. This provisional appointment shall be subject to your medical report declaring you "Physically & Mentally Fit" from any Doctor/Medical Practitioner not having below the MBBS Degree. For this you will have to undergo a 'Medical Examination'.
 3. This provisional training/employment shall be subject to the successful completion of your graduation/post-graduation (if pursuing) and submission of necessary documents (marksheets/degrees) to the concerned person at HR Department of the Company.
 4. Your appointment will be subject to the satisfactory fulfillment of terms and conditions set out in Annexure- This appointment cum offer letter is provisional and shall be subject to the successful reference checks. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter along with all its annexures, within Seven days from the date of this letter, this provisional appointment shall become absolute. In case of your failure to fulfil any or all these terms and conditions within the aforesaid period of Seven days from the date of this letter, this Offer cum Appointment letter shall be treated null and void.
3. At the time of interview/appointment or any later stage, if it is found that you have submitted/furnished wrong/forged documents/information in such a case your Offer cum Appointment letter shall also be treated null and void.
4. You are requested to submit the documents before joining but not later than Seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure- Till such time, the above documents are submitted to our satisfaction, this offer cum appointment is to be considered as provisional.

Therefore, in view of all the above you are hereby advised to report for joining to Mr./Ms. Azamuddin Rafimullah Khan at our MUMBAI VASAI-2712116 Branch Office on or before dated 01-Mar-2024. The office timings are 09:30AM to 06:30PM including Lunch Break. The detailed address of said Branch Office is mentioned below:

Aavas Financiers Limited

MUMBAI VASAI-2712116
MUMBAI VASAI

5. This offer cum appointment is valid subject to your joining on or before dated 01-Mar-2024 and post this date it shall be treated null and void.

Please sign and return the duplicate of this letter to HR Department as token of your acceptance of the offer cum appointment within Seven days from the date of this letter on the terms and conditions mentioned above as well as in the Annexure. We look forward to your mutually rewarding career with Aavas Financiers Limited.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

ANNEXURE-I
AAVAS FINANCIERS LIMITED

NAME: Ashish Nandkishor Ambuskar
 DESIGNATION: MANAGEMENT TRAINEE
 DEPARTMENT: CREDIT-1901

GRADE: MT
 DOJ: 01-Mar-2024
 LOCATION: MUMBAI VASAI

Component	Monthly	Yearly
BASIC and DA	14310	171720
HRA	7155	85860
Education Allowance	200	2400
Special Allowance	10755	129060
Statutory Bonus	1192	14304
Gross Before	33612	403344
EMPLOYEE PF CONTRIBUTION	1800	21600
Net Take Home	31812	381744
EMPLOYER PF CONTRIBUTION	1950	23400
GRATUITY	688	8260
MEDICLAIM	1250	15000
Total Fixed CTC	37500	450004
Total Annual CTC	37500	450004



Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Mediclaime Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
CUG Limit:	As per the Company Policy.
Foreign Tour Eligibility:	As per applicable programmes run by the company time to time.
Group Personal Accident Policy:	As per the Company Policy and shall be effective from the date of your endorsement in the said policy.
Other Condition:	2 years service agreement

****Employees not falling under ESIC will be covered under companies' Mediclaime policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.**

****Professional Tax as per rules shall be deducted if applicable in state.**

Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Mediclaim Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
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Other Condition:	2 years service agreement

****Employees not falling under ESIC will be covered under companies' Mediclaim policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.**

****Professional Tax as per rules shall be deducted if applicable in state.**

ANNEXURE-II

Terms and Conditions of attached Offer CUM Appointment letter ref. no. MT/A12687/AAF/1705487651860438 dated 22-Jan-2024 is as follows:

1. **Performance Payments:** You shall be eligible for a performance bonus/incentive (depending on the type of your role/work) based on the performance appraisal at completion of one year from the date of joining. The performance payment is an annual amount depending on the rating that one receives during the annual appraisals. The payment is calculated considering four factors: basic salary, grade, performance of the Management Trainee (i.e., the rating) and performance of the Company (a Company factor is decided every year depending on the performance of the Company in the previous financial year). Depending on the type of work, in some cases this may be replaced by an incentive plan where incentives are paid monthly.
2. **Travel Allowances:** The Employees undertaking travel on official business are entitled to certain travel allowances depending on their grade. The details of these allowances/policies are available with the Human Resources and Administration Department.
3. **Provident Fund:** You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on our appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Company contributing a like amount. The settlement of the Provident Fund account and other matters connected thereto will be governed by the Provident Fund rules applicable to you.
4. **Probation:** You will be on probation for a period of One Year (Twelve Months) beginning from the date of joining the company. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the period by a written notice of 30 days if your performance or conduct, at the discretion of the management does not come up to its expectations. You can resign from the company's service during the probationary period by giving 30 days' written notice. Please note, post completion of your probation, your notice period will be governed by the exit policy of the company as would be applicable to your grade of that time.
5. **Remuneration:** The agreed remuneration shall be paid monthly to you through transfer of funds into your bank account as per the details of the same submitted by you while joining the company. In case you do not hold any bank account, you need to open a Bank account with any of the partner bank(s) of company for said salary transfer. Please also note, that in future due to some reason if you require to get change your bank details with us for said purpose; you would have to submit the fresh bank account details to the HR Department and get approved the same as per applicable procedures.
The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Company shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you. It is agreed and understood that the remuneration payable by the Company to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Company. You shall not be automatically entitled to receive from the Company or its group companies or affiliates any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Company. Payment if any of the above nature will be solely at the Company's discretion. The Company shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any, and all amounts as may be owed by you to the Company, including advances and loans.

6. **Service subject to rules:** Your services would be governed by the Company's policies, rules, and regulations in force for the time being and from time to time. You agree to comply with all the Company policies, rules and procedures as may be applicable to the employees of the Company from time to time.
During the period of your employment with the Company, you shall not engage yourself in any other profession, employment, occupation, consultancy, or any other business and shall endeavour your best to promote the Company's interests.
7. **Transfer & Deputation:** Your services may be transferrable to any of the Company's establishments, divisions and/or associates/affiliates situated in any part of India. On your transfer/deputation, you will be governed by the Company policies, rules, and regulations applicable to the establishment in which you are posted.
8. **Withholding of increments:** The increments in your grade will not be automatic but will be subject to satisfactory work, regular attendance, and good conduct.
9. **Termination:** Your provisional training can be terminated by you at any time, for any reason whatsoever or without assigning any reason, by providing prior written notice of 01 (One) month to the Company. The Company may terminate your training with the Company at any time without providing any reason, by providing prior written notice of 01 (One) month or by providing 01 (One) month remuneration in lieu of the written notice.
The company may ask you to leave or terminate you on account of integrity or found guilty of data security violation or any act against the interest of the organization. In such cases immediate relieving without any notice & any payment would be processed.
You are agree that, at the time you leave the employment of the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its affiliates, successors or assigns. You shall have no right to retention of the assets or documents of the Company.
10. **Notification to new employer:** Upon termination of your employment with the Company for any reason, whatsoever you hereby grant consent to notification by the Company to any subsequent employer(s) your rights and obligations under this appointment letter.
11. **Certificates and Testimonials:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources Department.
12. **Change in Status:** You should keep the Company informed about any change in your address, educational qualifications, and marital status.
13. **Declaration under Companies Act:** In accordance with sub-section (2A) of Section 314 of the Companies Act 1956, you are requested to make a declaration whether you are in any way related to or have business connections with any of the Directors of the Company.
14. **Weekly Working:** Your working week will be as per the practice followed in the establishment/department/ section in which you are posted. [The Company shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays].

15. **15. Leave(s):** You will be entitled to leave in accordance with the leave rules of the The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.
16. **Public Holidays:** The Public Holidays observed by the Company are subject to adjustment or reduction from time to time.
17. **Secrecy:** You shall, always, maintain complete secrecy about the Company's business affairs, inventions, special techniques, secret processes and the like which may come to your knowledge during the period of your employment including but not limited to all analyses, forecasts, reports, studies, agreements, and other documents whether prepared by you or a third party. You shall keep and render a faithful account of all properties of the Company entrusted to you in the course of your employment with the Company. During the period of your employment, you shall not, without the written authority of the Company, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Company.
18. **Inventions:** All work products developed or invented by you in the course of performance of your employment with the Company shall belong to the Company. You hereby assign and agree to assign to the Company all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Company. You shall not retain any rights or interest in any property, materials, products, data, or documents created in the course of your employment with the Company. Both during and after the termination of your employment with the Company, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Company for further and better protecting the Company's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Company. Both during and after the term of your employment with the Company, you agree not to publish, directly or indirectly, except with the prior written consent of the Company, any information in relation to any intellectual property, confidential information, or trade secrets of the Company.
19. **Data Protection:** For the purposes of the data protection by signing of this letter, you consent to the Company and such other persons and entities designated by the Company collecting, holding and processing personal data relating to you whether provided to the Company or otherwise received by the Company for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes; providing information to future purchasers of the Company or of the business(es); surveillance where criminal activity is suspected; monitoring e-mail/internet usage; transferring information about you to a country or territory outside India.
20. **Confidentiality:** All proprietary information regarding the Company and / or its affiliates will be always regarded and preserved as confidential and you shall refrain from publishing or disclosing any part of it for his / her own benefit or for the benefit of others, in any way by any means whatsoever, unless expressly permitted in writing by the Company.

21. **Non-Disparagement:** Always while dealing with the customers or prospective customers of the Company, you shall represent yourself as an employee of the Company, and all agreements entered by you with them shall be for and on behalf of the Company. You shall not make any communication or engage in any conduct that is or can reasonably be construed as disparaging of the Company or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products, or services.
22. **Remedies:** In the event of a breach or a threatened breach the Company shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.
23. **Agreement not to Solicit Employees, Suppliers and Customers:** During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Company or any of its affiliates to cease to supply or restrict or vary the terms of supply. During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Company or any of its affiliates to cease to procure such products and/ or services during the term of your employment and after termination of your employment with the Company, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Company or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.
24. **Prohibitions under FCPA and PCA:** During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act. As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer, or receive cash, gifts or "anything of value" to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

Acknowledgement and Acceptance:

I hereby accept this offer-cum-appointment on the above-mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules was read and understood by me before signing this letter.

I shall join my duties by dated: 01-03-2024

Name: Ashish Nandkishor Ambuskar

Signature: [Signature]

Dated: 26-01-2024

AAVAS FINANCIERS LIMITED

(Formerly known as 'Au HOUSING FINANCE LIMITED')

An ISO 9001:2015 Certified Company

CIN NO.: L65922RJ2011PLC034297

Regd. & Corp. Office: 201-202, 2nd Floor, Southend Square,

Mansarovar Industrial Area, Jaipur - 302020 | Tel: +91 141 661 8888

E-Mail: info@aaavas.in | Website: www.aaavas.in

ANNEXURE-III

List of Mandatory Joining Documents: -

1. Graduation/ Post-Graduation Final Year/ Sr. Secondary /Secondary Marksheet/Certificate.
2. Appointment Letter/Offer letter from the Previous Employer.
3. Last three months' salary slip.
4. Accepted or stamped resignation of last employer.
5. Relieving Letter from the last two employers signed & stamped.
6. Identity Proof and Address Proof (PAN Card & Aadhar Card (Mandatory), Voter ID, Driving License, Passport).
7. 05 numbers Passport Size Photos.

I hereby confirm the date of Joining of 01-Mar-2024 as stated above.

Name of reporting Manager: Azamuddin Rafimullah Khan

Signature:

Branch Name: MUMBAI VASAI

Employee Code:

Dated:

Ref.: MT/A12809/AAF/1705903015063883

Date: 23-Jan-2024

To,
Ganesh Narendra Dhotre

Mob.: +91-8180861854

Email: ganeshdhtre@gmail.com

Address: Ward no - 20, mata mandir javal mu. po.

warud

Subject -: Offer CUM Appointment letter for the post of MANAGEMENT TRAINEE

Dear Ganesh Narendra Dhotre,

This is with reference to your application for the above-mentioned position and our further discussions with you; we are pleased to offer you an appointment as Management Trainee at our NAGPUR Branch at the MT in our CREDIT-1901 Department; subject to the fulfilment of the following terms and conditions:

1. Your Basic+DA salary along with other allowances is in accordance with the Company's rules that are in force for the time being, and from time to time shall be as per the enclosed Annexure- Please note that the Management reserves the right to restructure or change your compensation at any time on its sole discretion.
2. That, your provisional appointment is subject to:
 1. Based on our discussion and mutual consent on the terms and conditions related to your provisional employment; you would require signing this Offer-cum-Appointment Letter on joining as token of your acceptance.
 2. This provisional appointment shall be subject to your medical report declaring you "Physically & Mentally Fit" from any Doctor/Medical Practitioner not having below the MBBS Degree. For this you will have to undergo a 'Medical Examination'.
 3. This provisional training/employment shall be subject to the successful completion of your graduation/post-graduation (if pursuing) and submission of necessary documents (marksheets/degrees) to the concerned person at HR Department of the Company.
 4. d) Your appointment will be subject to the satisfactory fulfilment of terms and conditions set out in Annexure- This appointment cum offer letter is provisional and shall be subject to the successful reference checks. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter along with all its annexures, within Seven days from the date of this letter, this provisional appointment shall become absolute. In case of your failure to fulfil any or all these terms and conditions within the aforesaid period of Seven days from the date of this letter, this Offer cum Appointment letter shall be treated null and void.
3. At the time of interview/appointment or any later stage, if it is found that you have submitted/furnished wrong/forged documents/information in such a case your Offer cum Appointment letter shall also be treated null and void.
4. You are requested to submit the documents before joining but not later than Seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure- Till such time, the above documents are submitted to our satisfaction, this offer cum appointment is to be considered as provisional.

AAVAS FINANCIERS LIMITED
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An ISO 9001:2015 Certified Company
CIN NO.: L65922RJ2011PLC034297
Regd. & Corp. Office: 201-202, 2nd Floor, Southend Square,
Mansarovar Industrial Area, Jaipur - 302020 | Tel: +91 141 661 8888
E-Mail: info@aaavas.in, Website: www.aaavas.in



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Therefore, in view of all the above you are hereby advised to report for joining to Mr./Ms. Pritesh Kamawat at our NAGPUR-2712076 Branch Office on or before dated 01-Mar-2024. The office timings are 09:30AM to 06:30PM including Lunch Break. The detailed address of said Branch Office is mentioned below:

Aavas Financiers Limited

NAGPUR-2712076
NAGPUR

5. This offer cum appointment is valid subject to your joining on or before dated 01-Mar-2024 and post this date it shall be treated null and void.

Please sign and return the duplicate of this letter to HR Department as token of your acceptance of the offer cum appointment within Seven days from the date of this letter on the terms and conditions mentioned above as well as in the Annexure. We look forward to your mutually rewarding career with Aavas Financiers Limited.

Yours faithfully,
For & on behalf of Aavas Financiers Limited

Anshul Bhargava
Chief People Officer

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ANNEXURE-1
AAVAS FINANCIERS LIMITED

NAME: Ganesh Narendra Dhotre
DESIGNATION: MANAGEMENT TRAINEE
DEPARTMENT: CREDIT-1901

GRADE: MT
DOJ: 01-Mar-2024
LOCATION: NAGPUR

Component	Monthly	Yearly
BASIC and DA	14310	171720
HRA	5724	68688
Education Allowance	200	2400
Special Allowance	12186	146232
Statutory Bonus	1192	14304
Gross Before	33612	403344
EMPLOYEE PF CONTRIBUTION	1800	21600
Net Take Home	31812	381744
EMPLOYER PF CONTRIBUTION	1950	23400
GRATUITY	688	8260
MEDICLAIM	1250	15000
Total Fixed CTC	37500	450004
Total Annual CTC	37500	450004



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Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Mediclaime Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
CUG Limit:	As per the Company Policy.
Foreign Tour Eligibility:	As per applicable programmes run by the company time to time.
Group Personal Accident Policy:	As per the Company Policy and shall be effective from the date of your endorsement in the said policy.
Other Condition:	2 years service agreement

****Employees not falling under ESIC will be covered under companies' Mediclaime policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.**

****Professional Tax as per rules shall be deducted if applicable in state.**

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E-Mail: info@aavas.in, Website: www.aavas.in

ANNEXURE-II

Terms and Conditions of attached Offer CUM Appointment letter ref. no. MT/A12809/AAF/1705903015063883 dated 23-Jan-2024 is as follows:

1. **Performance Payments:** You shall be eligible for a performance bonus/incentive (depending on the type of your role/work) based on the performance appraisal at completion of one year from the date of joining. The performance payment is an annual amount depending on the rating that one receives during the annual appraisals. The payment is calculated considering four factors: basic salary, grade, performance of the Management Trainee (i.e., the rating) and performance of the Company (a Company factor is decided every year depending on the performance of the Company in the previous financial year). Depending on the type of work, in some cases this may be replaced by an incentive plan where incentives are paid monthly.
2. **Travel Allowances:** The Employees undertaking travel on official business are entitled to certain travel allowances depending on their grade. The details of these allowances/policies are available with the Human Resources and Administration Department.
3. **Provident Fund:** You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on our appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Company contributing a like amount. The settlement of the Provident Fund account and other matters connected thereto will be governed by the Provident Fund rules applicable to you.
4. **Probation:** You will be on probation for a period of One Year (Twelve Months) beginning from the date of joining the company. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the period by a written notice of 30 days if your performance or conduct, at the discretion of the management does not come up to its expectations. You can resign from the company's service during the probationary period by giving 30 days' written notice. Please note, post completion of your probation, your notice period will be governed by the exit policy of the company as would be applicable to your grade of that time.
5. **Remuneration:** The agreed remuneration shall be paid monthly to you through transfer of funds into your bank account as per the details of the same submitted by you while joining the company. In case you do not hold any bank account, you need to open a Bank account with any of the partner bank(s) of company for said salary transfer. Please also note, that in future due to some reason if you require to get change your bank details with us for said purpose; you would have to submit the fresh bank account details to the HR Department and get approved the same as per applicable procedures.
The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Company shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you. It is agreed and understood that the remuneration payable by the Company to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Company. You shall not be automatically entitled to receive from the Company or its group companies or affiliates any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Company. Payment if any of the above nature will be solely at the Company's discretion. The Company shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any, and all amounts as may be owed by you to the Company, including advances and loans.

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6. **Service subject to rules:** Your services would be governed by the Company's policies, rules, and regulations in force for the time being and from time to time. You agree to comply with all the Company policies, rules and procedures as may be applicable to the employees of the Company from time to time.
- During the period of your employment with the Company, you shall not engage yourself in any other profession, employment, occupation, consultancy, or any other business and shall endeavour your best to promote the Company's interests.
7. **Transfer & Deputation:** Your services may be transferrable to any of the Company's establishments, divisions and/or associates/affiliates situated in any part of India. On your transfer/deputation, you will be governed by the Company policies, rules, and regulations applicable to the establishment in which you are posted.
8. **Withholding of increments:** The increments in your grade will not be automatic but will be subject to satisfactory work, regular attendance, and good conduct.
9. **Termination:** Your provisional training can be terminated by you at any time, for any reason whatsoever or without assigning any reason, by providing prior written notice of 01 (One) month to the Company. The Company may terminate your training with the Company at any time without providing any reason, by providing prior written notice of 01 (One) month or by providing 01 (One) month remuneration in lieu of the written notice.
- The company may ask you to leave or terminate you on account of integrity or found guilty of data security violation or any act against the interest of the organization. In such cases immediate relieving without any notice & any payment would be processed.
- You are agree that, at the time you leave the employment of the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its affiliates, successors or assigns. You shall have no right to retention of the assets or documents of the Company.
10. **Notification to new employer:** Upon termination of your employment with the Company for any reason, whatsoever you hereby grant consent to notification by the Company to any subsequent employer(s) your rights and obligations under this appointment letter.
11. **Certificates and Testimonials:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources Department.
12. **Change in Status:** You should keep the Company informed about any change in your address, educational qualifications, and marital status.
13. **Declaration under Companies Act:** In accordance with sub-section (2A) of Section 314 of the Companies Act 1956, you are requested to make a declaration whether you are in any way related to or have business connections with any of the Directors of the Company.
14. **Weekly Working:** Your working week will be as per the practice followed in the establishment/department/ section in which you are posted. [The Company shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays].

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15. **Leave(s):** You will be entitled to leave in accordance with the leave rules of the The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.
16. **Public Holidays:** The Public Holidays observed by the Company are subject to adjustment or reduction from time to time.
17. **Secrecy:** You shall, always, maintain complete secrecy about the Company's business affairs, inventions, special techniques, secret processes and the like which may come to your knowledge during the period of your employment including but not limited to all analyses, forecasts, reports, studies, agreements, and other documents whether prepared by you or a third party. You shall keep and render a faithful account of all properties of the Company entrusted to you in the course of your employment with the Company. During the period of your employment, you shall not, without the written authority of the Company, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Company.
18. **Inventions:** All work products developed or invented by you in the course of performance of your employment with the Company shall belong to the Company. You hereby assign and agree to assign to the Company all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Company. You shall not retain any rights or interest in any property, materials, products, data, or documents created in the course of your employment with the Company. Both during and after the termination of your employment with the Company, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Company for further and better protecting the Company's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Company.
Both during and after the term of your employment with the Company, you agree not to publish, directly or indirectly, except with the prior written consent of the Company, any information in relation to any intellectual property, confidential information, or trade secrets of the Company.
19. **Data Protection:** For the purposes of the data protection by signing of this letter, you consent to the Company and such other persons and entities designated by the Company collecting, holding and processing personal data relating to you whether provided to the Company or otherwise received by the Company for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes; providing information to future purchasers of the Company or of the business(es); surveillance where criminal activity is suspected; monitoring e-mail/internet usage; transferring information about you to a country or territory outside India.
20. **Confidentiality:** All proprietary information regarding the Company and / or its affiliates will be always regarded and preserved as confidential and you shall refrain from publishing or disclosing any part of it for his / her own benefit or for the benefit of others, in any way by any means whatsoever, unless expressly permitted in writing by the Company.

21. **Non-Disparagement:** Always while dealing with the customers or prospective customers of the Company, you shall represent yourself as an employee of the Company, and all agreements entered by you with them shall be for and on behalf of the Company. You shall not make any communication or engage in any conduct that is or can reasonably be construed as disparaging of the Company or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products, or services.
22. **Remedies:** In the event of a breach or a threatened breach the Company shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.
23. **Agreement not to Solicit Employees, Suppliers and Customers:** During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Company or any of its affiliates to cease to supply or restrict or vary the terms of supply. During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Company or any of its affiliates to cease to procure such products and/ or services during the term of your employment and after termination of your employment with the Company, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Company or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.
24. **Prohibitions under FCPA and PCA:** During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act. As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer, or receive cash, gifts or "anything of value" to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

Acknowledgement and Acceptance:

I hereby accept this offer-cum-appointment on the above-mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules was read and understood by me before signing this letter.

I shall join my duties by dated: 1/3/2024

Name: Gurdeep Narinder Dhotue

Signature: [Signature]

Dated: 23/01/24

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Use of Legislative History Documents -

Use of Legislative History Documents -

4. Graduation/ Post-Graduation Final Year/ Sr. Secondary /Secondary /Matriculant/ Certificate
 5. Appointment Letter /Offer letter from the Present Employer.
 6. Last three months' salary slip.
 7. Accepted or stamped resignation of last employer.
 8. Relieving Letter from the last two employers signed & stamped.
 9. Identity Proof and Address Proof (Ration Card & Aadhar Card (Mandatory), Voter ID, Driving License, Passport).
 10. 10 recent Passport Size Photos.
- Candidates, under the date of joining of 01 May 2024 as stated above.

Name of reporting Manager: Patrick Karmali

Keywords: *Psychiatry, Psychiatry, Psychiatry*

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Environmental Goals

Overhead

Ref.: MT/A12689/AAF/1705748008656200

Date: 22-Jan-2024

To,
Jayesh Devidas Chikate

Mob.: +91-8830138236

Email: marshalljayesh@gmail.com

Address: Ta warora, khemjai

chandrapur

Subject :- Offer CUM Appointment letter for the post of MANAGEMENT TRAINEE

Dear Jayesh Devidas Chikate,

This is with reference to your application for the above-mentioned position and our further discussions with you; we are pleased to offer you an appointment as Management Trainee at our MUMBAI THANE Branch at the MT in our CREDIT-1901 Department; subject to the fulfilment of the following terms and conditions:

1. Your Basic+DA salary along with other allowances is in accordance with the Company's rules that are in force for the time being, and from time to time shall be as per the enclosed Annexure- Please note that the Management reserves the right to restructure or change your compensation at any time on its sole discretion.
2. That, your provisional appointment is subject to:
 1. Based on our discussion and mutual consent on the terms and conditions related to your provisional employment; you would require signing this Offer-cum-Appointment Letter on joining as token of your acceptance.
 2. This provisional appointment shall be subject to your medical report declaring you "Physically & Mentally Fit" from any Doctor/Medical Practitioner not having below the MBBS Degree. For this you will have to undergo a 'Medical Examination'.
 3. This provisional training/employment shall be subject to the successful completion of your graduation/post-graduation (if pursuing) and submission of necessary documents (marksheets/degrees) to the concerned person at HR Department of the Company.
 4. d) Your appointment will be subject to the satisfactory fulfillment of terms and conditions set out in Annexure- This appointment cum offer letter is provisional and shall be subject to the successful reference checks. Upon successful fulfillment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter along with all its annexures, within Seven days from the date of this letter, this provisional appointment shall become absolute. In case of your failure to fulfil any or all these terms and conditions within the aforesaid period of Seven days from the date of this letter, this Offer cum Appointment letter shall be treated null and void.
3. At the time of interview/appointment or any later stage, if it is found that you have submitted/furnished wrong/forged documents/information in such a case your Offer cum Appointment letter shall also be treated null and void.
4. You are requested to submit the documents before joining but not later than Seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure- Till such time, the above documents are submitted to our satisfaction, this offer cum appointment is to be considered as provisional.

Therefore, in view of all the above you are hereby advised to report for joining to Mr./Ms. Gurvinder Singh at our MUMBAI THANE-2712014 Branch Office on or before dated 01-Mar-2024. The office timings are 09:30AM to 06:30PM including Lunch Break. The detailed address of said Branch Office is mentioned below:

Aavas Financiers Limited

MUMBAI THANE-2712014
MUMBAI THANE

5. This offer cum appointment is valid subject to your joining on or before dated 01-Mar-2024 and post this date it shall be treated null and void.

Please sign and return the duplicate of this letter to HR Department as token of your acceptance of the offer cum appointment within Seven days from the date of this letter on the terms and conditions mentioned above as well as in the Annexure. We look forward to your mutually rewarding career with Aavas Financiers Limited.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava

Chief People Officer

ANNEXURE-I
AAVAS FINANCIERS LIMITED

NAME: Jayesh Devidas Chikate
 DESIGNATION: MANAGEMENT TRAINEE
 DEPARTMENT: CREDIT-1901

GRADE: MT
 DOJ: 01-Mar-2024
 LOCATION: MUMBAI THANE

Component	Monthly	Yearly
BASIC and DA	14310	171720
HRA	7155	85860
Education Allowance	200	2400
Special Allowance	10755	129060
Statutory Bonus	1192	14304
Gross Before	33612	403344
EMPLOYEE PF CONTRIBUTION	1800	21600
Net Take Home	31812	381744
EMPLOYER PF CONTRIBUTION	1950	23400
GRATUITY	688	8260
MEDICLAIM	1250	15000
Total Fixed CTC	37500	450004
Total Annual CTC	37500	450004



Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Mediclaime Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
CUG Limit:	As per the Company Policy.
Foreign Tour Eligibility:	As per applicable programmes run by the company time to time.
Group Personal Accident Policy:	As per the Company Policy and shall be effective from the date of your endorsement in the said policy.
Other Condition:	Two years service agreement

****Employees not falling under ESIC will be covered under companies' Mediclaime policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.**

****Professional Tax as per rules shall be deducted if applicable in state.**

ANNEXURE-II

Terms and Conditions of attached Offer CUM Appointment letter ref. no. MT/A12689/AAF/1705748008656200 dated 22-Jan-2024 is as follows:

1. **Performance Payments:** You shall be eligible for a performance bonus/incentive (depending on the type of your role/work) based on the performance appraisal at completion of one year from the date of joining. The performance payment is an annual amount depending on the rating that one receives during the annual appraisals. The payment is calculated considering four factors: basic salary, grade, performance of the Management Trainee (i.e., the rating) and performance of the Company (a Company factor is decided every year depending on the performance of the Company in the previous financial year). Depending on the type of work, in some cases this may be replaced by an incentive plan where incentives are paid monthly.
2. **Travel Allowances:** The Employees undertaking travel on official business are entitled to certain travel allowances depending on their grade. The details of these allowances/policies are available with the Human Resources and Administration Department.
3. **Provident Fund:** You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on our appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Company contributing a like amount. The settlement of the Provident Fund account and other matters connected thereto will be governed by the Provident Fund rules applicable to you.
4. **Probation:** You will be on probation for a period of One Year (Twelve Months) beginning from the date of joining the company. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the period by a written notice of 30 days if your performance or conduct, at the discretion of the management does not come up to its expectations. You can resign from the company's service during the probationary period by giving 30 days' written notice. Please note, post completion of your probation, your notice period will be governed by the exit policy of the company as would be applicable to your grade of that time.
5. **Remuneration:** The agreed remuneration shall be paid monthly to you through transfer of funds into your bank account as per the details of the same submitted by you while joining the company. In case you do not hold any bank account, you need to open a Bank account with any of the partner bank(s) of company for said salary transfer. Please also note, that in future due to some reason if you require to get change your bank details with us for said purpose; you would have to submit the fresh bank account details to the HR Department and get approved the same as per applicable procedures.
The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Company shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you. It is agreed and understood that the remuneration payable by the Company to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Company. You shall not be automatically entitled to receive from the Company or its group companies or affiliates any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Company. Payment if any of the above nature will be solely at the Company's discretion. The Company shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any, and all amounts as may be owed by you to the Company, including advances and loans.

6. **Service subject to rules:** Your services would be governed by the Company's policies, rules, and regulations in force for the time being and from time to time. You agree to comply with all the Company policies, rules and procedures as may be applicable to the employees of the Company from time to time.

During the period of your employment with the Company, you shall not engage yourself in any other profession, employment, occupation, consultancy, or any other business and shall endeavour your best to promote the Company's interests.

7. **Transfer & Deputation:** Your services may be transferrable to any of the Company's establishments, divisions and/or associates/affiliates situated in any part of India. On your transfer/deputation, you will be governed by the Company policies, rules, and regulations applicable to the establishment in which you are posted.

8. **Withholding of increments:** The increments in your grade will not be automatic but will be subject to satisfactory work, regular attendance, and good conduct.

9. **Termination:** Your provisional training can be terminated by you at any time, for any reason whatsoever or without assigning any reason, by providing prior written notice of 01 (One) month to the Company. The Company may terminate your training with the Company at any time without providing any reason, by providing prior written notice of 01 (One) month or by providing 01 (One) month remuneration in lieu of the written notice.

The company may ask you to leave or terminate you on account of integrity or found guilty of data security violation or any act against the interest of the organization. In such cases immediate relieving without any notice & any payment would be processed.

You are agree that, at the time you leave the employment of the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its affiliates, successors or assigns. You shall have no right to retention of the assets or documents of the Company.

10. **Notification to new employer:** Upon termination of your employment with the Company for any reason, whatsoever you hereby grant consent to notification by the Company to any subsequent employer(s) your rights and obligations under this appointment letter.

11. **Certificates and Testimonials:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources Department.

12. **Change In Status:** You should keep the Company informed about any change in your address, educational qualifications, and marital status.

13. **Declaration under Companies Act:** In accordance with sub-section (2A) of Section 314 of the Companies Act 1956, you are requested to make a declaration whether you are in any way related to or have business connections with any of the Directors of the Company.

14. **Weekly Working:** Your working week will be as per the practice followed in the establishment/department/ section in which you are posted. [The Company shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays].

15. **Leave(s):** You will be entitled to leave in accordance with the leave rules of the The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.
16. **Public Holidays:** The Public Holidays observed by the Company are subject to adjustment or reduction from time to time.
17. **Secrecy:** You shall, always, maintain complete secrecy about the Company's business affairs, inventions, special techniques, secret processes and the like which may come to your knowledge during the period of your employment including but not limited to all analyses, forecasts, reports, studies, agreements, and other documents whether prepared by you or a third party. You shall keep and render a faithful account of all properties of the Company entrusted to you in the course of your employment with the Company. During the period of your employment, you shall not, without the written authority of the Company, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Company.
18. **Inventions:** All work products developed or invented by you in the course of performance of your employment with the Company shall belong to the Company. You hereby assign and agree to assign to the Company all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Company. You shall not retain any rights or interest in any property, materials, products, data, or documents created in the course of your employment with the Company. Both during and after the termination of your employment with the Company, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Company for further and better protecting the Company's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Company.
Both during and after the term of your employment with the Company, you agree not to publish, directly or indirectly, except with the prior written consent of the Company, any information in relation to any intellectual property, confidential information, or trade secrets of the Company.
19. **Data Protection:** For the purposes of the data protection by signing of this letter, you consent to the Company and such other persons and entities designated by the Company collecting, holding and processing personal data relating to you whether provided to the Company or otherwise received by the Company for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes; providing information to future purchasers of the Company or of the business(es); surveillance where criminal activity is suspected; monitoring e-mail/internet usage; transferring information about you to a country or territory outside India.
20. **Confidentiality:** All proprietary information regarding the Company and / or its affiliates will be always regarded and preserved as confidential and you shall refrain from publishing or disclosing any part of it for his / her own benefit or for the benefit of others, in any way by any means whatsoever, unless expressly permitted in writing by the Company.

21. **Non-Disparagement:** Always while dealing with the customers or prospective customers of the Company, you shall represent yourself as an employee of the Company, and all agreements entered by you with them shall be for and on behalf of the Company. You shall not make any communication or engage in any conduct that is or can reasonably be construed as disparaging of the Company or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products, or services.
22. **Remedies:** In the event of a breach or a threatened breach the Company shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.
23. **Agreement not to Solicit Employees, Suppliers and Customers:** During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Company or any of its affiliates to cease to supply or restrict or vary the terms of supply. During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Company or any of its affiliates to cease to procure such products and/ or services during the term of your employment and after termination of your employment with the Company, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Company or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.
24. **Prohibitions under FCPA and PCA:** During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act. As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer, or receive cash, gifts or "anything of value" to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

Acknowledgement and Acceptance:

I hereby accept this offer-cum-appointment on the above-mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules was read and understood by me before signing this letter.

I shall join my duties by dated: 01-03-2024

Name: Jayesh Devidas Chikate

Signature: Chikate

Dated: 24-01-2024

ANNEXURE-III

List of Mandatory Joining Documents: -

1. Graduation/ Post-Graduation Final Year/ Sr. Secondary /Secondary Marksheet/Certificate.
2. Appointment Letter/Offer letter from the Previous Employer.
3. Last three months' salary slip.
4. Accepted or stamped resignation of last employer.
5. Relieving Letter from the last two employers signed & stamped.
6. Identity Proof and Address Proof (PAN Card & Aadhar Card (Mandatory), Voter ID, Driving License, Passport).
7. 05 numbers Passport Size Photos.

I hereby confirm the date of Joining of 01-Mar-2024 as stated above.

Name of reporting Manager: Gurvinder Singh

Signature:

Branch Name: MUMBAI THANE

Employee Code:

Dated:



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Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

Classification: **Confidential**

6 July 2024

Mr. Dhruvraj Dhananjay Shinde,
S T Stand, Bahe,
Walwa, Sangali - 415409.

Dear Mr. Dhruvraj Dhananjay Shinde,

We are pleased to inform you that we are hereby making an offer of appointment to you, and are outlining terms and conditions in relation to your employment with us. Your date of joining with Asian Paints Ltd will be 8 July 2024. This offer may be withdrawn by the Company in case of your inability to join on the Joining Date and any delay shall not be accommodated.

DESIGNATION : EXECUTIVE I - RETAIL SALES

GRADE : N/T3

REMUNERATION : The salary details applicable to you will be:

Headings	Amount (INR)
Basic	21000
HRA *	11000
Interim Allowance	2500
Education Allowance	200
Consolidated Allowance	1120
Conveyance Allowance	27900
Monthly Gross	63720
Gratuity	1010
Employer's contribution towards PF	2520
CTC per month	67250
LTA (per annum)	8000
Bonus (per annum)	39000
CTC per annum	854000

*HRA for Mumbai/ Delhi – 11000; Bengaluru, Hyderabad, Secunderabad, Pune, Chennai, Kolkata – 10500; Others - 10000

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A list indicating the privileges, benefits and the terms and conditions governing your compensation mentioned above is enclosed in the Annexure shared with you along with the offer. The contents of this annexure as amended from time to time shall be deemed to form part of the terms of your employment. It would be deemed that you have read, understood and accepted the same as part of the terms of your employment.

The Company has policies and procedures in respect of holidays, leave, benefits, maternity, disciplinary, capability and grievance etc which are applicable to you. All policies and circulars of the Company as amended from time to time shall be deemed to form part of the terms of your employment.

The aforementioned annexure mentioning the privileges, benefits and terms and conditions governing your compensation as well as all company policies, circulars are accessible in specific groups on the internal company portal for the employees.

1) POSTING AND FUTURE TRANSFER

- 1.1 Your joining location will be MUMBAI-BHIWANDI
- 1.2 You may be posted at/ transferred to any other place of business of the Company, at the sole discretion of the management. Such place of business may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot, or office, existing or new. You shall not be entitled to any monetary benefit or compensation by virtue of such transfer.

2) TIMINGS

You will adhere to the timings prevalent in the place of business where your services are made use of.

3) PROBATION

You will have a period of probation which is six months ("**Probation Period**"), starting from the Joining Date. This Probation period may be extended to a further three months period ("**Extended Probation Period**") based on your performance during the Probation Period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of Probation period or Extended Probation period, as the case may be, your services will stand automatically terminated.

4) MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's medical Consultant.

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5) BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the Company are subject to submission of correct details to the company during the application process and clearance of background verification check done by the Company. Your employment into the services of the company is contingent upon completion of graduation/post-graduation degree with minimum 50% marks overall.

6) RESIGNATION / TERMINATION OF SERVICES

- 6.1 During the Probation Period or Extended Probation Period, as the case may be, this appointment may be terminated by either party by giving 15 days written notice or 15 days gross salary in lieu of such notice.
- 6.2 Subsequent to the confirmation of your employment, this appointment may be terminated by either party by giving three months notice ("**Notice Period**") in writing to the other party ("**Notice of Termination**"). In the event you resign to join organisation/s conducting business in products and services similar to that of the Company and/or its group companies, you are required to inform the same in the said Notice of Termination.
- 6.3 Should you desire an early exit and not serve the entire Notice Period, you may submit a request in writing for the same along with proper justification to VP / GM – HR and by undertaking to make payment of the amount equivalent to the gross salary for such unexpired Notice Period. The Company may consider such a request for approval at its sole discretion. Receipt of payment in lieu of the unexpired Notice Period as aforementioned from you shall be a prerequisite for issuing a waiver of the unexpired Notice Period in writing by the company.
- 6.4 In the event of cessation of employment due to any reason whatsoever within twelve months from the Joining Date, the employee, during the notice period, agrees and undertakes to repay any notice pay buyout (if any) along with applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws. In the event the employee for any reason whatsoever fails to repay such notice pay buyout to the Company during the Notice Period, then the Company shall, from the employees' outstanding dues at the time of full and final settlement, adjust the notice pay buy out (if any) along with the applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws
- 6.5 Notwithstanding anything contained herein, this letter of appointment shall stand terminated with

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immediate effect without notice and no salary or any other amount or other benefits will be paid to the employee, if the Company is of the opinion that the employee has

- (i) Committed a fraud, embezzlement or misconduct;
- (ii) Engaged in unethical business conduct;
- (iii) breached any statutory duty or conducted any act or omission adversely affecting the goodwill, reputation, credit, operations, or business of the Company;
- (iv) neglected or materially breached his/her duties as an employee or been disobedient;
- (v) unauthorised disclosure of any confidential information of the Company; or
- (vi) violated Company's rules or Company's code of conduct or Company's policy.
- (vii) submitted false details in the employment application

The Company's decision in this regard shall be final and the employee agrees to pay damages to the Company for such acts or omissions committed by him / her.

- 6.6 If an employee absents himself / herself without prior written permission from duty for more than ten consecutive days then the Company shall have the option to treat the employee to have resigned. In such a scenario, if the Company exercises such an option then it shall be presumed that the employee has provided three months' notice of termination (which the Company shall be entitled to waive, fully or partly, at its sole discretion). Upon the expiry of the three months' notice (unless waived by the Company) the services of the employee would be deemed to be terminated, and exit formalities will be initiated. Should you desire an early exit, the procedure as laid down in clause 6.3 needs to be followed
- 6.7 The employee shall return to the Company, upon request and in any event, at cessation of the employment or notice thereof, all documents, security pass, keys, computer hardware and software, storage disks, notes and minutes of meetings, client/supplier/dealer/vendor lists, diaries, address books, computer prints, plans, projections, documentation in whatever form and other tangible items in his/her possession or control which belong to the Company or which contain or refer to any Proprietary and Confidential Information (as defined below) together with any property belonging to the Company.

7) RETIREMENT

You will retire from the services of the Company on attaining the age of 58 years.

8) DISCIPLINE

- 8.1 It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this Company or engaging in any part time

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business, allied, similar, connected or incidental to the Company's business is strictly forbidden.

All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the management. Breach of this condition shall be treated as misconduct liable to disciplinary action which may inter alia include dismissal / termination of your services without any compensation.

- 8.2 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at time of your Joining Date or as subsequently modified or amended or replaced and in force from time to time.
- 8.3 You will not, at any time during the employment with the Company, enter into any service, either directly or indirectly as an employee, agent, consultant, advisor, proprietor, partner, officer or otherwise engage in or take up employment with any other organization.
- 8.4 You will not, at any time during the employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.5 You will not, for a period of six months after the cessation of your employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.6 You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.
- 8.7 Each of the provisions in Clauses 8.1 to 8.6 shall be construed as a separate and independent provision and if one or more provisions is found to be void or unenforceable, the validity of the remaining restrictions shall not be affected.

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9) CONFIDENTIALITY

9.1 You acknowledge that in the ordinary course of your employment you will be exposed to information about the Company's business, clients and suppliers which amounts to a trade secret,

is confidential or is commercially sensitive and may not be readily available to others engaged in a similar business to that of the Company, or to the general public and which, if disclosed, would be likely to cause significant harm to the Company. You therefore agree that the provisions of clause 9.2 are necessary and reasonable to protect the legitimate interests of the Company.

9.2 You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority or any one any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("**Proprietary and Confidential Information**") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, business plans or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.

10) INTELLECTUAL PROPERTY

10.1 Patents

- (i) During the course of your employment, the Company may have made available or shared with you, intellectual property of the Company or its licensor, including materials with Company's trade name, trademarks, service marks, copyrights, brand, label, shape of goods, packaging, get-up, colour-scheme and any combination thereof, formulations, equipment, machinery, technical drawings, techniques, works of authorship, analysis, designs, developments, devices, methods, methods of doing business etc, which you acknowledge and agree that these shall remain the exclusive property of the Company.
- (ii) In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the Company during the course of your employment with the Company, all the rights to exploit

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such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company. You shall, whenever requested so to do by the Company whether during or after the termination of employment hereunder, execute all required applications, assignments documents, and agreements and shall do all things which the Company may deem necessary for this purpose. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.

- (iii) You shall give full information as to the exact mode of working and usage of all the inventions, and also all such explanation and instructions to the employees identified by the Company. You hereby irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, to use your name and to do all things which may be necessary or desirable for the Company to obtain for itself or its nominees the full benefit of the provisions of clause 10.1.(ii) and a certificate in writing, signed by any director or the secretary of the Company, that any instrument or act which falls within the authority hereby conferred shall be conclusive evidence that such is the case so far as any third party is concerned.

10.2 Copyright & Designs

- (i) You will promptly disclose to the Company and no-one else all copyright works or designs originated, conceived, written or made by you alone or with others during your employment under this contract except only those works originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment and will hold them on trust for the Company until such rights are fully and absolutely vested in the Company.
- (ii) You hereby assign to the Company, by way of future assignment, all copyright, design right and other proprietary rights (if any) in perpetuity or for the full terms thereof throughout the world in respect of all copyright works and designs originated, conceived, written or made by you during your employment under this contract except only those works or designs originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment.
- (iii) You hereby irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you under any law for any work in which copyright or design is vested in the Company whether by clause 10.2.(ii) or otherwise.
- (iv) You will, at the request and expense of the Company, do all things necessary or desirable to

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substantiate the rights of the Company under clauses 10.2.(ii) and 10.2.(iii)

- 10.3 All works executed by you in the course of discharging your duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute “works made for hire”.
- 10.4 You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.

11) DATA PROTECTION

- 11.1 You consent to the Company and any and/or its associated or subsidiary companies:
- (i) collecting and processing your personal data as defined in the data protection laws for any purpose relating to your employment with the Company and for compliance with applicable laws, regulations and procedures;
 - (ii) transferring, storing and processing of personal data in and outside of India for the above purposes;
 - (iii) disclosing any personal data to (a) third party service providers, contractors, agents and consultants who provide administrative or other services to the Company for any of the abovementioned purposes and you shall be obliged to observe similar confidentiality duties as required by the Company; and (b) law enforcement agencies pursuant to any applicable legal requirement.
- 11.2 Your personal data will be kept confidential.
- 11.3 You may request access to and correction of your personal data by contacting your [manager or HR representative].

12) GOVERNING LAW

This letter of appointment shall be governed by the laws of India.

13) JURISDICTION

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Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

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This letter of appointment is subject to the exclusive jurisdiction of the Courts in Mumbai.

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,
For **Asian Paints Limited**

Sachin Singh
General Manager - Human Resources

Name: Dhruvraj Dhananjay Shinde

Signature:

Date:

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6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
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Classification: **Confidential**

18 June 2024

Mr. Omkar Sudam Pise,
B-1/101 vighnaharta Co.op Housing Society,
Yashodhan Nagar Lokmanya Nagar Pada no.2, Thane - 400606.

Dear Mr. Omkar Sudam Pise,

We are pleased to inform you that we are hereby making an offer of appointment to you, and are outlining terms and conditions in relation to your employment with us. Your date of joining with Asian Paints Ltd will be 22 June 2024. This offer may be withdrawn by the Company in case of your inability to join on the Joining Date and any delay shall not be accommodated.

DESIGNATION : EXECUTIVE I - RETAIL SALES

GRADE : N/T3

REMUNERATION : The salary details applicable to you will be:

Headings	Amount (INR)
Basic	21000
HRA *	11000
Interim Allowance	2500
Education Allowance	200
Consolidated Allowance	1120
Conveyance Allowance	27900
Monthly Gross	63720
Gratuity	1010
Employer's contribution towards PF	2520
CTC per month	67250
LTA (per annum)	8000
Bonus (per annum)	39000
CTC per annum	854000

*HRA for Mumbai/ Delhi – 11000; Bengaluru, Hyderabad, Secunderabad, Pune, Chennai, Kolkata – 10500; Others - 10000

Classification: **Confidential**



A list indicating the privileges, benefits and the terms and conditions governing your compensation mentioned above is enclosed in the Annexure shared with you along with the offer. The contents of this annexure as amended from time to time shall be deemed to form part of the terms of your employment. It would be deemed that you have read, understood and accepted the same as part of the terms of your employment.

The Company has policies and procedures in respect of holidays, leave, benefits, maternity, disciplinary, capability and grievance etc which are applicable to you. All policies and circulars of the Company as amended from time to time shall be deemed to form part of the terms of your employment.

The aforementioned annexure mentioning the privileges, benefits and terms and conditions governing your compensation as well as all company policies, circulars are accessible in specific groups on the internal company portal for the employees.

1) POSTING AND FUTURE TRANSFER

1.1 Your joining location will be MULUND

1.2 You may be posted at/ transferred to any other place of business of the Company, at the sole discretion of the management. Such place of business may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot, or office, existing or new. You shall not be entitled to any monetary benefit or compensation by virtue of such transfer.

2) TIMINGS

You will adhere to the timings prevalent in the place of business where your services are made use of.

3) PROBATION

You will have a period of probation which is six months ("**Probation Period**"), starting from the Joining Date. This Probation period may be extended to a further three months period ("**Extended Probation Period**") based on your performance during the Probation Period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of Probation period or Extended Probation period, as the case may be, your services will stand automatically terminated.

4) MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's medical Consultant.

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5) BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the Company are subject to submission of correct details to the company during the application process and clearance of background verification check done by the Company. Your employment into the services of the company is contingent upon completion of graduation/post-graduation degree with minimum 50% marks overall.

6) RESIGNATION / TERMINATION OF SERVICES

- 6.1 During the Probation Period or Extended Probation Period, as the case may be, this appointment may be terminated by either party by giving 15 days written notice or 15 days gross salary in lieu of such notice.
- 6.2 Subsequent to the confirmation of your employment, this appointment may be terminated by either party by giving three months notice ("**Notice Period**") in writing to the other party ("**Notice of Termination**"). In the event you resign to join organisation/s conducting business in products and services similar to that of the Company and/or its group companies, you are required to inform the same in the said Notice of Termination.
- 6.3 Should you desire an early exit and not serve the entire Notice Period, you may submit a request in writing for the same along with proper justification to VP / GM – HR and by undertaking to make payment of the amount equivalent to the gross salary for such unexpired Notice Period. The Company may consider such a request for approval at its sole discretion. Receipt of payment in lieu of the unexpired Notice Period as aforementioned from you shall be a prerequisite for issuing a waiver of the unexpired Notice Period in writing by the company.
- 6.4 In the event of cessation of employment due to any reason whatsoever within twelve months from the Joining Date, the employee, during the notice period, agrees and undertakes to repay any notice pay buyout (if any) along with applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws. In the event the employee for any reason whatsoever fails to repay such notice pay buyout to the Company during the Notice Period, then the Company shall, from the employees' outstanding dues at the time of full and final settlement, adjust the notice pay buy out (if any) along with the applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws

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Classification: **Confidential**

- 6.5 Notwithstanding anything contained herein, this letter of appointment shall stand terminated with immediate effect without notice and no salary or any other amount or other benefits will be paid to the employee, if the Company is of the opinion that the employee has
- (i) Committed a fraud, embezzlement or misconduct;
 - (ii) Engaged in unethical business conduct;
 - (iii) breached any statutory duty or conducted any act or omission adversely affecting the goodwill, reputation, credit, operations, or business of the Company;
 - (iv) neglected or materially breached his/her duties as an employee or been disobedient;
 - (v) unauthorised disclosure of any confidential information of the Company; or
 - (vi) violated Company's rules or Company's code of conduct or Company's policy.
 - (vii) submitted false details in the employment application

The Company's decision in this regard shall be final and the employee agrees to pay damages to the Company for such acts or omissions committed by him / her.

- 6.6 If an employee absents himself / herself without prior written permission from duty for more than ten consecutive days then the Company shall have the option to treat the employee to have resigned. In such a scenario, if the Company exercises such an option then it shall be presumed that the employee has provided three months' notice of termination (which the Company shall be entitled to waive, fully or partly, at its sole discretion). Upon the expiry of the three months' notice (unless waived by the Company) the services of the employee would be deemed to be terminated, and exit formalities will be initiated. Should you desire an early exit, the procedure as laid down in clause 6.3 needs to be followed
- 6.7 The employee shall return to the Company, upon request and in any event, at cessation of the employment or notice thereof, all documents, security pass, keys, computer hardware and software, storage disks, notes and minutes of meetings, client/supplier/dealer/vendor lists, diaries, address books, computer prints, plans, projections, documentation in whatever form and other tangible items in his/her possession or control which belong to the Company or which contain or refer to any Proprietary and Confidential Information (as defined below) together with any property belonging to the Company.

7) RETIREMENT

You will retire from the services of the Company on attaining the age of 58 years.

8) DISCIPLINE

- 8.1 It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private

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business unconnected with your employment in this Company or engaging in any part time business, allied, similar, connected or incidental to the Company's business is strictly forbidden.

All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the management. Breach of this condition shall be treated as misconduct liable to disciplinary action which may inter alia include dismissal / termination of your services without any compensation.

- 8.2 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at time of your Joining Date or as subsequently modified or amended or replaced and in force from time to time.
- 8.3 You will not, at any time during the employment with the Company, enter into any service, either directly or indirectly as an employee, agent, consultant, advisor, proprietor, partner, officer or otherwise engage in or take up employment with any other organization.
- 8.4 You will not, at any time during the employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.5 You will not, for a period of six months after the cessation of your employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.6 You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.
- 8.7 Each of the provisions in Clauses 8.1 to 8.6 shall be construed as a separate and independent provision and if one or more provisions is found to be void or unenforceable, the validity of the remaining restrictions shall not be affected.

Classification: **Confidential**

Classification: Confidential

9) CONFIDENTIALITY

9.1 You acknowledge that in the ordinary course of your employment you will be exposed to information about the Company's business, clients and suppliers which amounts to a trade secret,

is confidential or is commercially sensitive and may not be readily available to others engaged in a similar business to that of the Company, or to the general public and which, if disclosed, would be likely to cause significant harm to the Company. You therefore agree that the provisions of clause 9.2 are necessary and reasonable to protect the legitimate interests of the Company.

9.2 You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority or any one any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("**Proprietary and Confidential Information**") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, business plans or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.

10) INTELLECTUAL PROPERTY

10.1 Patents

- (i) During the course of your employment, the Company may have made available or shared with you, intellectual property of the Company or its licensor, including materials with Company's trade name, trademarks, service marks, copyrights, brand, label, shape of goods, packaging, get-up, colour-scheme and any combination thereof, formulations, equipment, machinery, technical drawings, techniques, works of authorship, analysis, designs, developments, devices, methods, methods of doing business etc, which you acknowledge and agree that these shall remain the exclusive property of the Company.
- (ii) In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the

Classification: Confidential

Classification: **Confidential**

Company during the course of your employment with the Company, all the rights to exploit such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company. You shall, whenever requested so to do by the Company whether during or after the termination of employment hereunder, execute all required applications, assignments documents, and agreements and shall do all things which the Company may deem necessary for this purpose. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.

- (iii) You shall give full information as to the exact mode of working and usage of all the inventions, and also all such explanation and instructions to the employees identified by the Company. You hereby irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, to use your name and to do all things which may be necessary or desirable for the Company to obtain for itself or its nominees the full benefit of the provisions of clause 10.1.(ii) and a certificate in writing, signed by any director or the secretary of the Company, that any instrument or act which falls within the authority hereby conferred shall be conclusive evidence that such is the case so far as any third party is concerned.

10.2 Copyright & Designs

- (i) You will promptly disclose to the Company and no-one else all copyright works or designs originated, conceived, written or made by you alone or with others during your employment under this contract except only those works originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment and will hold them on trust for the Company until such rights are fully and absolutely vested in the Company.
- (ii) You hereby assign to the Company, by way of future assignment, all copyright, design right and other proprietary rights (if any) in perpetuity or for the full terms thereof throughout the world in respect of all copyright works and designs originated, conceived, written or made by you during your employment under this contract except only those works or designs originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment.
- (iii) You hereby irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you under any law for any work in which copyright or design is vested in the Company whether by clause 10.2.(ii) or otherwise.

Classification: **Confidential**

Classification: **Confidential**

- (iv) You will, at the request and expense of the Company, do all things necessary or desirable to substantiate the rights of the Company under clauses 10.2.(ii) and 10.2.(iii)

- 10.3 All works executed by you in the course of discharging your duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute “works made for hire”.
- 10.4 You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.

11) DATA PROTECTION

- 11.1 You consent to the Company and any and/or its associated or subsidiary companies:
- (i) collecting and processing your personal data as defined in the data protection laws for any purpose relating to your employment with the Company and for compliance with applicable laws, regulations and procedures;
 - (ii) transferring, storing and processing of personal data in and outside of India for the above purposes;
 - (iii) disclosing any personal data to (a) third party service providers, contractors, agents and consultants who provide administrative or other services to the Company for any of the abovementioned purposes and you shall be obliged to observe similar confidentiality duties as required by the Company; and (b) law enforcement agencies pursuant to any applicable legal requirement.
- 11.2 Your personal data will be kept confidential.
- 11.3 You may request access to and correction of your personal data by contacting your [manager or HR representative].

12) GOVERNING LAW

This letter of appointment shall be governed by the laws of India.

Classification: **Confidential**



Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

Classification: **Confidential**

13) JURISDICTION

This letter of appointment is subject to the exclusive jurisdiction of the Courts in Mumbai.

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,
For **Asian Paints Limited**

Sachin Singh
General Manager - Human Resources

Name: m ar Sudam ise

Signature:

Date:

Classification: **Confidential**

Company Car	Yes, As per company policy	Yes, As per company policy
-------------	----------------------------	----------------------------

OFFER LETTER

College Name – Sinhgad Institute Business Administration Research

Date : 12.02.2024

Dear Mr. Abhishek Waghmare

Welcome to the DMart family!

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.50 Lakhs*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in the Month of July Tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

This offer is subject to the completion of all your final exams on or before June 2024.

We wish you a long and successful career with us!

Human Resources
Avenue Supermarts Ltd. (D-Mart)

* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

ACKNOWLEDGEMENT & ACCEPTANCE

Sign of Candidate :

Full name & date:

WALKAROO INTERNATIONAL PVT. LTD.

Walkaroo

Coimbatore

16th February 2024

To

Premkumar Ashok Dhotre, (Reg No: 2052212223)
C/o, Ashok Dhotre
S.K.N. Sinhgad School of Business Management
1 10, Sinhgad Rd, Ambegaon Budruk, Pune,
Pune, Maharashtra 411041

Dear Mr. Premkumar Ashok Dhotre,

We are pleased to offer the position of **Management Trainee** in **Walkaroo International Pvt Ltd** under **Walkaroo Group**. It is expected that you would join by **01/07/2024**. This offer of appointment is provisional subject to completion of course and submission of photocopies of degree certificates on or before **31/12/2024**.

A detailed appointment letter with broad terms and conditions of your employment and the list of documents to be furnished would be issued at the time of joining.

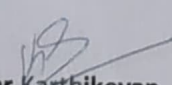
Your CTC will be **Rs. 4,62,306 /- p.a** as detailed in Appendix A will be applicable for two years from date of joining. Further review of your performance and compensation would be done periodically in line with the organization's policies.

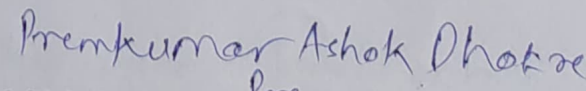
You will be on training for a period of 6 months from your date of joining. **Based on the successful completion of the training program, you would be absorbed into the rolls of Walkaroo Group.** To confirm your acceptance to this offer, please sign on all the pages including the declaration at the last page of this offer and return to us the duplicate copy of the entire offer letter.

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

Yours faithfully,

For Walkaroo International Pvt Ltd,


Jawahar Karthikeyan
Head - Corporate HR


Premkumar Ashok Dhotre
Initial of Employee Prem

APPENDIX A

Name : Premkumar Ashok Dhotre
Designation : Management Trainee
Department : Sales – West Zone
SBU : Corporate
Company : Walkaroo International Pvt Ltd

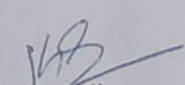
COMPENSATION DETAILS

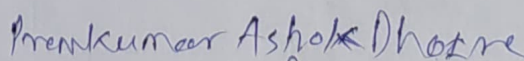
Cash Components	Monthly (Rs)	Annual (Rs)
Basic + DA	18,000	2,16,000
HRA	6,300	75,600
Meals Allowance	4,250	51,000
Cash Components- Sub Total	28,550	3,42,600
Non Cash Benefits		
Insurance + Medi-claim	493	5,916
Retiral Benefits		
Provident Fund (Employer's Contribution)	1,950	23,400
Gratuity	865	10,390
Non Cash Components Sub Total	3,308	39,706
Annual Bonus*	1,667	20,000
Retention Bonus**	5,000	60,000
Total CTC	38,525	4,62,306

*The annual bonus shown is approximated based on past disbursements, the actual rate can vary and the disbursement is annual in nature:

** Retention bonus is paid to encourage the longevity of service which will mutually benefit both employee as well as employer. Eligibility of retention bonus will be applicable upon the completion of each of the 2 full year service on rolls i.e., completion of 1st and 2nd year respectively on rolls. The retention bonus as eligible for the completion of 1st and 2nd year on rolls will be paid in 4 equal instalments to those continuing in the rolls of the company on specified date of salary payout. The retention bonus for completion of each of the two years on roll will be paid commencing from the 1st month of completion of the respective year on roll and the balance will then be paid in 3 equal instalments at the end of the succeeding 3 quarters of each of the applicable 2 years.

For Walkaroo International Pvt Ltd,


Jawahar Karthikeyan
Head – Corporate HR


Premkumar Ashok Dhotre
Initial of Employee Prem

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Organization as amended from time to time. In particular, I declare that:

- I will furnish photocopies of my original certificates, testimonials and other necessary documents, not later than **31st December 2024**.
- I acknowledge and agree to the Organization reserving the right to get a background check conducted on me through a third party agency. In furtherance thereof, I authorize the Organization to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third party agency.
- There are no ongoing or pending criminal cases/ criminal liabilities on me.
- I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Organization or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into **Walkaroo Group** and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Organization.
- I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against **Walkaroo Group** Code of Conduct.
- In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to **Walkaroo Group**. And/or its Customers.

I accept the above.

Bhaskar Ashok Dhotre

Name

Prem

Signature

20/2/2024

Date



16th February 2024

To

Hrushikesh Ingle, (Reg No: 2052212295)
C/o, Suresh Ingle
S.K.N. Sinhgad School of Business Management
1 10, Sinhgad Rd, Ambegaon Budruk, Pune,
Pune, Maharashtra 411041

Dear Mr. Hrushikesh Ingle,

We are pleased to offer the position of **Management Trainee** in **Walkaroo International Pvt Ltd** under **Walkaroo Group**. It is expected that you would join by **01/07/2024**. This offer of appointment is provisional subject to completion of course and submission of photocopies of degree certificates on or before **31/12/2024**.

A detailed appointment letter with broad terms and conditions of your employment and the list of documents to be furnished would be issued at the time of joining.

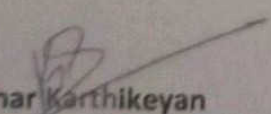
Your CTC will be **Rs. 4,62,306 /- p.a** as detailed in Appendix A will be applicable for two years from date of joining. Further review of your performance and compensation would be done periodically in line with the organization's policies.

You will be on training for a period of 6 months from your date of joining. **Based on the successful completion of the training program, you would be absorbed into the rolls of Walkaroo Group.** To confirm your acceptance to this offer, please sign on all the pages including the declaration at the last page of this offer and return to us the duplicate copy of the entire offer letter.

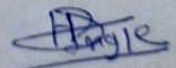
We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For Walkaroo International Pvt Ltd,


Jawahar Karthikeyan
Head - Corporate HR

Initial of Employee Hrushikesh Ingle



APPENDIX A

Name : Hrushikesh Ingle
 Designation : Management Trainee
 Department : Sales – West Zone
 SBU : Corporate
 Company : Walkaroo International Pvt Ltd

COMPENSATION DETAILS

Cash Components	Monthly (Rs)	Annual (Rs)
Basic + DA	18,000	2,16,000
HRA	6,300	75,600
Meals Allowance	4,250	51,000
Cash Components- Sub Total	28,550	3,42,600
Non Cash Benefits		
Insurance + Medi-claim	493	5,916
Retiral Benefits		
Provident Fund (Employer's Contribution)	1,950	23,400
Gratuity	865	10,390
Non Cash Components Sub Total	3,308	39,706
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Retention Bonus**	5,000	60,000
Total CTC	38,525	4,62,306

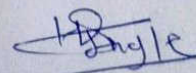
*The annual bonus shown is approximated based on past disbursements, the actual rate can vary and the disbursement is annual in nature.

** Retention bonus is paid to encourage the longevity of service which will mutually benefit both employee as well as employer. Eligibility of retention bonus will be applicable upon the completion of each of the 2 full year service on rolls i.e., completion of 1st and 2nd year respectively on rolls. The retention bonus as eligible for the completion of 1st and 2nd year on rolls will be paid in 4 equal instalments to those continuing in the rolls of the company on specified date of salary payout. The retention bonus for completion of each of the two years on roll will be paid commencing from the 1st month of completion of the respective year on roll and the balance will then be paid in 3 equal instalments at the end of the succeeding 3 quarters of each of the applicable 2 years.

For Walkaroo International Pvt Ltd,


 Jawahar Karthikeyan
 Head – Corporate HR

Initial of Employee Hrushikesh Ingle


 Hrushikesh Ingle

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Organization as amended from time to time. In particular, I declare that:

- a) I will furnish photocopies of my original certificates, testimonials and other necessary documents, not later than **31st December 2024**.
- b) I acknowledge and agree to the Organization reserving the right to get a background check conducted on me through a third party agency. In furtherance thereof, I authorize the Organization to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me.
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Organization or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into **Walkaroo Group** and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Organization.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against **Walkaroo Group** Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to **Walkaroo Group**. And/or its Customers.

I accept the above.

Name **Hrushikesh Ingle**

Signature



Date **20/02/2024**



Date: 22 February 2024

Mr. Nilesh Mahadev Jadhav

Student – Sinhgad Management

Pune – 411 041

Mobile: +91 98565 67056; Email: nilesh.gawhan22@sinhgad.edu

Dear Mr. Nilesh M Jadhav,

Further to the interview you had with us, we are pleased to appoint you as an Associate – Wealth in our organization.

The terms and conditions governing your appointment are given below: -

1. Probation period:

You will be on a probation for a period of 3 months, and your appointment is with effect from 1st April 2024.

2. Consolidated Salary (gross):

- Fixed Salary: Rs. 3.60 Lacs gross annual CTC (Rs. 30,000/- per month)
 - Above may include EPF/ Tax/ & any other deductions, as applicable.
- Variable Salary: Rs. 1.2 Lacs to 3.6 Lacs gross annual
 - As explained during your campus placement, you will be part of the performance linked variable pay (paid monthly & annually).
 - Variable salary will be applicable, post your confirmation.

3. Notice period during probation

The Company reserves the right to terminate services on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the employee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend/ salary in lieu thereof.

4. Posting: Initially you will be posted at Pune. However, during this period of probation/ or later, you can be transferred to any other department/division of the company, anywhere in India or overseas. You may also be assigned such other duties as may found fit, at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.

5. You will be required to sign an Undertaking-cum-Indemnity Bond / Agreement on joining.

6. This appointment is subject to:

+ 91 90046 75553  contact@moneyfrog.in  www.moneyfrog.in

Moneyfrog Financial Services Pvt. Ltd.

Office Address: 723/ 724, Swastik Chambers, CST Road, Chembur East, Mumbai – 400071

CIN: U66000MH2011PTC216613; Reg. Add.: 603 Ganga Tower 1, Atur Park, Chembur East, Mumbai - 71

- You're clearing MBA/ PGDM semester IV exams before 30th June 2024.
- You're having secured a certificate of completion – Internal/ regulatory exams, as may deemed fit by the organisation (to be informed at the time of joining).

7. Your performance will be reviewed periodically during the probation period. If your performance does not meet with the requirements of the probation program, your probation period would be extended by a maximum of four months with an interim review after two months.

8. On successful completion of probation, based on your performance during and at the end of the probation period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

9. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Secrecy Agreement on your joining.

10. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.


11. Should there be a need for any modification in one or more benefits extended to you through this letter, by way of enactment of any law by the appropriate State/Central Government, you would be entitled to the higher of the benefit(s) but not both.

12. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

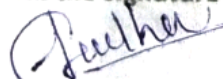
Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return/ email (hr@moneyfrog.in) the same to us the same day.

Whilst welcoming you to the Moneyfrog.in family, we wish you good luck and a very bright career with us.

Best Regards,


Authorised Signatory

With the signature below, I accept this offer for employment.


Mr. Nitesh Mahadev Jadhav

Date: 22/02/24

Offer of Employment

Date: 26 Mar, 2024

To,

Mr. Siddhant Kadus

Sub: Offer of Employment.

Dear,

We are pleased to offer you an appointment in our organization as **Quality Business Analyst Trainee**, You will be based in our Pune Head office. You will be on training for an initial period of three months and on probation for a period of three following successful completion of training. Your transition from trainee to probationer will be based on your performance review at the end of the period of training.

You are required to agree to the special terms and conditions as described in **Annexure – A1**.

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

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

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

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

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

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

Yours truly,

For HeapTrace Technology

AUTHORIZED SIGNATORY

A handwritten signature in blue ink, consisting of a stylized 'S' and 'K'.

Annexure – A1

1. CTC offer based on multiple factors and this should be confidential, do not share/ask other employees.
2. The company will give 15000 /-month salary on the training period
3. The company will be required to conduct pre-employment background and reference checks as a condition to the offer of employment to you and this offer is subject to successful clearance of these checks.
4. The first three months is the training period. An appraisal will be every year based on performance and review from the reporting manager. performance and review cycle happens twice a year April and October month of the year. The employee is eligible once confirm and complete 11 months after confirmation.
5. Annual Performance Variable/Incentive payout will be made annually as per the prevailing Performance Incentive Plan. The actual payout amount will be based on your individual performance as well as organizational performance.
6. As an employee of HeapTrace Technology, you are also required to read HeapTrace's Global Business Conduct and Compliance Program, which will be provided to you upon joining.
7. The company will provide you extensive training during the first three months of your employment with us and expects you to return the investment made on this training in the form of personal value addition to the company. The training materials provided to you are property of the company and confidential information. Carrying the materials outside the company or disclosing them to anyone other than employees of the company is a breach of trust and will result in immediate forfeiture of the holding amount and termination of employment without notice.
8. During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement. The employment agreement will incorporate the terms set out below.
9. Spreading rumors, soliciting employees of the company for outside employment or coercing coworkers to leave the company is strictly prohibited and frowned upon. Such actions will result in immediate termination of employment without notice and forfeiture of your holding amount.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Signature, Name & Date)



Annexure – A

Terms and Conditions of offer:

Position	Quality Business Analyst Trainee
Location	Pune
Status	Full Time at Pune
Probation Period	Three Months
Notice Period	Three Months
Work Hours	Regular work hours with exceptions due to business contingencies
Minimum Year of Service	2 Years bond
Joining Date	26 Mar, 2024

Salary structures can be bifurcated as under:

CTC Offered: Rs.3,50,000.00 /Year

Training Period Salary : 15000 / Month

Basic Pay	1,01,351.00
House Rent Allowances	1,01,351.00
Special Allowances	33,780.00
Retention Bonus	28,000.00
Other Allowances & Gratuity	67,567
Medical Insurance	6000
PF Employer Contribution	12,168.00
Deductions	2500 Professional Tax

Annexure – B

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.

Nature of Work:

You will work at a high standard of initiative, creativeness, efficiency, and economy in the organization. The nature of work, goal, target and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from **11 AM to 8 PM** including 30 minutes for a lunch break and 15 minutes for a tea break.

Assignment, Transfer, and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to the automatic termination of your employment.

Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other processes/method likely to result in the more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time hereafter 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 endeavor to prevent any other person from doing so.

Restrain:**Access to Information:**

Information is available on a need-to-know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

Restriction on Personal Use:

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

Leave:

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

Security:

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

Termination of Service:

Either party can terminate this employment by serving a notice of Three month after completion of minimum service period, the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. In case of performance issues, HR issues or breaches of any policy company may have its option to terminate service with immediate effect.

Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such a case, your employment shall automatically come to an end without any notice of termination or notice pay.

You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein, the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

Standing Orders:

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

Appointment in Good Faith:

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

The above terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters 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.

Date: March 21, 2024

Subject: Offer of Employment

Dear Prajwal Chavan,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
Vice President - Human Resources

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999 | 022-68446530

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Annexure 1

Date: March 21, 2024
 Name: Prajwal Chavan
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	123,508
Bonus	35,280
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
Total Fixed Pay and Reimbursements	435,262
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	11,250
Fixed Cost to Company (FCTC)	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclaime: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

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 DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Date: 29th March 2024

To,
Ms. Rutuja Saste

Subject: Offer of Employment

Dear Rutuja,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of **Executive – Business Development** with USDC Projects India Pvt. Ltd.

Your location of reporting is USDC Projects India Pvt. Ltd., Bengaluru and your scheduled date of joining will be on 1st April, 2024.

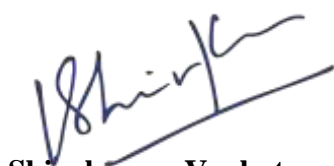
Your Total Annual fixed CTC will be INR **3,91,990/-** For the purpose of clarification, your compensation details and related figures are dependent on your designation.

You will be on probation for a period of 6 months from the date of joining our company and may be confirmed as a permanent employee upon successful completion of your probation, if deemed suitable by the management.

Please confirm your acceptance of this offer by signing and returning us the scanned copy of the same via E-mail.

We look forward to working with you at USDC Projects India Pvt. Ltd.

Yours Sincerely,



Shivakumar Venkateswaran
Chief Human Resources Officer
For USDC Projects India Pvt. Ltd

Accepted by:



hr@usdcglobal.com



www.usdcglobal.com

Compensation Details

Breakup of Total Compensation Package		
Name:	Ms. Rutuja Saste	
Name of the Company :	USDC Projects India Pvt. Ltd.	
Place of Posting :	Pune	
Designation :	Executive - Business Development	
Description	Per Month	Per Annum
Basic + DA	18000	216000
HRA	4500	54000
Conveyance Allowance	1200	14400
CCA	600	7200
Medical Allowance	1800	21600
Other Allowance	3900	46800
Total Gross Salary	30000	360000
Employer PF	1800	21600
Employer ESI	0	0
Gratuity	866	10390
Part of CTC	2666	31990
Cost to Company	32666	391990

* Kindly note that TDS and other statutory deductions shall be made as per government prevailing rates.

* Incentives/Variable pay shall be part of your annual pay and shall be discussed with you upon mutually discussing and agreeing on business and individual goals.

Accepted by:

Date:



Shivakumar Venkateswaran
Chief Human Resources Officer
For USDC Projects India Pvt. Ltd





Date: 09-05-2024

Subodh Korde,
At Post Murtizapur
Taroda Tq Tiosa - 444709

OFFER OF EMPLOYMENT

Dear Subodh,

On behalf of Berger Paints, we congratulate you for successfully completing our campus recruitment process and pleased to extend an offer to you for the position of **Senior Sales Officer Trainee (SSOT)** on the terms and conditions discussed mutually. We believe that your knowledge, skills and dedication would be an ideal fit for our team.

You will be under probation for a period of **one year**, and on successful completion of probation, will be absorbed in the regular non-management grade as **Senior Sales Officer (SSO)** of the Company.

You are requested to join our organization on **20-05-2024** at our **Pune, Maharashtra** for initial orientation and induction, subsequent to which you shall be posted at any of the locations of the company as decided by the management.

Your CTC breakup is enclosed (Annexure – I), any guidance in reaching your reporting location or any logistical list of documents are required in Annexure – II.

The formal letter of appointment will be issued to you at the time of your joining. Kindly accept the offer as a token of your acceptance of the offer.

We look forward to the prospect of a long and mutually rewarding professional relationship.

Yours faithfully,

FOR BERGER PAINTS INDIA LIMITED

(RANJAN BANERJEE)
GROUP HEAD – HR

BERGER PAINTS INDIA LIMITED

Berger House, 129, Park Street, Kolkata - 700 017, Phone : 2229 9724-28, 2229 6005-06, Fax : 91-33-2249 9009/9729, www.bergerpaints.com
CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com



Annexure – I

SENIOR SALES OFFICER TRAINEE COMPENSATION – 2024

Name:	Subodh Korde	Grade:	SSOT
Location:	Pune, Maharashtra	Function:	Retail
EMOLUMENTS		Per Month (Rs.)	Per Annum (Rs.)
FIXED SALARY AND ALLOWANCES			
Basic Salary		21,100	2,53,200
House Rent Allowance		2,110	25,320
Special Allowance		4,705	56,460
LTA (@ 1 month Basic Salary)		1,758	21,100
Total Monthly Rate (A)		29,673	3,56,080
RETIRALS			
PF (@12% of Basic Salary)		2,532	30,384
Gratuity (@4.81% of Basic Salary)		1,015	12,180
Total (B)		3,547	42,564
Fixed Salary (CTC) (A+B)		33,220	3,98,644
PERQUISITE			
Cell Phone Reimbursement		500	6,000
Total (C)		500	6,000
VARIABLE PAY			
Sales Incentive		20,833	2,50,000
Market Working Allowance*		7,500	90,000
Total (D)		28,333	3,40,000
RETENTION BONUS			
Retention Bonus**		4,167	50,000
Total (E)		4,167	50,000
Gross Salary (CTC) (Total of A+B+C+D+E)		66,220	7,94,644

NOTE:

- Sales / Performance Incentive is a variable component and is calculated based on optimal performance of individual on certain value, volume, collection targets achieved on quarterly basis. The indicated figure is on a full year term, based on an assumption that you will earn 100% incentive. The actual pay out shall be based on achieved performance levels on specified performance parameters and is payable only if an individual is on the rolls of the company during the time of each pay out as per rules.
- Additional benefits extended by the Company as per company policies are Group Medichaim Insurance Coverage as per grade, applicable for self & Group Personal Accident Insurance Policy as per grade, applicable for self.
- Leave entitlement in a year: As applicable in the factories / depots as per Company rules. Paid Leave Entitlement in a year: 15 days contingency leave during the yearlong training period
- *Market Working Allowance shall have two components, i.e. Basic & Excellence, each having separate criteria.
- **This is a Onetime payout only and shall not be payable thereafter. Retention bonus is payable on completion of two years of employment.

FOR BERGER PAINTS INDIA LIMITED

(RANJAN BANERJEE)
GROUP HEAD – HR

Annexure - II

BERGER PAINTS INDIA LIMITED

Berger House, 129, Park Street, Kolkata - 700 017, Phone : 2229 9724-28, 2229 6005-06, Fax : 91-33-2249 9009/9729, www.bergerpaints.com
CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com



List of Documents required*:**

<u>Personal Documents</u>	<u>Education</u>	<u>Statutory Forms</u>	<u>Work Experience (If Applicable)</u>	<u>Bank Account Details</u>
Passport size Photograph Pan Card Aadhar Card Voter Id Card	10th Marksheet 12th Marksheet UG –Marksheet & Degree Certificate PG - Marksheet & Degree Certificate (If any)	Form 1 Form 11 Form 2 Form F Medical Form Comparative statement	Appointment Letter Last 2 months Pay slip. Experience Letter Relieving Letter	Cancelled Cheque** (Name Printed) / Passbook Front Page

***Cancel Cheque should have the candidate's name printed on it and the account should not be a Joint Account.*

**** Personal Documents, Educational Documents, Work Experience related Documents (if applicable) and Bank Account details need to upload on the Onboarding link received from Darwinbox HRMS portal via personal email ID and Statutory Forms need to be duly filled & signed and carried the hard copies (original) on the day of Joining 20-05-2024, soft copy of the Statutory Forms will be available on Darwinbox portal.*

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CIN - L51434WB1923PLC004793, E-mail : consumerfeedback@bergerindia.com

Contact

www.linkedin.com/in/sonali-mali-881136270 (LinkedIn)

Top Skills

Microsoft Office

Interpersonal Skills

Human Resources (HR)

Certifications

Human Resources: Payroll

Sonali Mali

Human Resource Executive Recruitment at Quess Corp Ltd.
Pune, Maharashtra, India

Summary

Seeking HR Opportunities

MBA Candidate | HR Specialist | Aspiring HR Professional

Actively exploring career opportunities in the dynamic field of Human Resources, leveraging my academic foundation, internship experience, and passion for fostering a positive workplace culture.

Education:

Master of Business Administration (MBA) with a specialization in Human Resources Management .

Relevant coursework in Talent Management, Employee Relations, Organizational Behavior, and HR Strategy.

Experience:

HR Internship at Bajaj Finance, Pune: Engaged in diverse HR functions including recruitment, onboarding, and employee engagement initiatives. Developed strong communication skills and a solid understanding of HR best practices.

Key Skills:

Recruitment & Selection

Employee Relations

Performance Management

HRIS & Data Analytics

Organizational Development

Collaborative & Results-Driven: Committed to driving organizational success through effective HR strategies and fostering a culture of continuous improvement and employee empowerment.

Open to New Opportunities: Passionate about contributing to the growth and success of a forward-thinking organization. Let's connect and explore potential synergies!

Experience

Quess Corp Limited
Human Resources Executive
April 2024 - Present (7 months)
Pune, Maharashtra, India

Sinhagad technical education
Student
June 2022 - Present (2 years 5 months)

Bajaj Auto Finance
Intern at Bajaj auto finance limited
August 2023 - October 2023 (3 months)
Pune

Education

SKN Sinhgad School of business management
Postgraduate Degree, Masters of business management · (July 2022 - June 2024)

Sinhagad Technical Education Society'S College Of Engineering
Master of Business Administration - MBA · (July 2022)

Shivaji University, Kolhapur
HSC · (June 2016 - June 2018)

Shivaji University, Kolhapur
SSC · (June 2015 - June 2016)

Singhad Technical Education SKN school of business
Master of Business Administration - MBA · (June 2022)

Date: 27-03-2024

Kalyani Kailas Labhade

Chai Sutta Bar, 101 Sinhgad Institute Rd Ambegaon Bk Pune Maharashtra 411041 India, PUNE-411041, Maharashtra, INDIA

LETTER OF EMPLOYMENT

Dear **Kalyani Kailas Labhade**,

Thank you for exploring career opportunities with us. You have successfully completed our selection process. We are pleased to appoint you as **Executive - Recruitment** with effect from **28/03/2024** with **Quess Staffing Solutions**.

This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.

This appointment is subject to the terms and conditions outlined below. The comprehensive terms of employment and policies are detailed and are available on our Internet/Employee Portal.

1. DUTIES AND RESPONSIBILITIES

- 1.1. You will be responsible for efficient, satisfactory and economical discharge of duties that will be assigned to you from time to time.
- 1.2. Your place of work will be at **May Fair Tower - Pune**, however, your services are liable to be transferred to any of our other divisions/locations within India or abroad based on job requirements.
- 1.3. You shall be employed as a full-time employee and cannot undertake any other direct/indirect business or work, honorary or remuneratory work of a public office on payment or otherwise except with the prior written permission of the Management in each case.
- 1.4. You shall devote your entire time to the faithful and diligent performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

2. PROBATION PERIOD

- 2.1. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance.
- 2.2. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 30 days of completion of the probation period.
- 2.3. During the probationary period and any extension thereof, your services may be terminated from either side upon following of the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof.
- 2.4. Upon confirmation of your employment, the services can be terminated from either side by following the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

www.quesscorp.com

continue your employment with the Company. You are advised to regularly check the Company's Intranet/Employee Portal for any amendments to it.

3. APPLICABILITY OF SPECIFIC LABOUR LAW PROVISIONS

The employee will be classified as worker or non-worker having regard to the designation of the employee by virtue of nature of duties and responsibilities assigned, employee's engagement in managerial, administrative and/or supervisory capacity, and drawing wages beyond the prescribed limit and such other criteria as may be prescribed and notified by the competent authorities from time to time.

4. HOURS OF WORK

- 4.1 The employee is expected to work 8 hours per day (48 hours per week) in 6 days working week and 9 hours per day in 5 days working week with one hour of break for lunch. The Employee understands that there will be times when the working hours of the Employee may need to be flexible, within the allowed spread-over limit as applicable from time to time. In such case, no additional compensation will be paid to the Employee by the Company.
- 4.2 Notwithstanding the Employee's normal duties, subject to the exigencies of work that may require the Employee to travel and work from elsewhere in India or outside India on behalf of the Company and to work in flexible working hours required by the nature of work for the business of the Company. The Employee agrees to accept such reasonable travel and flexible hours of work without any additional remuneration / compensation.
- 4.3 You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted. The hours of work of the company can be changed from time to time in compliance of applicable labour laws and having regard to the business exigencies and work requirements.

5. REMUNERATION

- 5.1 Your remuneration with effect from the date of your joining is Rs **2,27,592** /- per annum (Total Fixed Compensation/CTC). The remuneration components shall be as per the prescribed limits. The company will provide you the applicable allowances and statutory benefits under the applicable laws within the prescribed limit of the total remuneration (except statutorily excluded components). The details of the same are set out in Annexure-I.
- 5.2 The Employee's remuneration may be reviewed annually by the Company, provided however that the remuneration may be modified from time to time by the Company at its sole discretion.
- 5.3 In addition to the fixed salary mentioned above, the Employee may be entitled to variable pay/commission ("Incentive Pay") subject to the organization, business and/or individual performance or any incentive program/policies that may be in place and Employee achieving sales /KPI targets, Key Performance Indicators ("KPI") outlined by the Company from time to time. Incentive Pay is contingent on pre-agreed performance criteria as agreed with the Employee's Reporting Manager in line with the Company's business plan at the beginning of each variable pay period. The frequency of this Variable Pay may be Annual (end of each financial year), Bi-Annual, Quarterly or monthly according to business requirements/mutual-agreed terms and conditions subject to the condition that Employee should be on the rolls of the organization on the date of the payout to receive the same and subject to the achievement of such specified targets.
- 5.4 The payment of any such variable pay, commission, and/or incentive (whether in cash or in another form) shall be subject to achieving the targets and/or specified performance criteria and/or the company's performance which shall be at the absolute discretion of the Company, and the Employee shall not have any right whatsoever to have any claim thereof, either in law

or equity, even if such payment was made repeatedly in the past and without any explicit reservation as to its voluntary and discretionary nature. The Company reserves the right to withhold any incentive pay or withdraw any such payment at any time at its sole discretion without giving any reason thereof.

5.5 Income Tax provisions, Profession Tax, and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.

5.6 You will not be entitled to any other remuneration/benefits/amenities other than what is explicitly stated to you in your Appointment Letter. Further, if at a future date, the Company introduces any new remuneration/facilities, makes modifications, or restructures the emolument structure in compliance with the applicable labour laws, the present remuneration structure will also be suitably modified/amended. The reasonable and necessary professional expenses for travel and lodging incurred by the Employee in furtherance of the Company's business shall be reimbursed to the Employee in accordance with the standard policies of the Company, as amended from time to time, upon presentation by the Employee of documentary evidence acceptable to the Company. In the event you are eligible flexible flexi benefit plan, you can have the option to avail the benefit of the said flexi benefit plan.

6. ANNUAL LEAVE

6.1 The Employee is entitled to Annual Leave in accordance with Company policy and as per applicable laws, in a calendar year with wages.

6.2 Apart from the Annual Leave the employee is also entitled to other leaves including sickness, maternity, and other Statutory holidays as statutorily required under applicable central /state law which will be updated in the current Employee Portal of the Company.

7. STATUTORY BENEFITS AND OTHER ENTITLEMENTS

The employee will be entitled to the statutory benefits of Provident Fund, ESI, medical insurance, and gratuity on the basis of eligibility criteria. The company will deduct the employee's contribution thereof as applicable.

8. TERMINATION

8.1 During the probationary period and any extension thereof, your services may be terminated on either side by following the notice period specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard without any payment of compensation for termination.

8.2 If you wish to terminate your employment, you are required to give prior written notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or payment of basic salary in lieu of such specified notice period. Conversely, the Company may, at its sole and absolute discretion, waive off the specified notice period or reduce it if circumstances so warrant.

8.3 In case of the Company desires to terminate the employment, it may, at its sole and absolute discretion do so by giving notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or basic salary in lieu of such specified notice period. Completion of serving the above-mentioned notice period does not mean automatic relief from employment. Release from the services of the Company will be done in writing only after the Company is satisfied regarding the proper handover of all documents and company assets, if any.

8.4 The Company may terminate your employment immediately upon summary notice, without

notice or compensation if it is found that you have prima facie:

- i. Willfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or
- ii. Conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or
- iii. Committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with respect to the Company or any of its customers; or any kind of offenses at his/her personal capacity shall be ground of termination at the sole discretion of the Company.
- iv. Breached a fiduciary duty, were grossly negligent, or have committed willful misconduct with respect to the Company in connection with the performance of your duties; or
- v. Breached any terms and conditions of this letter or the Intranet/Employee Portal.
- vi. Committed any act or omission which would entitle the Company to terminate your employment forthwith under applicable law; or
- vii. Been found guilty of any other act of misconduct.
- viii. Your employment with the Company shall be terminated automatically if you are absent from work without the Company's written consent for a continuous period of five working days or if you exceed the number of leaves granted to you in a year without obtaining the Company's prior written consent unless your absence is due to circumstances beyond your control: Provided that the Company has the right to investigate your absence and apply fair procedures to determine if the termination is to be made effective even if such absence is due to circumstances beyond your control.

8.5 All property of, or relating to, the Company as shall have been in your possession, including Company records and all documents containing Confidential Information or Proprietary Information of the Company and any letter of authority or power of attorney issued to you, shall be surrendered by you to someone duly authorized by the Company upon the termination of your employment.

9. BACKGROUND VERIFICATION - PAST RECORD

- 9.1 The Employee agrees that during the period of his/her employment under this Agreement, the Company reserves the right to verify and investigate to its satisfaction Employee's background and other details including, but not limited to, academic and professional qualifications, eligibility criteria, work experience, based on the written documents, certificates and other details submitted by the Employee at the time of executing this Agreement and at all times during his/her employment under this Agreement. This appointment and its continuation are based on the information supplied by you in your application of employment and the Employment Contract will be null and void if a material breach (in the Company's opinion) is discovered at any time
- 9.2 If any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.

10. RULES & REGULATIONS

- 10.1 The Company has established a variety of policies and standards which form part of the Employee Handbook that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards including but not limited to Code of conduct, whistle Blower, Prevention of Sexual Harassment Policy, and any future policies and standards that are reasonably introduced

by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that these policies do not form a part of this Agreement. You shall abide by the Rules and Regulations of the Company as communicated by us to you from time to time.

- 10.2 You will automatically retire from the services of the Company on the last working day of the month after completion of Fifty-eight (58) years of age on the basis of the Date of Birth furnished to the Company at the time of joining.
- 10.3 This appointment and its continuance is subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) shall be final in this regard.
- 10.4 In all other matters, including those not specifically covered in this letter you will be governed by the Employee Handbook in force and as may be modified from time to time.
- 10.5 You will not enter into any commitment of dealing on behalf of the management of the Company for which you have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the Company or exceed the authority or discretion vested in you without the prior written sanction of the Company or those in authority over you.
- 10.6 On termination of your employment, you will return to the Company all papers, documents, assets and other property which belong to the Company which may at that time be in your possession, relating to the business or affairs of the Company and will not retain any copies or extract there from.
- 10.7 You will keep us informed in writing of any change in your residential address and such other matters.

11. NON DISCLOSURE OF INFORMATION

- 11.1 During the continuance of your service with the Company or any extension thereof and even after the cessation of your employment with the Company by any reason whatsoever:
 - i. You shall protect and will not disclose all confidential information that may come in your possession or knowledge by virtue of your employment with the Company and shall use such information only as may be required in the normal course of your employment; and
 - ii. You shall not, except in the proper course of your employment, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for your own purpose or for any other purpose whatsoever.
 - iii. The term Confidential Information, as used in this Paragraph, shall mean any information or trade secrets, Patents, Intellectual Properties, Trade Marks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the you by virtue of your employment with the Company, marketing information or otherwise, including any software, which is confidential or proprietary to the Company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or Company's having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the Company.
- 11.2 Upon the cessation of your employment with the Company, or at any time upon the request of the Company, you shall return and surrender to the Company any Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into your possession during the course of your employment with the

Company and shall not retain any copy thereof in any form whatsoever.

12. INTELLECTUAL PROPERTY

- 12.1 All intellectual property rights in any work or material developed by you during the course of your employment with the Company (Proprietary Information) shall be owned by the company and you shall not claim any rights over such Proprietary Information. You shall promptly and fully disclose and handover to the Company all Proprietary Information and related materials. You acknowledge that the Proprietary Information and all related materials shall forever remain as the exclusive property of the Company.
- 12.2 You shall, if required by the Company, at any time during your employment or cessation thereof, assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiaries or affiliates, all intellectual property rights in the Proprietary Information and shall execute all such deeds and documents, as the Company may require, to effectually vest in the Company or its subsidiaries/affiliates as the Company may require, any and all intellectual property rights and benefits in such Proprietary Information.
- 12.3 Subject to applicable law, in addition to the foregoing assignment of all intellectual property rights in the Proprietary Information to the Company, you hereby irrevocably transfer and grant to the Company:
- i. all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights in any Proprietary Information; and
 - ii. any and all rights "Moral Rights" (as defined below) that you may have in or with respect to any Proprietary Information. You also hereby forever waive and agree never to assert any and all Moral Rights you may have in or with respect to any Proprietary Information, even after termination of your work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of any Proprietary Information, to object to or prevent the modification or alteration of any Proprietary Information, or to withdraw from circulation or control the publication or distribution of any Proprietary Information, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

13. CONFLICT OF INTEREST

You shall not enter into any activities during the course of your employment which, in the opinion of the Company, constitutes a conflict of interest with your employment with the Company, unless prior permission to engage in such activity or activities has been granted in writing by the management of the Company.

14. NON-COMPETE

- 14.1 You agree that so long as you are in the employment of the Company and for a period of six months thereafter, you shall not, directly or indirectly, own, manage, operate, control, enable (whether by license, sublicense, assignment or otherwise) engage or participate in or be connected or interested, whether as principal, agent, investor, director, shareholder, proprietor, partner, consultant or otherwise be interested in any corporation, limited liability Company, partnership or other entity or person that, directly or indirectly engages in any business that is in competition with the business of the Company.
- 14.2 The company may agree in writing with some specific employees, for restraint of competing with the business of the company and/or its subsidiaries for specific period of time after discontinuation of employment relationship by paying non-compete allowance to such employees in the interest of the business of the Company.

15. NO HIRE OF EMPLOYEES

During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever, you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, solicit any employee of the Company or any subsidiary of the Company to leave his or her employment, induce or attempt to induce any such employee to terminate or breach his or her employment agreement, if any, or hire any employee or former employee of the Company or any subsidiary of the Company.

16. NON SOLICITATION OF CUSTOMERS

During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

17. GRIEVANCE REDRESSAL COMMITTEE

The Company has constituted a Grievance Redressal Committee ("GRC") which is incorporated in the Policy of the Company for the employees and also those workers which are covered within the ambit of Industrial Relations Code. Any grievance of the employees/workers will be addressed for resolution by the GRC within 30 days of submission of application. However, the said committee can also be approached by all other employees in case any grievances needs to be addressed.

18. ADHERENCE TO THE APPLICABLE STANDING ORDERS AND SEBI GUIDELINES

The Employee agrees to adhere the applicable Standing Orders and SEBI guidelines for the select category of the employees having regard to their positions and nature of work. Any breach thereof will lead to disciplinary action as per the policy of the Company and/or under the process of laws as may be advised having regard to the severity of such violation.

19. JURISDICTION

Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Delhi shall have the jurisdiction to decide any disputes that may arise hereunder.

20. SEVERABILITY

In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

21. Miscellaneous

- 21.1 This Letter of Appointment constitutes the entire agreement between the Company and Employee and revokes and supersedes all previous agreements, whether written, oral or

implied, between the Parties, if any, concerning the matters covered herein. The terms and condition of this Letter of Appointment shall not be changed or modified except by written advance notice of 21 days by the company for any material amendments duly agreed between the The Company and the Employee. Any minor revision which have not any material change in terms and conditions or under the applicable labour codes, shall not be treated as change in these terms and conditions. Any other matter not provided for in this Letter of Appointment shall be governed by the applicable laws of India.

- 21.2 The failure on part of any of the Party to enforce at any time or for any period of time any provision hereof shall not be construed to be a waiver of any provision or of the right therefore to enforce any or each and every provision of this Letter of Appointment.
- 21.3 The Employee shall keep the terms of this Letter of Appointment strictly confidential and shall not disclose the contents hereof to any person, save and except as required by law.
- 21.4 The Company and the Employee acknowledge and agree that this Agreement accurately describes the relationship that the Employee is willing to enter into with the Company. The Company and the Employee further agree that this Letter of Appointment is fair and reasonable.

Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.

We take this opportunity to wish you a long and successful career with us.

Best Regards,

For Quess Corp Ltd.



Ruchi Ahluwalia

Group Chief People Officer (CPO)

Kindly note that by accepting this letter of employment you hereby state your acceptance of the above terms and conditions mentioned herein.

Signature

Name: Kalyani Kailas Labhade

Date :

Compensation Break up w.e.f 28/03/2024

Name	Kalyani Kailas Labhade
Designation	Executive - Recruitment
Level	L7
Business	Quess Staffing Solutions
Vertical	Sourcing
Location	May Fair Tower - Pune

A - Fixed Compensation	Monthly	Annual
Basic	14,700	1,76,400
HRA	735	8,820
Statutory Bonus	1,225	14,700
Special Allowance	0	0
Gross Salary	16,660	1,99,920

B - Retiral Benefits		
Employers Contribution - PF *	1,764	21,168
Employers Contribution - ESI	542	6,504
Sub Total	2,306	27,672

C - Flexi -Benefits(Fixed)		
Flexi Benefit	0	0
Flexi Benefit-Total	0	0
Total Fixed Compensation/CTC (A+B+C)	18,966	2,27,592

D - Variable		
Target Variable Compensation**		0
Business Incentive		0
On Target compensation (A+B+C+D)		2,27,592

Your overall Total Compensation is (Two Lakh Twenty Seven Thousand Five Hundred Ninety Two) Rupees only, Fixed (Two Lakh Twenty Seven Thousand Five Hundred Ninety Two) Rupees only and Business incentive (Zero) Rupees only

** Target variable compensation would be based on actual performance and prevailing company policy. To be eligible the employee must complete minimum of 6 months in the organization. You may be eligible for an incentive pay/performance-based variable pays ("Variable pay") subject to organization, business, and/or individual performance or any incentive program/policies that may be in place. The frequency of this Variable pay may be annual (end of each financial year), Bi-Annual, or Quarterly according to the business requirements/mutually pre-agreed terms and conditions. If you are not covered under a business role-specific incentive plan, you will be covered under a 'Quarterly Variable Pay Plan' (Policy details are available on the employee portal). Please note that it is mandatory that you should be on the rolls of the organization on the date of the pay out to receive the same. The Company reserves its right to change your variable pay percentage at its sole discretion and the Employee shall not have any right whatsoever to have any claim, either in law or equity, in respect of without any explicit reservation as to its voluntary nature.

** Flexi Benefit Plans are flexible. This list implies the maximum amount that can be taken from each component along with the total amount allocated to each component under Flexi Benefit Plan. If you choose the 'Flexi Benefit Plan' as a taxable component, it will be taxed accordingly and paid to you in the same month as Additional Special Allowance.

For Quess Corp Ltd.



Ruchi Ahluwalia
Group Chief People Officer (CPO)

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

www.quesscorp.com

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

This Non-Disclosure and Non-Compete Agreement ("**Agreement**") dated this 28/03/2024 , by and between:

1. Quess Corp Limited, a company registered under the Companies Act, 1956 with CIN: L74140KA2007PLC043909 and having its registered office at 3/3/2, **Bellandur Gate, Sarjapur Road, Bengaluru – 560 103 INDIA** (hereinafter referred to as "**Company**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors, assigns and Affiliates); and
2. Kalyani Kailas Labhade, being son/daughter of Mr. Kailas Ramchandra Labhade , aged about 26, bearing Permanent Account Number BHYPL0156J, residing at Chai Sutta Bar, 101 Sinhgad Institute Rd Ambegaon Bk Pune Maharashtra 411041 India, PUNE-411041, Maharashtra, INDIA (hereinafter referred to as "**Employee**").

Company and the Employee are herein individually referred to as the "**Party**" and collectively as "**Parties**".

WHEREAS

- A. The Employee has been employed by the Company and as part of performance of his/her services, the Employee is privy to the Confidential Information (defined later) of Quess (defined later).
- B. In consideration of the employment of the Employee with the Company, the Employee hereby agrees to the terms set forth in this Agreement in respect of Confidential Information and in respect of non-compete obligations.

IT IS AGREED

1. Definitions

"**Affiliate**" shall mean any person who directly or indirectly controls that Party or any person who is under the control of that Party or any other person who is under the common control of that Party and the term "control" shall mean the direct or indirect beneficial ownership of or the right to vote, in respect of, directly or indirectly, more than 50% of the voting shares or securities of a person and/or the power to control the management or majority of the composition of the board of directors of a person and/or the power to create or direct the management or policies of a person by contract or otherwise, or any or all of the above and in case of a limited liability partnership, shall be deemed to apply to the beneficial ownership interest of the partners of such limited liability partnership;

"**Business**" shall mean any business in which the Company and/or its Affiliates may be engaged in from time to time independently or along with its strategic partners including but not limited to the business of workforce management, operating asset management and tech services.

"**Confidential Information**" includes information about the Company, its business, business partners, sub-contractors, customers, business activities or its associate companies, investee companies, Affiliate's business and/or activities of any nature or of any other person (collectively referred to as "**Quess**") (whether in writing, electronic, visual or oral form) that is proprietary and confidential which shall include but not be limited to information regarding plans for research, development, new products, strategic plans, marketing and selling, business plans, due diligence reports, acquisition plans, budget, payroll data, licenses, price and costs, prospective or current suppliers and customers, financial, business, economic, technical, operational, commercial, employment, management, planning and other

information, data, material and expertise of whatever kind relating to Quess or each of the entities/person's directors, agents, representatives, employees, officers or authorised advisors (hereinafter referred to as the "**Representatives**") which is marked or designated as confidential or proprietary or which by the nature of circumstances surrounding the disclosure, ought to be, reasonably and in good faith, treated as confidential (regardless of whether it can be registered under copyright, patent, trade mark or other intellectual property rights) and shall further include any information

provided to the Employee in relation to the services which may reasonably be deemed to be proprietary in nature such as trade secrets, inventions, mask works, concepts, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, discoveries, developments, software developed or in various stages of development, tapes, compact discs, digital video discs, mark-up languages (HTML,XML), flow charts, designs, drawings, specifications, charts, graphs, techniques and which is either directly or indirectly disclosed to or acquired by the Employee from Quess or its authorised Representatives whether on, before or after the date of countersigning this Agreement. It is clarified that the information may relate to Quess, its Affiliates, associate companies, customers and/or any other third parties, which the Employee becomes privy to pursuant to his/her employment with the Company;

"**Person**" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or other agency or political subdivision thereof or any other entity that may be treated as a legal person under Applicable Law;

"**Restricted Period**" means:

- i. a period of 2 (Two) years with respect to the restrictions mentioned under Clause 3.2(i), 3.2(ii), 3.2(iii), 3.2(iv), 3.2(v) and 3.2(vi); (b) a period of 3 (Three) years with respect to the restrictions mentioned under Clause 4.1(i); and (c) a period of 5 (Five) years with respect to the restrictions mentioned under Clause 4.1(ii) and 4.1(iii) commencing on the date when the Employee ceases (pursuant to the termination of his/her employment with the Company, resignation or retirement) to be employed by the Company in accordance with the employment agreement, or otherwise; and
- ii. an indefinite period with respect to the restrictions mentioned under Clause 2 commencing from the date of employment of the Employee with the Company.

2. Non-Disclosure and Confidentiality Obligations

- 2.1. The Employee recognises and acknowledges the competitive value and confidential nature of the Confidential Information and the damage that could result to Quess if the information contained therein is disclosed to any third party and in consideration of his/her employment with the Company, the Employee hereby undertakes that during the term of his/her employment and till such time that such Confidential Information becomes public (not pursuant to breach by Employee of the terms hereof), the Employee will (i) not, without the prior written consent of the Company, disclose any Confidential Information to any third party/other employees of Quess nor use any Confidential Information for any purpose other than in connection with performance of his/her services to the Company as may be specifically permitted; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in his/her possession or control, which will, in no event, be less than the measures used to maintain the confidentiality of his/her own information of similar importance; (iii) not use any Confidential Information in a manner detrimental to Quess; (iv) not copy or reproduce, in whole or in part, the Confidential Information without the prior written consent of the Company; (v) not store any Confidential Information in any computer/laptop including the personal computer/laptop of the Employee, other than the computer/laptop provided by the Company and (v) forthwith upon request return all the Confidential Information (including all copies thereof) and destroy all analyses, memoranda or notes derived therefrom and expunge all Confidential Information from any computer, word processor or other device into which it was copied or programmed, without retaining any

copies thereof and upon request of the Company, certify in writing that the Employee has complied with the obligations set forth in this Clause 2.1.

- 2.2. The Employee hereby assigns exclusively to the Company, all right, title and interest in and to any and all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (hereinafter referred to as the "Inventions") that the Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period in the employment of the Company. The Employee shall make prompt and full disclosure to the Company of any inventions, and if for any reason the assignment pursuant to this Clause 2.2 is not effective, the Employee will hold all such inventions in trust for the sole benefit of the Company.
- 2.3. In the event the Employee is required by applicable law, regulation or legal process to disclose any Confidential Information, the Employee shall prior to such disclosure, promptly notify the Company in writing to seek an injunction order or other appropriate remedy and will provide reasonable assistance, as requested, to the Company in obtaining such injunction order or other appropriate remedy.
- 2.4. Upon termination of employment of the Employee with the Company, for whatsoever reason, the Employee having received Confidential Information shall, (i) cease using the Confidential Information; (ii) promptly return the Confidential Information and all copies, notes or extracts thereof to the Company; (iii) destroy all extracts, analyses, compilations, studies, summaries, reviews, notes and other materials prepared by the Employee that contain Confidential Information; and (iv) certify in writing that he/she has complied with the obligations set forth in this Clause 2.4. The Employee acknowledges that any breach of this Agreement may result in termination without notice of the Employee as set forth in his/her employment agreement with the Company.

3. Non-Compete

3.1 During the term of employment of the Employee with the Company (including the notice period):

- i. The Employee shall not, directly or indirectly, undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person in India, other than the Company and its Affiliates;
- ii. If the Employee desires to take up any non-executive directorship or invest in any entity which is directly or indirectly not in competition with the Business, then the Employee must seek written permission from the Company with an undertaking that the Employee will abide by all the obligations and responsibilities as listed out in this Agreement.
- iii. In the event the Company or its Affiliates propose to enter into or acquire any business, which could be directly or indirectly in competition with the business of an entity in which the Employee acts as a non-executive director or investor (holding more than 2% equity/preference capital) upon receipt of notification from the Company, then the Employee shall undertake to resign from such entity forthwith and take steps to disinvest in such entity, in order to protect the legitimate business interests of the Company and/or its Affiliates.
- iv. The Employee must provide the disclosures as per format given in Exhibit A (herewith attached)
 - i. upon the execution of this Agreement;
 - ii. within 15 (Fifteen) days of any change to his/her directorships/shareholding (in excess of 2% or more of equity/preference capital); and
 - iii. annually as on March 31st of the relevant financial year.

3.2 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

www.quesscorp.com

- i. undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person, other than the Company and/or its Affiliates, which is directly or indirectly in competition with the Business of the Company or a strategic partner of the Company;
- ii. make any investment into a competing Business in India, provided that the forgoing limitation shall not limit the Employee from owning up to 2% (Two Percent) of the outstanding equity securities of a Person whose shares are traded on any stock exchanges in India;
- iii. commence or engage in any business that competes with the Business in India;
- iv. enter into any type of partnership/joint venture in India for the purpose of pursuing a business venture that competes with the Business;
- v. substantially takeover any company in India which is involved in the Business; and
- vi. support any Person in India, either financially or in any other way, which is involved in the Business.

4. Non-Solicit and Non-Disparage

- 4.1 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:
- i. solicit, divert, induce or attempt to solicit, divert or induce any existing and/or prospective customers of the Company on behalf of a business that competes with the Business;
 - ii. solicit and/or attempt to solicit any strategic partner of the Company to engage in a business that competes with the Business or otherwise interfere with the business relationship of the Company with any strategic partner; and
 - iii. solicit, induce or attempt to solicit or induce any employee, strategic partner, vendor or independent contractor of, or consultant to, the Company, to terminate/leave his or her employment or relationship with the Company;
- 4.2 During the term of the employment of the Employee with the Company (including the notice period) and at any time in future after termination of the employment of the Employee with the Company, the Employee shall not, directly or indirectly, or on behalf of any third party, disparage, or otherwise bring disrepute to the Company and/or its Affiliates or any shareholders, directors, clients, officers, employees, Company partners or Company agents.

5. General Covenants

- 5.1 In the event the Employee has breached any of his/her obligations under this Agreement, or that the representations and warranties made by the Employee are false or incorrect, then, notwithstanding anything contained herein, the remaining obligations of the Employee shall continue and the Company shall not, subject to applicable law, be liable to make any payment to the Employee whatsoever. Further, the Company shall be free to pursue such remedies against the Employee as may be prescribed herein or otherwise available to it under law.
- 5.2 The Company shall be entitled to claim damages including cost of litigation and legal consultations from the Employee in the event of non-compliance of Clauses 2, 3 and 4 of this Agreement.

6. Representations and Warranties

- 6.1 Each Party represents and warrants to the other Party that each of the following representations and warranties are true as of the Effective Date:

- i. This Agreement constitutes a legal, valid and binding agreement between the Parties and is enforceable within its terms;
 - ii. No Party is subject to any existing or, to its knowledge, pending or threatened litigation or other proceedings which would adversely affect its ability to perform this Agreement; and
 - iii. The Employee is not in contravention of any of the obligations set forth in this Agreement
- 6.2 The Employee represents and warrants to the Company that he is not under any obligation of a contractual or other nature to any Person, which is inconsistent or in conflict with this Agreement or which would prevent him/her from performing his/her obligations under this Agreement. Further, the Employee represents and warrants that he/she (i) has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him; (v) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company.

7. Validity

- 7.1 In case any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision
- 7.2 The Employee hereby acknowledges and agrees that the terms and conditions under this Agreement are reasonable and fair and will not unreasonably impose limitations on the Employee. In addition, the Employee agrees and acknowledges that the potential harm to Company of the non-enforcement of Clause 2, 3 and 4 outweighs any potential harm to the Employee by this Agreement and the Company has given careful consideration to the restraints imposed upon the Employee by this Agreement, and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each and every limitation imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

8. Miscellaneous

- 8.1 The Employee agrees and acknowledges that monetary damages would not be an adequate remedy for breach of the provisions contained herein and that the Company and/or Quess shall be entitled to equitable relief, including injunctive relief, specific performance and other equitable relief's, in the event of any threatened or actual breach of the provisions hereof and that no proof of special damages shall be necessary for the enforcement of this Agreement. Such remedies shall not be deemed to be exclusive remedies for a breach of this Agreement by the Employee, but shall be in addition to and without prejudice to all other remedies available at law or equity.
- 8.2 The terms of this Agreement shall be deemed to be incorporated in the employment agreement entered into amongst the Employee and the Company and shall be read in harmony and in addition to the terms relating to the subject matter of this Agreement in the employment agreement and with the terms as set forth in the code of conduct policy issued by the Company to the employees.

- 8.3 This Agreement is personal in nature and the Employee will not subcontract or otherwise delegate the obligations under this Agreement without the prior written consent of the Company. Neither this Agreement nor any right or interest hereunder will be assignable by the Employee.
- 8.4 Except as may be otherwise provided herein all notices, requests, waivers and other communications made pursuant to this Agreement shall be in writing and shall be conclusively deemed to have been duly served:
- i. In case of hand delivery, when hand delivered to the other Party;
 - ii. In case of registered post acknowledgement due, postage prepaid, upon receipt;
 - iii. In case of a national overnight delivery service, postage prepaid, addressed to the Parties as set forth below with next- business-day delivery guaranteed, provided that the sending Party receives a confirmation of delivery from the delivery service provider; and
 - iv. In case of e-mail, upon receipt by the sender of the return receipt delivery notification.

All such notices, requests, waivers and other communications shall be served at such address and/or e-mail address as may have been notified in writing by the Party for such purposes to the other Party in accordance with this Clause 8.4 and shall be as follows (unless otherwise notified):

If to the Employee:

Address: Chai Sutta Bar, 101 Sinhgad Institute Rd Ambegaon Bk Pune Maharashtra 411041 India, PUNE-411041, Maharashtra, INDIA

Email: kalyanilabhade10@gmail.com

Telephone: 91-08767859810

If to the Company:

Address: 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560 103

Email: ruchi.ahluwalia@quesscorp.com

Attention: Ruchi Ahluwalia

Telephone: 080 61056001

- 8.5 This Agreement shall be governed by and shall be construed in accordance with the laws of India and the courts at Bengaluru shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.
- 8.6 Any provision of this Agreement may be amended or waived if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each of the Parties, or in the case of a waiver, by the Party against whom the waiver is to be effective. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion. All remedies, either under this Agreement or by applicable law or otherwise afforded, will be cumulative and not alternative.
- 8.7 All the expenses incurred with respect to the execution of this Agreement shall be borne by the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT
AS ON THE EFFECTIVE DATE :

SIGNED AND DELIVERED by the within named **Quess Corp Ltd.**, by the hand of **Ms. Ruchi Ahluwalia**, authorized signatory.



Ruchi Ahluwalia
Group Chief People Officer (CPO)

Witness 1:

Witness 2:

SIGNED AND DELIVERED by the within named **Kalyani Kailas Labhade**

Witness 1:

Witness 2:

PREVENTION OF SEXUAL HARASSMENT (POSH)

Introduction

Quess Corp Limited (formerly IKYA Human Capital Solutions Limited) (the "Company") is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behaviour that is detrimental to a healthy working environment.

Following the enactment of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 by the Government of India, Ministry of Law and Justice on 9th December 2013, sexual harassment of employees occurring in the workplace is an offence and is, therefore, punishable.

The Company will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action by conducting an enquiry as is necessary, including disciplinary action, will be taken in accordance with the relevant Service Rules and the Company Policy.

Scope

This Policy extends to all employees of Quess Corp and its subsidiaries, as well as JVs, whether on probation or permanent, including those on deputation, contract, part-time or working as Consultants, trainees, interns, unless explicitly stated otherwise. The policy is also applicable to any vendor resource working in the company premises, including extended work place.

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

1. An unwelcome physical contact and advance
2. A request for sexual favours
3. Unwelcome comments about someone's sex life, physical appearance or clothes.
4. Leering and ogling
5. Sexually offensive comments, stories or jokes, obscene messages/MMS/pictures through mail/SMS or WhatsApp.
6. Displaying sexually offensive photos, pinups or calendars, reading matter, objects or on clothes
7. Sexual propositions or continued requests for dates
8. Physical contact such as touching or fondling, or unnecessary brushing up against someone
9. Indecent assault or rape (these are criminal offences).

Further, the following behaviour or acts shall also amount to Sexual Harassment Implied or explicit promise of preferential treatment in her/his employment, or Implied or explicit threat of detrimental treatment in her/his employment, or Implied or explicit threat about her/his present or future employment status, or Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or Humiliating treatment likely to affect her/his health or safety

Procedure

Any employee, who feels he/she is being sexually harassed directly or indirectly, may give a written complaint of the alleged incident to any member of the Committee (table below) within (3) three

months of the occurrence of the incident. This period may be increased by another (30) thirty days by the IC if the reason for such a delay is bonafide/legitimate/genuine

Complaints may be made in writing and submitted to the members of the committee. An e-mail id speakup@quesscorp.com has been set up for this purpose. Alternatively, employees can also reach out to the Regional SPOCs.

The IC will hold a meeting with the Complainant within (5) five days of the receipt of the written complaint. At the first meeting, the Committee members shall hear the aggrieved party and record her/his signed statements. The aggrieved party can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate his/her complaint. In the event that the aggrieved party cannot make the complaint/statement for reasons including death, poor health, or medical rest then a relative may make the complaint/statement on the behalf of the employee.

Thereafter, the person against whom the complaint is made shall be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation and his/her statement shall be recorded and signed. Thereafter IC shall within 10 (ten) days from the date of completion of the enquiry, furnish a report documenting its findings and recommendations to the employer. This report shall be shared with both the concerned parties. The IC shall ensure that the enquiry concludes within 90days from the date of filing or as modified by law thereafter.

In the event the allegations are proven then the IC recommendations to the employer shall include (but not be limited to):

Action for sexual harassment as misconduct as defined in the relevant service rules, if not then Section 509 IPC shall be applicable.

Declaration for Prevention of Sexual Harassment(POSH):

- I hereby declare that I have read and understood the POSH guidelines and agree that to as an employee to comply with it, as applicable at all times.
- I am also aware that failure to abide by the above policy may lead to disciplinary action as per the company's policy.

CODE OF CONDUCT

(Applicable to all the employees of Quess Corp and its Subsidiaries)

All employees of Quess Corp and its subsidiaries will abide by the following

1. **Conflict of Interest Policy:** An employee of Quess Corp shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein. Employees should avoid any activity, interest or association that conflicts with, or appears to compromise one's exercise of independent judgment in the Company's best interests.

Employees are not allowed to work for a competitor of Quess Group while working for any group company, or do any work for or provide assistance to any third party (distributor, customer or supplier) that may adversely affect one's performance or judgment on the job.

2. **Code of Conduct Policy:**

- a. Standards of Corporate Governance:

- i. Every employee is required to act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated
 - ii. Employees shall share knowledge and maintain skills important and relevant to organizational needs.
 - iii. Employees shall promote ethical behavior as a responsible partner among peers, and in the work environment.
 - iv. Act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working in the Company's premises, at offsite locations where the Company's business is being conducted, at Company sponsored business and social events or at any other place where employees are representing the Company.

- b. **Protection of Company Property:**

Every Employee of the Company is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.

All Employees must use all equipment, tools, materials, supplies, and Employee time only for Company's legitimate business interests. Company's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

- c. **Confidentiality of Information:** During the continuance of service with the Company or any extension thereof and even after the cessation of employment with the Company by any reason whatsoever, employees shall protect and will not disclose, all confidential information that may come in their possession or knowledge by virtue of their employment with the Company and shall use such information only as may be required in the normal course of their employment; and shall not, except in the proper course of their duties, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

- d. **Integrity of Financial information:** All employees have a responsibility to ensure that all

transactions are recorded in Company's accounts accurately and promptly and they must immediately report any known inaccuracies. Misrepresentations by Employees that result from intentional acts that may conceal or obscure the true nature of a business transaction are clear contraventions of this Policy.

- e. **Free and Fair Competition/Antitrust Policy:** As Quess Corp's business interests are spread across the world, Quess may be subject to competition laws of various jurisdictions and all employees shall comply with the same. Competition laws govern, usually quite strictly, relationships between Quess and its competitors.

As a general rule, contacts with competitors shall be limited and shall always avoid subjects such as prices or other terms and conditions of sale, clients, vendors and suppliers.

- f. **Anti-bribery and Anti-Corruption Policy:** All employees are required to comply with the Anti-Corruption laws in India and other geographies that Quess operates in. Quess Corp is firmly committed to conduct all business activities with integrity and the highest possible ethical standards. The company has zero tolerance for bribery and corruption.

Client discussion and RFP responses must be consistent with national laws, the FCPA (Foreign & Corrupt Practices Act 1977), UK Bribery Act 2010, and local bribery laws and regulations.

- g. **Gifts, Entertainment, and Other Expenses to Clients, Suppliers, or Vendors Policy:** Quess Corp's relationships with clients, suppliers, vendors, and other business partners are vital and must be transparent, objective, fair, and free from conflicts. This policy establishes processes designed to prevent such conflicts or even the appearance of such conflicts.

No gift, entertainment (including meals, receptions, social or sports events), or other expense (such as hotel, travel, and other related expenses) may be accepted or presented if it obligates or appears to obligate employees and/or their family members to the individual giving or receiving the gift, entertainment, or other accommodation.

- h. **Whistleblower Policy:** Quess Corp Limited's Code of Business Conduct and Ethics requires every director, officer and employee of Quess Corp Limited to report any violation of the Code which is known to or reasonably suspected by that individual. Directors, officers and employees must also report any other known or reasonably suspected improper conduct or incident in relation to Quess Corp Limited, including any questionable accounting, internal accounting controls or auditing matters or potential violations of the law.

Coverage of Policy

Examples of violation would include but are not limited to:

- Abuse of Authority , Breach of Contract, Manipulation of Company data/records, Financial Irregularities, Including fraud or suspected fraud, Criminal offence, Sexual harassment, Discrimination, Damage to the Environment, Misuse of Company's Assets, Providing false information, Pilferage of confidential/propriety information, Deliberate violation of law/regulation

To report any issue of as per the whistleblower policy, please write to alert@quesscorp.com

Workplace Policy:

- a. **Drug and Alcohol Policy:** To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against him including instantaneous dismissal.
- b. **Anti-Smoking Policy:** Smoking is strictly prohibited in all offices of Quess Corp and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.
- c. **Identity Card/Access Card Policy:** Identity Cards and Access Cards are exclusive to an employee and are non-transferrable.

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

www.quesscorp.com

- d. **Misconduct:** The following are considered acts of misconduct and will invite disciplinary action
- Willful insubordination or instigation
 - Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification
 - Habitual absence without leave or absence without leave for 10 days
 - Habitual late attendance
 - Habitual breach of any law, applicable to any establishment
 - Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work
 - Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
 - Drunken or riotous behavior at work
 - A record of habitual absence from work. Any act of moral turpitude.
 - Use/possession of drugs
 - Consumption of alcohol
- e. **Nepotism:** To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid any situation of nepotism, all employees are required to abide by this policy.
- The employment of a family member is not allowed in the following situations:
1. The employee is involved in the hiring decision concerning the family member
 2. The employee is in a supervisory, subordinate or control relationship with a family member
 3. Where the employment of a family member creates any actual, perceived or potential conflict of interest. The company will make all reasonable effort to mitigate any such potential conflict of interest by transferring one or the other of the related employees to another position.
- f. **Falsification of Records:** Falsification of records with the intent to cheat, trick, steal, deceive, or lie - is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

Declaration for the Code of Conduct:

- I hereby declare that I have read and understood the Code of Conduct guidelines and agree that to as an employee to comply with the Code of Conduct, as applicable at all times.
- I am also aware that failure to abide by the above Code of Conduct may lead to disciplinary action as per the company's policy.

Annexure:
Group Medical Insurance Coverage & Group Term Life Insurance

We are pleased to inform you that you are covered under Group Insurance Policies.
Your eligibility is based on level as per below Table:

Level	Group Medical Insurance Total Sum Insured	Parents /In-laws	Group Personal Accident Sum Insured	Group Term Life Insurance - Sum Insured	Max. Coverage Options	Employee Contribution (Self +Family) Per Annum	Parents Contribution
		max eligibility					Per Annum
L1 and Above	5,50,000	5,50,000	40,00,000	Twice the fixed CTC per annum / min of 10 Lacs	Self +Spouse+2 kids+	4000	4500
					2 Parents / In-laws		
L2 and L3	3,50,000	1,75,000	30,00,000		Self +Spouse+2 kids+	3000	3500
					2 Parents / In-laws		
L4 & L5	3,00,000	1,50,000	25,00,000		Self +Spouse+2 kids+	2000	3000
					2 Parents / In-laws		
L6 to L9	2,50,000	1,25,000	20,00,000		Self +Spouse+2 kids+	800	2000
					2 Parents / In-laws		
Temp	1,00,000	NA	10,00,000		Only self is covered	0	0
NAPS	1,00,000	NA	10,00,000		Only self is covered	0	0
Gratuity	4.81% of Basic- as per Payment of Gratuity Act				To be paid on completion of 4 years and 190 days continuous service		

**All other terms and conditions of your employment are mentioned in the offer letter.

Contact

www.linkedin.com/in/shreya-awaghade-018645257 (LinkedIn)

Top Skills

Microsoft Excel

Project Management

Certifications

Humans resources foundation

Shreya Awaghade

Human Resource Executive Recruitment at Quess Corp Ltd.
Pune, Maharashtra, India

Experience

Quess Corp Limited

Human Resources Recruiter

March 2024 - Present (7 months)

Pune, Maharashtra, India

Bajaj Auto Finance

Human Resources Intern

August 2023 - October 2023 (3 months)

Pune, Maharashtra, India

Education

SKN Sinhgad school of business management

Master of Business Administration - MBA, Business Administration and Management, General · (November 2022 - November 2024)

OFFER LETTER

Name: Abhijeet Dnyaneshwar Bhatkar

Date: 17/04/2024

Address: June Chirghar plot, Siddharth ward, warrora, Chandrapur (MH)

Dear Abhijeet,

Based on your interview and your representation to us that you are an able candidate and would be easily able to meet the goals and targets given to you by the organization, we are pleased to offer you a position as **Business Development Manager** with our company.

Your CTC is **INR 5.60 Lacs i.e. Rupees five Lac sixty thousand per annum.**

Your Fixed salary will be Rs. 20,000 per Month plus half yearly bonus and Incentives.

Your date of commencement of work with us will be **22 April 2024**

Particulars	Amount	
Fixed	Monthly	Annual
Basic	12,000	1,44,000
HRA	3,000	36,000
Travel allowance	1,000	12,000
Min Performance Allowance	3,000	36,000
Misc Allowance	1,000	12,000
Net Total	20,000	2,40,000
Variable	6 months	Annual
Bonus (half yearly)	1,00,000	2,00,000
Incentive	60,000	1,20,000
Gross CTC	5,60,000	

1. Half-Yearly Bonus Eligibility Criteria:

An employee becomes eligible for the half-yearly bonus if their performance results in achieving a revenue milestone of at least 5 times their fixed salary within the six-month period.

2. Incentive Eligibility Criteria:

Employees are eligible for incentives if they contribute to achieving a net revenue target, with the incentive amount being calculated as 10% of the net revenue achieved.

You will be on probation for a period of six months. However, it may be extended or shortened at the discretion of the company. The probation status does not confer on you the status of a

permanent employee although you would be entitled to any benefits, facilities and perquisites extended to a permanent employee of the company.

You will, during the period of probation and otherwise follow the instructions given to you by the management and abide by the rules and regulations governing the discipline of the organization.

You will be required to carry out such duties and job functions in which you may be instructed from time to time by the company or person acting on behalf of the company and you may be required to be transferred from one section or department at the discretion of the company.

During the probation period (original or extended) your services are liable to be terminated without assigning any reason or notice or compensation or payment. This decision of **Propvishwa Pvt. Ltd.** would be final and binding.

Our offer is contingent upon satisfactory evidence and verification of your credentials.

DOCUMENTS NEEDED FOR VERIFICATION:

1. Mark Sheets (for verification of educational qualification)
2. High School Certificate
3. Experience letter (as applicable).
4. Latest Pay Slip of previous job (as applicable).
5. Copy of acceptance of resignation letter or Relieving letter (as applicable)
6. Photo ID proof & DOB proof: Driving license/ Aadhar Card/ Voter ID card/Pan card
7. Permanent & temporary address proof of your residence.

Terms of Employment:

1. Salary will be payable only after successful completion of first month.
2. In case you leave the company during probation then you are not entitled for any compensation apart from what you have already been paid in earlier month/months.
3. Late coming will be considered after 10:00 am
4. There are no paid leaves in the probation period. After completion of probation period, the employee has to give prior notice of 2 days before taking any leave, otherwise double days salary will be deducted.
5. The company follows **meritocracy** policy and promotes performance of individuals to facilitate the overall development of the employees. In line with this policy, every candidate is expected to fulfill his/her commitment to the organization, failing to do so will put your Min Performance Allowance on temporary **“on hold”** status. Once the quarterly target is met, the full component would be released else at the end of quarter this would amount to permanent deduction.

6. Please note that this offer is highly and strictly **confidential** and is not supposed to be discussed with anyone inside or outside the organization.

We are positive that you will find **PROPVISHWA PVT. LTD** an exciting place to develop and advance your career. We promise you a work environment where your talent and achievements would be respected and well-awarded.

Thanks & Regards
Samrat Ashok Pazare



Director

Private & Confidential

HRD / Offerlr / ATS513085

Jul 15, 2024

Pavan Damodhar Ghuge

Dear Pavan,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of FIN. SERVICES CONSULTANT-PR in 1. Your initial posting will be at Panjim.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	7,125	85,500
Flexible Compensation Plan	6,024	72,290
Supplementary Allowance	7,875	94,500
Minimum Statutory Bonus	583	7,000
Total [A]	21,608	2,59,290
Employer's Contribution to PF	1,800	21,600
Gratuity	343	4,110
Retirals [B]	2,143	25,710
Annual Guaranteed Pay (AGP) [A+B]	23,750	2,85,000
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
 - i. Mismatch in your previous employment date even for a day or
 - ii. Mismatch in your previous pay slip or
 - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



Subhashish Banerji
Executive Vice President - Human Resources

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Pavan Damodhar Ghuge

Signature & date: _____

Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> • Privilege Leave (PL): 28 days (21 days during the first year of service) • Sick Leave (SL): 15 days • Maternity leave (ML): 180 days • Paternity Leave: 5 days • Adoption / Surrogacy Leave: 90 days 	Employee

*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

** Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

*** PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



Date :21-05-2024

Name : SAURABH SANJAY CHAVAN

Address- AMBEGAON PATHAR PUNE- 411046

SUB: OFFER LETTER

Dear Saurabh

This is further to the discussion you had with us. We are pleased to offer you an appointment for the post of **TRAINEE BRANCH MANAGER (TBM)** at our Branch under the **Pune Region**.

As mutually agreed, we will offer you an annual CTC of **Rs.3,11,580.** (Three Lakh Eleven Thousand five hundred Eighty Rupee) per annum. Kindly find Detailed Structure enclosed herewith as Annexure – 'A'..

You are requested to join us as early as possible as but not later than **01.07.2024**. You should bring following documents at the time of joining as given below. In case you fail to join on the appended date without informing the concerned authority, your offer will stand null and void on the mentioned date of joining.

You are requested to confirm the acceptance of the offer. This offer for employment is subject to satisfactory background verification check which will be conducted by an appointed external agency/ Equifax. Any negative report/ Non-compliance may lead to withholding of salary and / or cessation of employment".

1. 10th,12th & Other education mark sheet & certificate (As per CV)
2. Photo passport size (4)
3. Driving license
4. ID Proof - Voter or Aadhar card
5. Address Proof- Voter/Aadhar card/Passport
6. PAN card and Bank Account Proof
7. Reliving / NOC certificate from previous employer (If Applicable)
8. Last salary slip / certificate
9. Blood Group

We look forward to having mutually beneficial association with you.

Thanking you,

For SATIN CREDITCARE NETWORK LIMITED



Authorized-Signatory

Corporate Office:

Plot No. 492, Phase III, Udyog Vihar,
Gurugram - 122016
Haryana, India

Registered Office:

5th Floor, Kundan Bhawan,
Azadpur Commercial Complex,
Azadpur, New Delhi-110033, India

CIN

: L65991DL1990PLC041796

Landline No

: 124-4715400

E-Mail ID

: info@satincare.com

Website

: www.satincare.com

WELMADE LOCKING SYSTEMS PRIVATE LIMITED

J-61, M.I.D.C.,
BHOSARI,
PUNE - 411 026.
MAHARASHTRA
INDIA



TEL. : (020) - 2712 5012
2712 2546
2712 2468

"CIN:U28933PN1995PTC095019"

OFFER LETTER

Date: 30 May 2024

Dear Mr. Soham Ahire,

1. This is with reference to your application dated 21 May 2024 and subsequent interview you had with us; we are pleased to offer you employment in WLSPL. The details are as mentioned below:
 - a. Your Designation:- Sales Officer
 - b. Your Department:- Sales
 - c. You will be initially reporting to Swapnil Ingle on joining.
 - d. Emoluments: As Per Salary Structure.
 - e. You will be eligible to ESIC/PF/Bonus/Ex-gratia, LTA, Gratuity, Leave, etc. as per company rules applicable at the time.
2. You will join the employment on / before 28 June 2024 at 9.00 AM. Non-reporting on the date mentioned in this Offer Letter would result in automatic withdrawal of this Offer.
3. This Offer is valid subject to positive feedback from reference check / verification from your previous companies by WLSPL HR and / or through a third party.
4. No special allowance w.r.t. time, attendance, attire (Company Uniform is mandatory; EUROPA logo to be clearly visible at all times), seating / working arrangement would be provided by the Company / demanded by the employee on the basis of caste, creed, religion, gender, nationality or any other generic differentiating factor.
5. Please receive and accept this offer letter and return one copy duly signed & endorsed with the date of joining. Terms & conditions are mentioned in detail in the Appointment letter which would be handed over on your joining.

We now look forward to a long-term relationship with you.

Thanking you.
Regards

A handwritten signature in black ink, appearing to be "S. Ahire", written over the "Regards" text.

For Welmade Locking Systems Pvt. Ltd.

TITLE: LIST OF REQUIRED DOCUMENTS (CANDIDATE'S COPY)

		Put ✓ mark as applicable	
	ITEM	REQUIRED	SUBMITTED
a	Relieving Letter / Experience Letter	✓	
b	Previous Employer Appointment Letter	✓	
c	Salary Slip (Within the last 6 months)	✓	
d	Educational qualification certificate	✓	
e	SSC Certificate	✓	
f	HSC Certificate	✓	
g	Diploma/Degree Certificates	✓	
h	Medical Fitness Certificate	✓	
i	ID proof	✓	
j	PAN CARD XEROX (2 Xerox)	✓	
k	5 Passport Size Photographs	✓	
l	EPF / ESIC No. (If available)	✓	
m	Date Of Birth Certificate	✓	
n	Bank A/C No. details (If available)	✓	
o	Proof of Permanent Residence	✓	
p	Proof of Local Residence	✓	
q	Driving License XEROX (2/4-wheeler))	✓	
r	Aadhaar Card (showing 1. Complete date of birth & 2. Mobile number)	✓	

- 1) Driving Licenses MANDATORY for sales staff & for all individuals driving vehicles
- 2) Address proof such as Electricity Bill, Rent Document, Tel Bill, etc.
- 3) ID Proof such as PAN Card, Driving License, Election Card.

I, totally read & understand

and I ACCEPT the offer

Soham Ahire

Soham



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

July 29, 2024

Hi Swapnil,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **August 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: swapnilhiwrale2000@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi

Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Swapnil Hiwarale	Designation	Assistant Store Manager
Department	Express Stores	Date of Joining	August 01, 2024
Annual Salary	INR 350,000		
Breakup of Annual Salary (All figures are in INR)			
Component	Monthly	Annually	Remarks
Basic Salary	14,583	175,000	Taxable component
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)
Gross Salary	27,365	328,400	
Retrial Benefits			
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary
Other Statutory Deductions*			
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month
Total Salary	29,166	350,000	

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

July 29, 2024

Hi Shubham,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **August 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: shitoleshubhamrajendra@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi

Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Shubham Shitole	Designation	Assistant Store Manager
Department	Express Stores	Date of Joining	August 01, 2024
Annual Salary	INR 350,000		
Breakup of Annual Salary (All figures are in INR)			
Component	Monthly	Annually	Remarks
Basic Salary	14,583	175,000	Taxable component
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)
Gross Salary	27,365	328,400	
Retrial Benefits			
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary
Other Statutory Deductions*			
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month
Total Salary	29,166	350,000	

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

July 29, 2024

Hi Vikas,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **August 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: vikaspawarf@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi

Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Vikas Pawar	Designation	Assistant Store Manager
Department	Express Stores	Date of Joining	August 01, 2024
Annual Salary	INR 350,000		
Breakup of Annual Salary (All figures are in INR)			
Component	Monthly	Annually	Remarks
Basic Salary	14,583	175,000	Taxable component
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)
Gross Salary	27,365	328,400	
Retrial Benefits			
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary
Other Statutory Deductions*			
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month
Total Salary	29,166	350,000	

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.

ANNEXURE A		
SALARY CARD		
Name :KIRTI BAGLANE	Date :	July 22, 2024
Grade :MT2	Location :	LTIMindtree-Mahape
Components	INR (p.a.)	INR (p.m.)
Basic		15,000
Bouquet of Benefits (BoB)		14,701
Bonus		4200
A. Base Salary	406,812	33,901
Annual Incentive	0	
B. Total Variable	0	
C. Total Target Cash (TTC) - A+B	406,812	
Provident Fund (PF)	21,600	1,800
Gratuity	8,664	722
Mediclaime Insurance Premium	12,929	
D. Retirals & Other Benefits	43,193	
Cost To Company (CTC) - C+D	450,005	



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Abhishek Vinayak Gawande,

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

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 30,000/- with an annual cost to company Rs. 3,60,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.

Benefits for the position include:


- Benefit A (24 paid days per annum)
- Benefit B (Fixed Salary)
- Benefit C (Fixed Week off) i.e. Monday

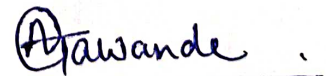
We would like you to start work on **05/07/2024** at **10:00 am**. Please report to Senior HR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/06/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Pune Property Investor and look forward to working with you.

**PUNE PROPERTY
INVESTOR**


Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor



Accepted!



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Aditya Sanjay Takavade,

Congratulations! We are pleased to confirm that you have been selected to work for **Pune Property Investor**. We are delighted to make you the following job offer.

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 32,000/- with an annual cost to company Rs. 3,84,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.


Benefits for the position include:


- Benefit A (24 paid days per annum)
- Benefit B (Fixed Salary)
- Benefit C (Fixed Week off) i.e. Monday

We would like you to start work on **05/07/2024** at **10:00 am**. Please report to Senior HR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/06/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Pune Property Investor and look forward to working with you.


Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor


Aditya S. Takavade



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Pavan Dinesh Patil,

Congratulations! We are pleased to confirm that you have been selected to work for **Pune Property Investor**. We are delighted to make you the following job offer.

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 30,000/- with an annual cost to company Rs. 3,60,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.

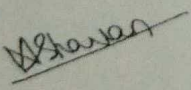
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Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor

Accepted
Patil



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Trupti Bajrang Mali,

Congratulations! We are pleased to confirm that you have been selected to work for **Pune Property Investor**. We are delighted to make you the following job offer.

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 28,000/- with an annual cost to company Rs. 3,36,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.

Benefits for the position include:

- Benefit A (24 paid days per annum)
- Benefit B (Fixed Salary)
- Benefit C (Fixed Week off) i.e. Monday

We would like you to start work on **05/07/2024** at **10:00 am**. Please report to Senior HR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/06/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Pune Property Investor and look forward to working with you.

Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Rakesh Sanjay Gaikwad,

Congratulations! We are pleased to confirm that you have been selected to work for **Pune Property Investor**. We are delighted to make you the following job offer.

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 30,000/- with an annual cost to company Rs. 3,60,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.

Benefits for the position include:

- Benefit A (24 paid days per annum)
- Benefit B (Fixed Salary)
- Benefit C (Fixed Week off) i.e. Monday

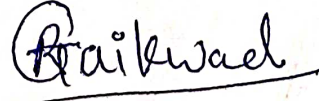
We would like you to start work on **05/07/2024** at **10:00 am**. Please report to Senior HR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/06/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Pune Property Investor and look forward to working with you.

**PUNE PROPERTY
INVESTOR**


Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor


Accepted!



PUNE PROPERTY INVESTOR

3rd Floor, Office no-307, Gera Alpha Imperium, Kharadi, Pune-14

Date- 22/06/2024

Dear Radhika Pankaj Joshi,

Congratulations! We are pleased to confirm that you have been selected to work for **Pune Property Investor**. We are delighted to make you the following job offer.

The position we are offering you is that of **Sales Executive** at a monthly salary of Rs. 28,000/- with an annual cost to company Rs. 3,36,000/-. This position reports to Senior HR, Neha Chavan. Your working hours will be from 10:AM to 7:30PM, Tuesday to Sunday.

Benefits for the position include:

- Benefit A (24 paid days per annum)
- Benefit B (Fixed Salary)
- Benefit C (Fixed Week off) i.e. Monday

We would like you to start work on **05/07/2024** at **10:00 am**. Please report to Senior HR, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 25/06/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Pune Property Investor and look forward to working with you.

Sincerely,
Adv. Neha Chavan
Senior HR
Pune Property Investor

PUNE PROPERTY
INVESTOR

OFFER LETTER

Dear **Karansingh Ajitsingh Wadhwa**,

We are pleased to offer you employment in our organization as **Sales Trainee**, and that your services are being deputed to **SWIGGY LIMITED** on the following terms and conditions

Your employment will be valid from **01 Jul 2024** to **31 Dec 2024**.

During the above mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business, at any of their locations within India.

Your Annual **Cost to Company** will be Rs **312120.00/-**. Your Salary Breakup is given below.

Your employment is subject to:

- a. Proof of your educational certificates (Optional), Aadhar proof, Age Proof, and Passport size photographs.
- b. You have to fill joining Form, Applicant Profile form and PF Nomination form, etc. and arrange to submit it on or before joining.

Please note that this is only an offer of employment for a fixed term and is not to be constructed as an appointment letter. An appointment letter would be issued to you on your accepting this offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the offer, a detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best!

With warm regards,

Yours truly,
For CIEL HR Services Limited



Aditya Narayan Mishra
CEO

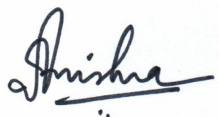
(Acceptance Signature and Date)

Name	Karansingh Ajitsingh Wadhwa	Location	Chandrapur
Designation	Sales Trainee	DOB	10 May 1998
Period Of Employment	01 Jul 2024 to 31 Dec 2024	Father Name	Ajitsingh Mohansingh Wadh

Salary	Monthly CTC	Annual CTC
Basic	18,500.00	2,22,000.00
House Rent Allowance	3,959.00	47,508.00
Statutory Monthly Bonus	1,541.00	18,492.00
Gross Earning	24,000.00	2,88,000.00
Employer PF	1,800.00	21,600.00
Insurance	60.00	720.00
PF EDLI	150.00	1,800.00
CTC	26,010.00	3,12,120.00
PF	1,800.00	21,600.00
PT	200.00	2,400.00
Gross Deduction	2,000.00	24,000.00
Net Pay	22,000.00	2,64,000.00

With warm regards,

Yours truly,
For CIEL HR Services Limited



Aditya Narayan Mishra
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

POSHS CINOTI PVT LTD

LETTER OF APPOINTMENT

THIS AGREEMENT (hereinafter referred to as the "Agreement") made and executed at Pune on the date stated hereafter between the "COMPANY", more particularly described in the Schedule A written herein below, (hereinafter referred to as the "COMPANY", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the FIRST PART, AND

The INCUMBENT more particularly described in the Schedule B written herein below, (hereinafter referred to as the "INCUMBENT", which expression shall, unless it be repugnant to the context or meaning thereof, whether an individual or a COMPANY or any other entity, be deemed to include either form of gender used throughout this Agreement and shall mean and include his/her executors, heirs and administrators) of the SECOND PART.

WHEREAS the COMPANY is involved in the business, more particularly described in Schedule A

AND WHEREAS the INCUMBENT has represented that he is an independent INCUMBENT and possesses certain qualifications, qualities, abilities, skills, enabling him to execute the work, jobs or tasks entrusted to him by the COMPANY as described in Schedule C and asked the COMPANY to repose its confidence in the INCUMBENT accepting and achieving the tasks and performance targets allocated to him, both qualitatively and quantitatively. INCUMBENT further represents that he is legally capable, entitled and authorized to enter into this Agreement in the capacity as an independent INCUMBENT.

AND WHEREAS the INCUMBENT shall stand to substantially gain knowledge, knowhow, training, whether by way of structured courses or by experience on the specific jobs and tasks, which will substantially improve his competencies and professional standing. The COMPANY may also incur considerable expenditure and investment in formal training courses for the INCUMBENT. The COMPANY therefore expects a commitment, elaborated herein below, from the INCUMBENT to work in the best interests of the COMPANY for a specified period, whereby the COMPANY is able to recover its expenditure and

investment on upgrading the competencies of the INCUMBENT.

IT IS NOW HEREBY AGREED AS UNDER:

1. Term of Agreement: Subject to the provisions for termination set forth below, this Agreement will begin on the date specified in Schedule C, and will remain in force, unless sooner terminated, for a minimum period of 24 months from the date specified in Schedule C. Any premature termination of this Agreement for reasons other than force majeure shall be subject to conditions laid down in Clause 10.

2. Compensation/Consideration: This Agreement is in nature of a Fixed Price Contract. In consideration of his services, the INCUMBENT shall be paid the Contract Term Compensation ("CTC") or **Gross Remuneration** as specified in Schedule D written herein below, in equal monthly installments. It is specifically agreed that all such payments are inclusive of but not restricted to all contributions, leave, benefits provided or required to be provided by the COMPANY under various laws and provisions in force, including but not limited to a) Employees Provident Funds Act, 1952, b) Payment of Gratuity Act, 1972, c) Employees Bonus Act d) ESIS Act, e) Gratuity Act etc. f) Factories Act Etc. wherever applicable. The COMPANY shall reimburse the INCUMBENT for all expenses incurred for the COMPANY's business such as for travel etc. as per COMPANY's rules and policy in force. The gross compensation includes all taxes including Service Tax, Income tax, Professional Tax etc., wherever applicable. The COMPANY shall deduct TDS for contracted payments paid to the INCUMBENT. The COMPANY shall also make GST payments as applicable on contracted payments.

The INCUMBENT undertakes to comply with all provisions of applicable laws and obtain registrations under the various acts listed herein, including others that maybe applicable, at his own cost and further comply with the provisions of those acts and laws, including but not limited to depositing statutory dues, taxes and contributions. In the event that INCUMBENT does not provide proof of payment of applicable investments, statutory dues and taxes, including but not limited to GST, the COMPANY shall be entitled to withhold payment to the INCUMBENT until such proof has been provided to it.

LETTER OF APPOINTMENT

3. Service: This Agreement is on a Principal-to-Principal basis between the COMPANY and the INCUMBENT. The INCUMBENT'S scope of services shall be as described in Schedule C.

The COMPANY makes no promise to the INCUMBENT regarding provision of any tools or equipment such as communication and computer devices or transportation facilities. The INCUMBENT shall provide the tools and equipment to carry out his services under this Agreement, or shall compensate the COMPANY for providing the same, at the option of the COMPANY. Except where expressly provided by the COMPANY, the INCUMBENT shall procure and use his own tools, tackle, computer or other equipment for the purpose of carrying out his obligation. Such use shall always be in accordance and compliance with the laws applicable and the INCUMBENT shall hold the COMPANY indemnified against any claims, losses or damages caused by any unsafe or illegal activity or use of equipment or software by the INCUMBENT. The INCUMBENT shall not oppose in any manner, any access or inspection by the COMPANY of his database or computing device, to ensure protection of the COMPANY's intellectual property.

4. Transferability: The INCUMBENT further agrees that the COMPANY may transfer or assign him to any of the offices/departments/units of the COMPANY or to its associate companies or to customer companies, on the terms and conditions of this Agreement, at the sole discretion of the COMPANY. Any communication, notification, order etc. made by any of the concerns shall hold the same legal value and authority and the INCUMBENT shall be bound to observe the same irrespective of the entity which signs the service contract with him. In the event that the INCUMBENT is assigned to any associate/subsidiary/customer company outside India by the COMPANY, the INCUMBENT shall be treated as having bound himself to serve the COMPANY for the assigned period, and for the stipulated period thereafter, if any, and the same shall be treated as the contracted period vis-à-vis this Agreement.

5. Time Commitment: The INCUMBENT undertakes to serve the COMPANY or its associated/affiliated companies, for a minimum period of 24 (Twenty-Four) months from the date specified in Schedule C of this Agreement and the agreement shall be automatically renewed for the further term. The INCUMBENT further undertakes to devote his time, attention, and energies

as required and appropriate to the business of the COMPANY. The INCUMBENT is full time engaged and shall exclusively work with the COMPANY and has agreed to dedicate his entire time and resources towards the fulfillment of this agreement. The INCUMBENT may not engage personnel of his own accord or further assign the contractual obligations herein without the prior written consent of the COMPANY.

6. Security Deposit: By way of guarantee for due performance of all the terms and conditions contained in this Agreement, the INCUMBENT hereby deposits with the COMPANY an amount equivalent to one month's compensation installment as a non interest bearing Security Deposit. The COMPANY grants permission to the INCUMBENT to pay the Security Deposit by way of equal deductions from his first 3 monthly installments. If he serves the COMPANY in accordance with the terms of this Agreement, the COMPANY shall refund the Security Deposit to him after the expiry of this Agreement. Forfeiture of the Security Deposit shall be applicable in any case of non-performance such as, but not limited to, premature termination, termination of the Agreement with INCUMBENT due to reasons such as breach of agreement, acts of moral turpitude, absconding (absence without due notice), non-performance of any term or condition of this Agreement, and unsatisfactory performance of allocated tasks and performance targets.

7. Employment: The INCUMBENT is a full time incumbent and offers full time services to the company under this agreement and shall be entitled to benefits such as leave, LTA, PF, ESIC etc as per company policy published and as per law. However, all such benefits are part of the CTC / compensation / remuneration amount as defined in this agreement. The COMPANY shall deduct the value of such benefits provided to the INCUMBENT from the CTC /compensation / remuneration payable to the INCUMBENT. The COMPANY may however, at its sole discretion, award prizes and other incentives for exceptional performance from time to time to the INCUMBENT

8. Tasks and Performance Targets: The INCUMBENT's performance shall be judged on the basis of tasks and performance targets allocated to him from time to time. The parameters shall be, but not limited to, satisfactory and timely completion of prescribed tasks and targets/KRAS. The COMPANY shall be the sole judge

LETTER OF APPOINTMENT

of the achievement of satisfactory performance. Failure to achieve the same shall directly affect the remuneration to be paid to INCUMBENT. All remuneration shall be paid subject to completion of prescribed tasks and achievement of performance targets/KRAs versus tasks completed and targets/KRAs achieved. Tasks and performance targets/KRAs are subject to revisions as and when considered necessary by the COMPANY.

9. Confidentiality: The INCUMBENT shall not, either during or after the termination of this Agreement, use for himself or through others, or disclose or divulge to others including future employers, managers or representatives, etc. any trade secrets, confidential information, technology, database or any other proprietary data of the COMPANY. Failure to comply with any of the confidentiality obligations shall not only amount to breach of contract but also a criminal offense under the Information Technology Act, 2000. 9(a). The term "Confidential Information" as used throughout this Agreement means any and all trade secrets, intellectual property and rights, software and copies thereof, whether or not arising from any work or research carried out by the INCUMBENT and/or the COMPANY, and any and all data or information, designs, ideas, products etc., not generally known outside of the COMPANY whether prepared or developed by or for the COMPANY or received by the COMPANY from any outside source. Without limiting the scope of this definition, Confidential Information includes any customer files, customer lists, any business, marketing, financial or sales record, data, plan, or survey; and any other record or information relating to the present or future business, product, or service of the COMPANY. The INCUMBENT agrees that all Confidential Information is the sole and exclusive property of the COMPANY and shall neither be used nor disseminated in any manner by the INCUMBENT. This clause shall survive the cessation of this Agreement by 10 (Ten) years. 9(b). Upon the termination of this Agreement:

i. The INCUMBENT agrees to not divulge or sell, deal or in any way disclose COMPANY information to any competitor, existing customer, prospective customer and/or any other person or entity. The INCUMBENT shall indemnify and always hold indemnified, the COMPANY from any damages as a consequence of such action. This clause shall survive the cessation of this Agreement by 5 (Five) years.

ii. The INCUMBENT shall return to the COMPANY all documents, property, and data of the COMPANY,

including but not limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials, all their copies, relating in any way to the COMPANY'S business, or in any way obtained by the INCUMBENT during the course of this Agreement. It is further agreed that the INCUMBENT shall not retain copies, notes or abstracts of the foregoing.

iii. The COMPANY may notify any future or prospective employer of INCUMBENT or third party of the existence of this Agreement, and shall be entitled to full injunctive relief for any breach.

iv. This Agreement shall be binding upon the INCUMBENT and his personal representatives and successors in interest, and shall inure to the benefit of the COMPANY, its successors and assigns.

9(c). The INCUMBENT herein further states that if under the Laptop Policy of the COMPANY, he is required to provide his personal machine (Laptop/Handset/Tablet), then on cessation of this Agreement, all data, software, programs, emails etc. shall be handed over and/or transferred on the COMPANY'S system, as it is the property of the COMPANY. The INCUMBENT further agrees that he would need to procure a certificate of such transfer and/or deletion from the technical head of the COMPANY, before the termination of this Agreement is finalized. Such deletion and/or transfer shall not include the operating system and any other software not related to the COMPANY and which the INCUMBENT has procured independently.

The INCUMBENT agrees that at all times he shall make use of only licensed copies of any software required for completion of the tasks assigned to him. In no circumstances shall the INCUMBENT deploy illegal or pirated copies of any software. The INCUMBENT agrees to indemnify the COMPANY against losses of any nature caused due to the use of illegal or pirated software.

The INCUMBENT agrees to indemnify and compensate the COMPANY for any breach, loss, theft or any other form of infringement of any property or associated rights accrued to the COMPANY, arising out of the INCUMBENT having shared Confidential Information with any person, associate or any other party. The INCUMBENT also agrees to assist and support the COMPANY in every manner to the fullest extent to report any incidence of violation or infringement as the case may be, and to appear as a witness in any litigation and support the same. The INCUMBENT hereby authorizes the COMPANY, during the term of this Agreement and for a

LETTER OF APPOINTMENT

period of 5 (Five) years after termination of this Agreement, to represent him in any and all such matters under litigation.

10. Termination of Agreement: This Agreement supersedes and replaces all earlier agreements executed by the INCUMBENT with the COMPANY. This Agreement shall stand terminated once the period for which this Agreement is made expires. If the INCUMBENT continues to provide services to the COMPANY after the Agreement has been terminated, it shall be on his own free will or to complete his unfinished tasks as the case may be, but this shall not give rise to the renewal of this Agreement or payment for the period, till both the parties herein agree mutually to renew the Agreement in writing and on terms and conditions as agreed thereon.

10(a). The COMPANY shall, at any time, have the right to cancel, determine or terminate this Agreement summarily, if the INCUMBENT:

- i. commits breach of any term of this Agreement.
- ii. commits any criminal offense or is accused of such an offense.
- iii. becomes physically or mentally incapable of attending to his duties.
- iv. remains absent from the execution of his obligations for more than a week without permission.
- v. commits an act of moral turpitude. Acts of moral turpitude include but are not limited to INCUMBENT working against the best interests of the COMPANY, of which the COMPANY shall be the sole judge, and submitting false or incomplete information, whether directly related to his scope of work or otherwise.

10.(b) The COMPANY shall, at any time, have the right to cancel, determine or terminate this Agreement, if the work or conduct of the INCUMBENT is not found satisfactory to the COMPANY. In such an event, the COMPANY shall provide a notice of termination of 1 (One) month to INCUMBENT.

10.(c) The INCUMBENT may at any time terminate this Agreement by giving 3 months' written notice of his intention to do so to the COMPANY. In the event of such a premature termination by INCUMBENT, he shall forfeit his Security Deposit and also pay the COMPANY an amount equal to 10% (Ten Percent) of the Contract Term Compensation as Foreclosure Fees specified in Schedule E.

10.(d) Further, if the INCUMBENT wishes to not fulfill his notice period, he may request the COMPANY. If the

COMPANY, at its sole discretion, agrees to the same, the INCUMBENT may be relieved of his responsibility of serving the notice period by additionally paying the COMPANY 3 months' CTC compensation in lieu of the notice period.

10.(e) The INCUMBENT further agrees that if such notice is given at a time when the INCUMBENT is involved in and/or is executing any project, which would suffer and/or cause the COMPANY damage due to the absence of INCUMBENT before it's completion, in such an event the COMPANY shall have the right to stipulate such completion as a precondition to the determination of the contract.

10.(f) The parties agree that on termination of this Agreement i.e. expiry of the notice period, the INCUMBENT procuring the technical release, handing over all accounts and executing the documents necessary to conclude such termination, the COMPANY shall clear his account within 60 days of the final release.

10.(g) Upon execution of this agreement, if the INCUMBENT due to any reason whatsoever does not join the COMPANY from the date as specified in Schedule C of this agreement, such act shall form a part of Breach of Contract and the INCUMBENT will be liable to pay the penalty for it which will be 10% (Ten Percent) of the Contract Term Compensation as specified in Schedule E of this Agreement.

11. Non-Compete: The INCUMBENT hereby states that in consideration of his rights under this Agreement and in recognition of the fact that he will have access to the Confidential Information of the COMPANY and that the COMPANY's relationships with its customers and potential customers constitute a substantial part of its goodwill, he agrees that for One (1) year from and after termination of this Agreement for any reason, unless acting with the COMPANY's express prior written consent, he shall not, directly or indirectly, in any capacity, solicit or accept business from, provide any services of any kind to, or perform any of the services offered by the COMPANY, for any of the COMPANY's customers or prospects, vendors or competitors with whom he may have come in contact directly or indirectly during the tenure of his service with the COMPANY.

The INCUMBENT further assures and agrees that for 12 months after the termination of this Agreement, he shall keep the COMPANY informed about his future employment and/or employers, as the COMPANY may need him for matters pertaining to his tenure of Agreement with the COMPANY, failing which the

LETTER OF APPOINTMENT

COMPANY shall have a right to claim damages caused due to such failure.

12. Insurance Coverage: The INCUMBENT's failure to purchase a Mediciam insurance policy with accident cover shall result in withholding the compensation for the period during which the INCUMBENT continues to delay the purchase of proof of policy renewals as and when due. The COMPANY if may at its own discretion purchase such a policy singly or as part of a group. All the costs and any losses caused to it due to non-compliance of this provision shall be recovered from the INCUMBENT.

13. Survival of Clauses: This Agreement shall stand terminated upon expiry of the term of the Agreement.

The provisions regarding confidentiality, other secrecy terms, authorizations, non-compete etc. shall continue to be in effect for the duration as specified in the respective clauses.

14. Safe Keeping of COMPANY Assets: The INCUMBENT, if he so desires can access COMPANY resources like office space and desks, servers, data, LAN, test stations, etc. on a first come first served basis at no cost. However, the COMPANY does not guarantee availability of the same. The INCUMBENT shall during the course of this Agreement, be entrusted with various products, materials, equipment, email account, passwords, software, data etc., including calculators, mobile phones, laptops, or other COMPANY assets. The INCUMBENT undertakes to use the assets only for COMPANY work and shall not use the same for personal or non-COMPANY work, shall keep safe such assets and will take care of such assets as a person of ordinary prudence would, of his own assets. The INCUMBENT hereby indemnifies the COMPANY against any losses or damages caused by misuse of any such asset and/or against any losses or damages caused to any such assets in his possession.

15. Email Policy: The INCUMBENT is hereby informed and made aware that the COMPANY has a standard email policy whereby all COMPANY email accounts are the sole property of the COMPANY. The COMPANY hereby further states that no personal emails can be received or sent from COMPANY accounts or computer networks and any violation of this clause will render the INCUMBENT liable for breach and for strict disciplinary action of which the COMPANY shall be the

sole judge. The INCUMBENT further agrees and consents that the COMPANY may access, copy, record, monitor, reproduce or otherwise use all communications, data files and messages made by the INCUMBENT using the COMPANY's computer services, networks, equipment or online services and the INCUMBENT shall indemnify and continue to always hold indemnified, the COMPANY against any losses, damages or breach of applicable law when using such equipment or service.

16. Intellectual Property Rights: The INCUMBENT further agrees that during the course of this Agreement, all Intellectual Properties that shall be utilized, created, obtained, invented and/or developed by him directly or indirectly, whether registered or unregistered shall remain the property of the COMPANY alone and the INCUMBENT shall have no right to use, affix and/or sell the same, either during the course of and/or after termination of this Agreement. Any breach of this provision will make the INCUMBENT liable for legal action under the concerned laws.

This provision includes all intellectual properties, i.e. patents, semiconductor integrated circuit layout designs, industrial designs, copyrights, trademarks, software, embedded code, know-how & Confidential Information. The INCUMBENT shall cooperate with the COMPANY and make himself available for any registration, documentation or litigation at the request of the COMPANY at any point of time, irrespective of the fact whether this Agreement is in force or not. The INCUMBENT hereby authorizes the COMPANY to represent him in matters of registration, documentation or litigation involved with any third party, related to the INCUMBENT's service with COMPANY.

Any work, whether artistic, design, scientific, literary etc. created by the INCUMBENT during the pendency of this Agreement shall be the property of the COMPANY. The COMPANY shall be the owner, proprietor, author etc. of the same as per the relevant provisions of the Copyright Act, Patent Act and Designs Act. The COMPANY shall have the complete authority to exploit, surrender, create multiple copies, assign, sell, and license the same. The INCUMBENT agrees to indemnify the COMPANY against any action taken by him to obstruct the COMPANY from enjoying any of the rights available to the COMPANY in relation to this work.

17. Prior Obligations: The INCUMBENT hereby declares that he has informed the COMPANY in writing (more particularly mentioned in Schedule B) of any and

LETTER OF APPOINTMENT

all continuing obligations that require him not to disclose to the COMPANY any information or such other obligation, which may or will limit his opportunity or capacity to compete with any previous employer.

18. Miscellaneous: The INCUMBENT's obligations under this Agreement with regard to provisos that survive the termination of this Agreement, shall continue for the applicable period, regardless of the manner or reasons for termination and regardless of whether the termination constitutes a breach of this Agreement or of any other agreement that the INCUMBENT may have with the COMPANY. If any provisions of this Agreement are held or deemed unenforceable or too broad to permit enforcement of such provision to its full extent, then such provision shall be enforced to the maximum extent permitted by law. If any of the provisions of this Agreement shall be construed to be illegal or invalid, the validity of any other provision hereof shall not be affected thereby. The numbering of individual clauses and the headings, underlining, italics etc. are solely for the enhancement of readability and shall have no effect on the substance or spirit of the clauses of this agreement.

i. **Indemnity:** The INCUMBENT hereby indemnifies and holds the COMPANY harmless for any loss, damage or expense that the COMPANY may incur arising out of any claim or actual damages arising out of any unprofessional behavior or negligence on part of the INCUMBENT pursuant to this Agreement.

ii. **Assistance in Litigation:** The INCUMBENT shall upon reasonable notice, furnish such information and proper assistance to the COMPANY as it may reasonably require, in connection with any litigation with any third party, in which it is, or may become, a party either during or after the term of this Agreement. INCUMBENT hereby confirms that he has authorized COMPANY to represent him wherever required, as per Clauses 9 and 16 herein above. iii. **This Agreement:** By signing this Agreement, the INCUMBENT voluntarily terminates all previous agreements if any with the COMPANY and confirms that he has no claim subsisting under any previous agreement, without prejudice to the claims of the COMPANY.

iv. **Amendments:** This Agreement may be amended only in writing and when signed by each party.

v. **Recoveries:** At any time during the operation of or after the cessation of this Agreement, INCUMBENT agrees to repay forthwith to COMPANY on demand, any taxes or contributions paid by COMPANY as part of the

gross remuneration as defined herein, should such sums be demanded from the COMPANY by any government or other authority or held to be due as the liability of COMPANY.

vi. This agreement may be signed by the Counterparty by sending one copy to each other and the signed, scanned and emailed agreement shall be deemed to be valid.

vii. The INCUMBENT solemnly declares that all documents and information provided by the INCUMBENT to the COMPANY are true and correct.

19. Settlement by Arbitration: Any claim or controversy that arises out of or relates to this Agreement or the breach of it shall be first settled amicably. If the same cannot be settled amicably the same shall be settled by private arbitration in accordance with the Arbitration and Conciliation Act, 1996 or the prevailing Act at the time being in force. A single or sole arbitrator shall be appointed by the COMPANY, the venue of arbitration shall be at Pune and the language of arbitration shall be English. Notice of any dispute arising shall be issued to the opposite party, requiring the COMPANY to appoint an arbitrator in accordance with these presents, within 30 days of such notice.

20. Handling Criminal Offenses: Nothing contained herein shall prevent the COMPANY from initiating criminal proceedings against the INCUMBENT for criminal offenses conducted by the INCUMBENT. The misconducts which can be classified as crimes under Indian Penal Code, Information Technology Act 2000, Copyright Act 1957, Trade Marks Act 1999 or any other law prescribing any acts as criminal offenses shall be dealt with as prescribed under those acts.

21. Rules, Regulations and Policies: The INCUMBENT will be governed by the rules, regulations and policies of the COMPANY. The INCUMBENT shall provide his services during normal business working hours, and will be free to work from home, any other office or at the COMPANY'S offices. However, the INCUMBENT shall be present for all meetings as notified by the COMPANY from time to time for review of tasks, projects and performance targets allocated to him. Failure to attend the same will be considered a breach of this Agreement.

POSHS CINOTI PVT LTD

LETTER OF APPOINTMENT

22. Prevention of Sexual Harassment: The COMPANY has a policy to prevent sexual harassment framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed thereunder (hereinafter "the Act"). The INCUMBENT shall strictly follow the policy and be liable for any acts or omissions that are contrary to the letter and spirit of the Act. The COMPANY has also instituted an Internal Complaints Committee (ICC), details of which are displayed in the COMPANY's office, to whom complaints under the Act may be reported. The INCUMBENT agrees to follow the Act's guidelines related to the reporting of incidents to the COMPANY's ICC.

23. Severability: If any provision of this Agreement is declared unenforceable under applicable laws, the affected provision will be considered omitted or modified to conform to the applicable law and all other provisions will remain in full force and effect. If any

any obligation by the INCUMBENT or the COMPANY except as specified in this Agreement and such appointment will be co-terminus with this Agreement.

claim arising out of this Agreement is found ultra vires, then the same shall be severed.

24. Waiver: The failure on the part of the COMPANY to insist upon strict adherence to any term of this Agreement on any occasion shall not be considered a waiver or deprive the COMPANY of the right thereafter to insist upon strict adherence to that term or any other term of this Agreement. Any waiver must be in writing. One or more waivers of any covenant, terms or condition of this agreement by the COMPANY shall not be considered to be a waiver of, or render unnecessary, consent or approval of the COMPANY of any subsequent or similar acts or omission.

25. Appointments: Any designations or appointments conferred on the INCUMBENT such as Consultant, Director, Manager, Executive, Trainee, or Engineer shall be deemed to be part of this Agreement and shall confer no separate status of employment or result in

INCUMBENT	X
Name:	Hrushikesh Chandrashekhar Parmar
Date:	
COMPANY	X
Name:	
Date:	
WITNESS	X
Name:	

POSHS CINOTI PVT LTD

LETTER OF APPOINTMENT

The INCUMBENT shall not disclose to any other **SIGNED, SEALED AND DELIVERED by the within named** individual working with the COMPANY or any person or entity outside the COMPANY, the compensation paid or payable to him by the COMPANY. Nothing in this Agreement shall be construed by the INCUMBENT as granting or having the effect of granting any form of permanent employment with the COMPANY and the INCUMBENT shall always be an INCUMBENT in consonance with the terms of this Agreement.

Date

26. Addresses for The Purpose of Service: All communications between the COMPANY and INCUMBENT shall be deemed to have been effectively served if served at the postal addresses or email addresses provided in Schedules A and B respectively. Any change in the postal or email address of any party shall be intimated in writing to the other party within a period of seven (7) days of such change.

IN WITNESS WHEREOF the parties hereto have hereunto set and subscribed their respective hands and seal on this day:

Schedule A (THE COMPANY)

POSHS CINOTI PVT LTD., a company incorporated under the Companies Act, 1956, with its office at: 4th floor Lunkad Towers, Panama House, Near, Lohegaon - Wagholi Rd, Air Force Campus, Viman Nagar, Pune, Maharashtra 411014, engaged in the business of owning, operating and leasing transportation solutions and systems. Email address: dhanaji@poshscinoti.com

Schedule B (THE INCUMBENT)

i	Name:	Hrushikesh Chandrashekhar Parmar
ii	Designation:	Sales Executive
iii	Age:	24 Years
iv	Nationality:	Indian
v	Email address:	hrushikeshparmar77@gmail.com
vi	Residence address:	F202 Behind Polyhub Food Court Vadgaon, Pune, Maharashtra-411041

POSHS CINOTI PVT LTD
LETTER OF APPOINTMENT

vii	Permanent address:	Sawalivihir (BK), Tal- Rahata, Dist. Ahmednagar, Sangharsh Farm House Maharashtra-423109
viii	Telephone:	7020930967
ix	Mobile:	9767965958
x	Work Experience (years):	1.3 Years
xi	Educational Qualifications:	B Com, MBA Marketing (Pursuing)
xii	Continuing Obligations	Nil
xiii	Constitution:	Individual

Schedule C (DATE AND SCOPE OF SERVICE)

Effective date of this agreement : 24th June 2024	Date of Joining:1st July 2024
Scope for Designation:	
i. Payment collection as per decided terms.	
ii.Solving any customer quires related to quality / commercial.	
iii.Setting payment collection goals and targets for the department.	
iv.Managing and collecting debts from company debtors, ensure customers pay within their agreed payment terms.	
v. Strengthen and grow relationships with clients by communicating with customers Regarding past-due accounts.	

POSHS CINOTI PVT LTD

LETTER OF APPOINTMENT

vi. Accounts reco, ledger understanding with accounts and customers.
vii. Logging sales order in EPPS.
viii. Local Customers visit.
ix. Debtors and creditors analysis.
x. Any other Work given by HOD

of 10

X _____ X _____

Schedule D (CONTRACT TERM COMPENSATION)

The total Contract Term Compensation ("CTC") for the entire term of 2 (Two) years, inclusive of all taxes and statutory obligations of both parties (as applicable):

CTC INR 514000/- per Annum.
In words five Lakh Fourteen Thousand Only

and divided into 3 parts:

i	INR 472000/- Per Annum in words INR four Lakh Seventy-Two Thousand Related to completion of PI tasks.
ii	INR 42400/- Per Annum in words INR Forty-two Thousand Four Hundred Only. Related to completion of Targets /KRAs.
iii	INR Nil Per Annum in words INR Nil Only. Related to Laptop Allowance.

The CTC is divisible and payable in 24 (Twenty-Four) equal monthly instalments over the 2-year term of this Agreement.

Schedule E (FORECLOSURE FEES)

Foreclosure Fees to be paid by the INCUMBENT to the COMPANY for premature determination of this Agreement. If terminated / determined within 24 months of the date of this Agreement:

10% of Total 2 Years CTC = INR 102800/- in words INR One lakh two Thousand Eight Hundred Only
--

POSHS CINOTI PVT LTD
LETTER OF APPOINTMENT

Special Condition:
i. Nil
ii. Nil
iii. Nil
iv. Nil
v. Nil
Contract Agreement Number: 24062024001

Special Declaration:

of 10

X _____ X _____

MOST IMPORTANT TERMS AND CONDITIONS

Sr no.	Terms and Condition	
1.	Minimum Term of the Contract	2 years
2.	Foreclosure fee for pre-termination of Contract	10% of 2 years CTC
3.	Notice period	3 months
4.	Security Deposit	1 month of Annual CTC

Incumbent's Name & Signature	Company's Name & Signature
X _____	_____

X _____ X _____



Office No. 207, Pride Icon, Kharadi, Pune 14.

Date: 22.06.2024

Dear **Mr Shivam Deshmukh**

Email: Deshmukhshivam157@gmail.com

Your Employment terms with Woodworks Club Proprietorship Company

We are pleased to confirm your employment with **Anante Designs Company** (The "Company"). Please note that, as part of the **Anante** family, you may be required to provide services for Anante Designs, Anante Designs (Showroom) and other members of the ANANTE DESIGNS Company group of companies (the "Group"). Providing these services may from time-to-time entail travelling and working in different locations within and outside your hiring country.

We have set out your personal employment terms and conditions in Appendix A, the general employment terms and conditions in Appendix B and the duties and responsibilities in Appendix C. These terms and conditions supersede any verbal discussions with you regarding your employment arrangements.

Please take the time to read these documents and to understand your employment package. In addition to the information shown on the following pages, you will also be required to abide by the Company's HR policies, the Code of Conduct, and other policies and regulations implemented by the Company.

Your employment terms should be treated with the strictest confidence. Should you have queries about your employment terms, please contact your Hiring Manager.

To accept this, offer of employment, please sign on page 5 and return one copy of the letter.

We wish to take this opportunity to welcome you to the company and wish you every success with the company.

Yours Sincerely,

For **Anante Designs Company**

A handwritten signature in black ink, appearing to be "Shivam Deshmukh", written over a horizontal line.

Sign and stamp

APPENDIX A – PERSONAL EMPLOYMENT TERMS AND CONDITIONS

1. **Title**
You are offered the position of “**Sales Consultant**” at **Anante Designs** at Pune, Maharashtra as base
2. **Employment**
3.
You are expected to join us on the date –
4. **Working Hours**
The company’s working hours are Monday to Saturday, from 10:00am to 07:00pm. You are entitled to one (1) hour of break every day.

Although the company makes every effort to schedule work within office hours, you may be required to occasionally work outside normal working hours. The Company reserves the right to vary the above working hours if it deems necessary or prescribe special working hours for any individual employee or group of employees.
5. **Remuneration (paragraph 2 in Appendix B)**
Annual Pay: 4 LPA, with TDS deductions if applicable.

Other Benefits:
1> Discretionary Annual Bonus. (Depending on Company and Individual Performance)
2> Travel allowance - Only from showroom/office to work place.
6. **Probation:**
2 months
(At the end of the probation period, your performance will be reviewed. On satisfactory performance, you will receive a confirmation letter from the company. Otherwise, your probation will be deemed to be extended, for an additional period of 2 months)
7. **Leave (Applicable after completion of probation)**
 - 7.1 **Annual Leave:** 07 days
 - 7.2 **Sick Leave:** 7 days
 - 7.3 **Casual Leaves:** 7 days
Note: Leave needs to be taken with prior approval. SL more than 2 days needs to be accompanied by a medical certificate.
8. **Notice Period for Termination (paragraph 4 in Appendix B):** Either party can terminate the employment by giving the other party two (2) month written notice or 2-month gross salary in lieu of notice. During probation, companies can terminate their employment by giving each other 1 day notice period and the candidate/employee has to give at least 7 days’ notice or gross salary in lieu of notice. During the probation period, any type of leaves are not allowed. After joining the Anante Designs if you resign within the first 10 days of employment you will not be eligible for payment during that resignation period.

Note: If an employee resigns from the company within 1 year of employment, all the expenses incurred by the company, mainly for Visa charges, accommodation, flight charges, licenses, fees if any, will be recovered.

1. Employment:

Your employment offer is subject to:

- (a) You're legally able to work with the company. You undertake to disclose any employment or contractual post-employment restraints to which you are subject and which may, and will continue to, affect your employment with us and warrant that: you are not in breach of any prior employment contract.

2. Termination:

2.1. Your employment may be terminated as follows:

- (a) By either party giving to the other prior written notice of at least the Notice Period or the Company making a payment in lieu of all or part of the Notice Period.
- (b) By the Company at any time without notice or compensation if you:-
 - (i) Are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties.
 - (ii) Disobey the Company's lawful and reasonable instructions/requirements.
 - (iii) Habitually neglect your duties; or
 - (iv) Otherwise, commit a material breach of your employment terms.

2.2. During any notice period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following: -

- (a) Suspend you from the performance of any duties or assign you alternative duties and exclude you from any premise of the company / systems.
- (b) Require that you have no or limited contact or communication with any customer or client of the company or any other member of the group; Also return the company assets in your possession.

2.3. During any Notice Period:

- (a) You will provide such assistance as the company may require affecting an orderly handover of your duties and responsibilities. You shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

3. Leave:

Suspension Leave-the company has the right to suspend you from your work duties with full pay where the company considers it necessary to investigate any allegation of misconduct or impropriety on your part. Such right shall be exercised in the Company's sole discretion, acting in good faith

4. Confidentiality:

You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the company's competitive position. Your obligation to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company. You shall not, without prior written consent of the Company, destroy, make copies, duplicate or reproduce in any form the Company's confidential information.

5. **Non-compete Clause & Restrictions after Termination of Agreement:**

You shall not undertake, without the written permission of the Board or Company owners, during your employment with the Company, in connection with the carrying on of any business which directly competes with the Company. This restriction shall apply regardless of whether the solicitation involves a breach of contract on the part of the director or employee concerned.

6. **Return of Company Property:**

You will promptly, whenever requested by the Company and, in any event, upon the termination of your employment, deliver to the Company all documents and other materials (whether original or copies or in hard copy or electronic form) concerning the Company, which may have been prepared by you or have come into your possession, custody or control in the course of your employment including without limitation any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff ID card and other property used in connection with the operations of the Company, and you will not be entitled to, and may not, retain any copies. Any damage incurred to any of the hardware will be recovered by the employee.

7. **Governing Law and Jurisdiction:**

Your employment shall be governed by and interpreted in accordance with the law of INDIAN Court. You and the company submit to the non-exclusive jurisdiction of the Republic Of India, Courts in relation to any dispute arising in connection with your employment and this letter.

APPENDIX C – DUTIES AND RESPONSIBILITIES

Job Title: Sales Consultant

Work Location: Pune, Maharashtra.

Business Unit: Architecture and Interior Designer

Travel Required: Yes

Equipment held: Personal Laptop

Reports to:

Job Responsibilities:

Sales and Business Development:

- Identify potential clients and market opportunities.
- Develop and maintain a strong pipeline of leads and prospects.
- Present design and architectural solutions to potential clients.
- Negotiate contracts, pricing, and terms of service.
- Achieve sales targets and revenue goals.

Client Relationship Management:

- Build and maintain strong, long-term client relationships.
- Act as the main point of contact for clients throughout the project lifecycle.
- Address client inquiries, concerns, and feedback promptly and professionally.
- Ensure client satisfaction and seek opportunities for upselling or additional services.

Budget and Resource Management:

- Prepare and manage project budgets in collaboration with the finance team.
- Allocate and optimize resources effectively to meet project goals.
- Monitor project expenses and ensure cost control.

Documentation and Reporting:

- Maintain accurate records of all sales activities and project-related information.
- Generate regular reports on sales performance, project progress, and financial metrics.
- Provide data-driven insights and recommendations for improvement.

Accepted and Agreed BY

Acceptance:

Upon signing this letter, I accept the terms described in this letter and Appendix A, B and C. I also agree as a condition of my employment to comply with the Terms & Conditions as amended and revised from time to time.

Name: Shivam Deshmukh

Signature

Date

Exit Procedure

What is an employee exit?

An employee exit is a process an organization uses to offboard an employee. Offboarding is the formal process of separating an employee from your organization. It is a systematic and consistent way of managing the exit of an employee professionally without affecting the business and employee's feelings.

Every business has a strategy and process for recruiting, onboarding and training employees. Similarly, when it's time for an employee to leave, a similarly well-planned process has to be followed.

An employee exit plan manages an employee's experience at the end of their employment with the organization. It is systematic and consistent. When done well, a clear offboarding process and exit checklist ensure a smooth transition for both the company and the departing employee.

Why should you follow an employee exit process checklist?

People leave their employment for a variety of reasons. They might want to pursue other opportunities. Perhaps a recruiter approached them. It could even be for personal reasons or because they want to spend more time with their families. And, of course, in some cases, after suitable disciplinary steps and actions have been taken, an employee may be terminated.

Here's why employee exits are valuable and important:

Provide valuable insights: The offboarding process gives HR professionals the opportunity to conduct an exit interview. These interviews can give the business invaluable insights into how employees experience the company, its processes, managers and management structures, and overall operations. Exit interviews can help HR professionals identify flaws in the business's organizational culture, which allows you to design and implement a better overall employee experience.

Reaffirms the company culture: How an employee is treated when they leave a business is a clear indication of how the organization values its employees overall. If you treat a departing employee with respect, you are signaling to other employees how they will be treated if or when they leave.

Enables smooth handover: Employee exit processes minimize the disruption of an employee leaving, ensuring business as usual and that there is a good handover process and the knowledge and experiences of the employee becomes institutional knowledge.

Signals employee value: People leave organizations. They also return. If you treat a talented employee well in their exit, they are more likely to return to the business than if the entire offboarding process leaves them feeling disregarded and disrespected. Instead, they should feel valued and that the organization values their choices and supports their personal or career decisions.

Provides a process: an employee exit process ensures that all relevant steps are followed without the process being emotional or any steps being missed. Other employees will be able to see that a fair and consistent process was followed and the organization is balanced in keeping all interests of employees and the company.

Once the employee resigns or is terminated, he shall handover his resignation duly signed by the reporting manager or acceptance over email for the resignation has to be submitted to the HR for the next formalities.

All assets, IT data and crucial work information related to the business and the company shall be handed over peacefully and cordially, to the concerned department as instructed by the HR or the reporting manager. A handover is a must. This is a compliance for full and final settlement, if not completed, company may stop full and final payment and take recourse in a legal way to recover the dues and losses faced by the company.

The company shall make the full and final settlement certificate after all reliving formalities and handover of duties. The full and final settlement certificate is proof of the amount payable to the employee and dues from the company.

This pay shall be payable after 40 days from the last working day of the employee.

Example: if the last working day of the employee is 25th April, then the salary for the month of April shall be payable after 40 days. Which in this case is 4th June?

The above policy and procedure is for standard and peaceful exit. By your signature below you agree to the terms and procedure of reliving and exit at Anante Designs.

Signature: _____

Name: _____

Date: _____

WELMADE LOCKING SYSTEMS PRIVATE LIMITED

J-61, M.I.D.C.,
BHOSARI,
PUNE - 411 026.
MAHARASHTRA
INDIA



TEL. : (020) - 2712 5012
2712 2546
2712 2468

"CIN:U28933PN1995PTC095019"

OFFER LETTER

Date: 21 June 2024

Dear Mr. Sanket Devgaonkar,

1. This is with reference to your application dated 20 May 2024 and subsequent interview you had with us; we are pleased to offer you employment in WLSPL. The details are as mentioned below:
 - a. Your Designation:- Management Trainee-HR
 - b. Your Department:- HR
 - c. You will be initially reporting to Mr. Jeevan Gole on joining.
 - d. Emoluments: As Per Salary Structure.
 - e. You will be eligible to ESIC/PF/Bonus/Ex-gratia, LTA, Gratuity, Leave, etc. as per company rules applicable at the time.
2. You will join the employment on / before 1 July 2024 at 9.00 AM. Non-reporting on the date mentioned in this Offer Letter would result in automatic withdrawal of this Offer.
3. This Offer is valid subject to positive feedback from reference check / verification from your previous companies by WLSPL HR and / or through a third party.
4. No special allowance w.r.t. time, attendance, attire (Company Uniform is mandatory; EUROPA logo to be clearly visible at all times), seating / working arrangement would be provided by the Company / demanded by the employee on the basis of caste, creed, religion, gender, nationality or any other generic differentiating factor.
5. Please receive and accept this offer letter and return one copy duly signed & endorsed with the date of joining. Terms & conditions are mentioned in detail in the Appointment letter which would be handed over on your joining.
6. You need to submit your degree certificate and last semester result on or before August 2024. This degree certificate / Last semester Marksheet should not have any subject(s) with 'FAIL' remark. Provisional certificate and degree certificate authenticity would be verified and in case of any discrepancies there would be automatic withdrawal of this offer letter and your appointment would be cancelled.

We now look forward to a long-term relationship with you.

Thanking you.

Regards.

A handwritten signature in black ink, appearing to read "Sanket", written over a horizontal line.

For Welmade Locking Systems Pvt. Ltd.

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Website : www.europalocks.com

*Read & accepted
understand
Sanket Devgaonkar
21/06/24*

Contact

www.linkedin.com/in/prajwal-ahir-a51518291 (LinkedIn)

Top Skills

Digital Marketing

Hindi

Consumer Behavior

PRAJWAL AHIR

Business Development Executive|| B2B Marketing|| Sales | Cold Calling | CRM | Market Research | | Digital Marketing | Business Analysis ||

Pune, Maharashtra, India

Summary

▫ # To work with the rapidly growing organization with a dynamic and challenging environment to achieve goal of organization with my best efforts.

▫ # I have 1 year experience as Business Development Executive at Shree YMB Agro-Tech Pvt.Ltd as Sales Executive.

▫ # I Attended India's Biggest Agricultural Exhibition in Pune as a Exhibitor & Sales Executive.

▫ # Agnito- Business Plan Competition, SKNSSBM

▫ # State level Oratory Competition 2nd winner

▫ # State level Essay Competition 3rd winner

▫ # National Service Scheme Volunteer

▫ # Youth Festival-SGBAU 2018 Volunteer

Experience

Shree YMB Agro-Tech Pvt.Ltd

Business Development Executive |B2B|

April 2023 - Present (1 year 7 months)

Akola, Maharashtra, India

Education

Sinhgad Institute Of Management

Master of Business Administration - MBA, Marketing · (November 2022 - August 2024)

28-June-2024

To,

Kaustubh Tushar Kherde,
S/o Tushar Kherde,
Marathi Shala No -1, Prabhat Chowk,
Shendurjana Ghat – 444907
Amravati, Maharashtra

Subject: Internship Offer Letter @ Roots Innovation Labs Private Limited (AIQoD), Pune

With reference to your request for completing an internship project with **Roots Innovation Labs Private Limited (AIQoD), Pune**, we are pleased to offer you an Internship with the **Marketing** department in Roots Innovation Labs Private Limited (AIQoD), Pune as a **“Marketing - Intern”**, at our office at on the following terms and conditions:

1. The internship period will commence on 01-July-2024 and will end on 30-August-2024. This period may be reduced or extended at the discretion of Roots Innovation Labs Private Limited (AIQoD), Pune without assigning any reasons.
2. You will be paid a stipend of Rs 5,000/- (Five Thousand Only) per month during this internship.
3. Working days will be Monday to Friday and office timings will be 9.30AM to 7.30PM (Full Time). You will get weekly off on Saturday and Sunday.
4. You will be based at the Pune office. However, it is going to be work from home (WFH) till further communication from HR to report to the office.
5. Your internship is liable to be terminated with 15 days notice without assigning any reasons thereof. In case you want to quit internship in between then you are entitled to leave, post completion of the internship period only.
6. Except on office holidays as from time to time notified by Roots Innovation Labs Private Limited (AIQoD), Pune, you shall attend the internship regularly and punctually and devote to your internship the whole of your time and shall not without the previous written consent of Roots Innovation Labs Private Limited (AIQoD), Pune be engaged either directly or indirectly in any trade, business or occupation whatsoever.
7. Your internship will be subject to your undertaking that you will treat the confidential and proprietary information of Roots Innovation Labs Private Limited (AIQoD), Pune as strictly confidential and will not disclose/ publish any article or statement, deliver any/ share at a lecture or broadcast or any communication to the press (including magazine publication) relating to Roots Innovation Labs Private Limited (AIQoD), Pune's products or to any matter with which Roots Innovation Labs Private Limited (AIQoD), Pune may be concerned, unless you have previously applied to and obtained written permission from Roots Innovation Labs Private Limited (AIQoD), Pune.

8. Your internship does not confer on you any right for any appointment as a regular employee against any vacancy that may arise in the future.
9. Your internship is subject to your adherence of Roots Innovation Labs Private Limited (AIQoD), Pune policies and procedures as applicable, during the course of your internship, failing which Roots Innovation Labs Private Limited (AIQoD), Pune will be entitled to terminate the internship forthwith.

If the above terms and conditions are acceptable to you, please indicate your agreement by signing your name below in the attached copy of this letter and returning the copy to us.

Thanking You.

**Yours Sincerely,
For Roots Innovation Labs Pvt. Ltd. (AIQoD),**



**Sachin V. Bhagat
Head-HR**



Agreed and Accepted

Name _____

Date: _____

AIQOD
Empowering Enterprises

Dated: 19th July 2024
Sadik Najeer Chanegaon

Dear Sadik,

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you full-time employment in the position of **Trainee Associate** at Perennial Systems (hereinafter also referred as “Perennial” or “Company”) post probationary period. Accordingly, you are placed in the **Business Development Track**.

During your tenure with Perennial you are expected to perform a role as may be deemed fit by the organization and business needs. Perennial encourages employees to sharpen and enhance their competencies by providing various roles.

The validity of this offer is conditional upon receipt of your acceptance to this offer and based on your joining on or before **22nd July 2024** as mutually agreed.

The terms and conditions of this offer for employment are:

1. Remuneration

- a) Your annual cost to company remuneration package will be **INR 3,00,000.00/- per annum**. A detailed break up of your annual gross salary is given in 'Annexure A'.
- b) Salary will be paid into your salary account by the last day of each month.

2. Increments and Promotion

The remuneration will be subject to annual review, or at such times as may be appropriate. Your growth in Perennial and increments in the salary will depend solely on your performance and contribution to the Company. You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

The increments (salary revision) and promotion will be driven as per the Performance Management section in the Company Policy document.

3. Probationary Period

Every person accepting employment at Perennial will have to serve a Probationary period before getting permanent employee status with Perennial. Upon satisfactory completion of *probationary period with satisfactory performance, your employment will be confirmed and communicated to you in writing*. The Probationary period is considered as successfully completed only after receiving the confirmation letter.

During the probationary period, the employee will not be entitled for Paid Leaves (Refer to Leaves section from the Company Policy Document for more details).

As per the policy your probationary period is of **six months**, from the date of joining.

4. Place of Work

Your place of posting will be in **Pune**, however, should a need arise you may be transferred or expected to travel to any of our / client offices.

5. Leaves

- i. **Paid Leaves (PL):** All permanent employees are eligible for 16 paid leaves annually provided on pro-rated basis.
- ii. **Emergency Leaves (EL):** All employees are eligible for 5 emergency leaves annually.
- iii. **Non Paid Leaves (NPL):** For employees on contract or on probation or serving notice period are not entitled for PL's. Any leaves taken during this period will be taken as Non Paid Leave.
- iv. **Public Holidays:** Are applicable to all employees.

To get more information on leaves please refer to Leaves section in the Company Policy Document.

6. Notice of Termination

- a) Termination of employment by employee shall be three months' notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) Termination of permanent employment by Perennial shall be one month's notice in writing or payment in lieu of notice. Termination of employees on probation or on contract will get one-month notice period. Such notice may not be offset by unused leave.
- c) If your actions at any time constitute a serious breach of Perennial's standards of behaviour like (Breach of confidentiality or IP related obligations, Violation of law, Gross Misconduct, Material breach of Company policy), Perennial may end this contract and terminate your employment immediately without any compensation.
- d) This appointment letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your appointment with us any time without any compensation.

7. Working Hours

The Company observes a five-day working week (Monday to Friday) with weekly off on Sunday. The general work timings are as follows:

- a. The Company observes 08 hour work day* which excludes the 30-minute break for Lunch / Dinner and another 30-minute for Snacks in the total working hours.
- b. Depending on the project contingencies; like synchronizing with the global time zone, delay in delivery deadlines, client emergencies for specific project, the working days/hours for specific associates (employees) or groups of associates may be modified / altered / extended from time to time.
- c. All employees shall work for a minimum of 40 hours a week from Monday to Friday, excluding all breaks.
- d. The company allows a certain degree of flexibility in working hours for all employees, provided it does not harm any project or other team member's work and the weekly work hours are achieved. This flexibility in working hours should not be misused.
- e. General clock-in work timings for various roles are as follows:

Roles	Expected clock-in time
Technical Team / Admin / HR	7:30 AM – 9:00 AM
Project Management / Business Analysts team	9:30 AM – 10:30 AM
Business Development or Support & Marketing Team	9:00 AM – 10:00 AM

8. Proprietary Information Agreement

You will be employed by Perennial in a capacity in which you will or may receive confidential information, which is of value to Perennial. You therefore agree to abide by the following terms and conditions:

- a) Your employment creates a relationship of confidence and trust between you and Perennial with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".
- b) Proprietary Information includes without limitation:
 - i. All software developed or licensed by or for Perennial or licensed to Perennial by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.
 - ii. Marketing and sales plans, product development plans, competitive analysis, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Perennial.
 - iii. Any information or material not described above which relates to Perennial's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.
 - iv. Any information of the type described above which Perennial has a legal obligation to treat as confidential, or which Perennial treats as proprietary or designates as confidential, whether or not owned or developed by Perennial.
 - v. Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.
- c) At all times, both during and after your employment with Perennial, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Perennial employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Perennial or otherwise as directed by Perennial.
- d) You agree that you have not brought any proprietary information of a former employer to Perennial and that you will not use any proprietary information of a former employer in the performance of your work with Perennial unless you have written authorization from your former employer.
- e) You will promptly disclose to Perennial all ideas, processes, inventions, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by Perennial, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours.
- f) All such Inventions shall be the sole and exclusive property of Perennial. You also agree to execute without receiving additional compensation: (a) any formal documents necessary to assign any Inventions to Perennial; and (b) all documents required to obtain a patent, register a copyright, or enforce Perennial's rights in such Inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your employment.

- g) You will not during your employment with Perennial carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Perennial, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Perennial. Further, you will not accept gifts, entertainment or other favours from persons or bodies with which Perennial has business dealings unless you have obtained the previous written consent of Perennial.
- h) You will not recruit or hire any Perennial employee for six months after termination of your employment with Perennial without Perennial's express written consent.
- i) You will not knowingly export directly or indirectly any U.S. origin technical data to those countries for which a U.S. and/or Indian export license is required under U.S. and/or Indian Export Administration Regulations without first obtaining from the U.S. Department of Commerce and/or the Indian Government a license authorizing the export.
- j) You shall upon termination of your employment with Perennial and upon Perennial's request reaffirm your recognition of the importance of maintaining the confidentiality of Perennial's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.
- k) You shall upon termination of your employment with Perennial return all property belonging to Perennial, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.
- l) Perennial's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your employment you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

9. Code of Ethics and Business Conduct

Your adherence to the Perennial Code of Ethics and Business Conduct, a detailed section is mentioned in the Policy Document, is vital to Perennial and to your success at Perennial. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Perennial Code of Ethics and Business Conduct and you are agreeing to abide by it.

10. Personal Data Transfer

Perennial's human resources personal data is transferred around Perennial locations worldwide and to selected outside organizations that provide services to Perennial and our workforce. Perennial Systems operates internal procedures to assure that personal data privacy is adequately safeguarded. By signing this agreement and accepting position with Perennial, you are consenting to this data transfer.

11. Verification

- a) This appointment is based on the details provided by you in the company application form / employee data form / during the interview / data provided prior to or at the time of joining.
- b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.

We welcome you to the Perennial family and look forward to a long and mutually rewarding association.

Yours sincerely,
For Perennial Systems

Akanksha Sogani

Akanksha Sogani
Head-HR

DECLARATION

I, _____ agree with all the above terms and conditions of employment with Perennial. I also confirm that I have read, understood and agree to comply with the following:

1. Proprietary Information Agreement
2. Code of Ethics & Business Conduct
3. Personal Data Transfer
4. Company Policy Document

I shall commence employment with effect from _____.

Signature

Date:

ANNEXURE A

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Perennial. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. These entitlements shall cease upon the termination of your employment with Perennial. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with your local HR team for details.

Salary Component	INR Per Month	INR Per Annum
Basic Salary	8,333.33	1,00,000.00
Conveyance Allowance	1,600.00	19,200.00
Leave Travel Assistance	1,666.67	20,000.00
House Rent Assistance	4,166.67	50,000.00
City Cash Allowance	1,330.56	15,966.68
Employer's Contribution to PF	1,000.00	12,000.00
Phone Reimbursement	1,000.00	12,000.00
Retention	1,736.11	20,833.33
Monthly Salary	20,833.33	2,50,000.00
Group Health Insurance		TBC*
Performance Based Incentives		50,000.00
Learning & Development Allowance		NA
Annual Gross Salary		3,00,000.00

The Company, at any time, reserves the right to review and restructure its compensation package.

3. **Leave Travel Assistance**
This is a part of your annual gross salary, which will be reimbursed against actual bills within the specified limits, subject to prevailing Indian Income Tax regulations.
4. **House Rent Allowance**
This is a part of your annual gross salary and paid as an allowance with the specified limits, subject to prevailing Indian Income Tax regulations.
5. **Provident Fund/ Employee Pension Scheme**
You will be required to subscribe to the Provident Fund scheme as may be applicable to you. If you subscribe to this scheme the company will contribute 12% of your Basic salary toward this fund/ scheme.
6. **Retention**
As part of the company policy, the company will retain 8.333% of your monthly cost to company salary, as part of your performance as well as guarantee to work with Perennial Systems for a minimum period of one year which is exclusive of notice period. Retention

will only be provided at the end of one year. Please refer to the company Policy document for more details on this section.

8. Group Health Insurance

As a people centric entity, Perennial encourages its employees to take care of their physical and mental well-being by providing them with comprehensive group health insurance. All employees will have access to a Mediclaim policy for themselves and their immediate dependents (spouse + children), administered by TATA AIG.

The same shall attract a change in the salary structure to adjust the Mediclaim component depending on the number of insured members. It will not affect the Total CTC, but will slightly change the internal breakdown of the components to reflect the Mediclaim component.

9. Performance Based Incentives

- a) In addition to the above you will also participate in any discretionary bonus plan appropriate to your role. Any discretionary bonus plan at 100% achievement of all targets would be decided based solely on your performance.
- b) We would like to inform you that your salary including target variable pay (corporate bonus or commission plan, as may be applicable) is dependent on your role in Perennial. As such, should you change to a sales/ commission base role where traditionally there is a lower base with more upside in the variable portion, we may consider reducing your base to align with the salary level consistent in these roles. In this event, there would be a corresponding increase in the variable portion, again consistent with the global standards for this role.
- c) Change in role can also mean a change in variable pay. You will be required to adopt the variable associated with your next role and the global standard for this role, which may be at a different level - either higher or lower than the role you are vacating.

Your co-operation is solicited in complying with the above.

STRICTLY PRIVATE & CONFIDENTIALDate: **August 12, 2024**

Bhushan hemant metkar
Sairaj Building Ganesh nagar
Pune Maharashtra,

Subject: Offer Letter**Dear Bhushan ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Keshav Mahadev Saste**.
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

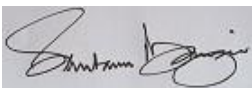
We would expect you to join latest by Aug 12, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.**Authorized Signatory**

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Aug 12,2024**

Name:	Bhushan hemant metkar		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location:	Pune-1
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediciam policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com

LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

CIN: U66010PN2001PLC015959

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customer@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

On Tue, 13 Aug, 2024, 3:36 pm Jui Patil, <hr-admin@bdbmr.co.in> wrote:

Dear Jagdish,

Greetings from BDB India!

Congratulations !!

This has reference to your subsequent interview with **Mr Parvez Sayyad & Mr Pankaj Pardeshi** from BDB India Private Limited.

We are glad to offer you the position of “**Business Research Executive-Projects**” with BDB India Private Limited.

Kindly note that this offer letter is confidential and you are expected to maintain privacy about the contents of the same.

Kindly note that you will be offered a monthly gross remuneration of Rs.

30,000.00 / Annually of Rs 3,60,000.00 and your **Date of Joining will be 2nd September 2024** and your **joining location will be Pune.**

	MONTHLY	ANNUALLY
Gross Salary	30,000.00	3,60,000.00
Gross	30,000.00	3,60,000.00
Less : Deduction		
Employer & Employee Provident Fund Contribution	3,600.00	43,200.00
Profession Tax	200.00	2,500.00
Total	3,800.00	45,700.00
Income Tax Will Be Deducted As Per Income Tax Rule At Actual		

Please note that your **Probation Period will be 6 months.**

To take things forward, we request you to send soft

copy of below documents
self-attested on email to
complete the joining
formalities.

1. Copy of Std X Examination Certificate
2. Copy of Std XII Examination Certificate
3. Copy of Graduation Degree / Certificate
4. Copy of Post-Graduation Degree / Certificate
5. Copy of your PAN Card
6. Copy of your current residence proof
7. Copy of your Driving License (if any)
8. Photographs – 4 No's (Submit it on the day of joining)
9. Copy of Aadhar Card

Kindly acknowledge the receipt of this email and provide your confirmation.

Kindly call in case you need any further clarification or details of this email.

Regards,

Jui Patil

**Associate Manager-HR &
Employee Engagement**

Phone : +91 20 68680706 (B)

Email : [hr-
admin@bdbmr.co.in](mailto:hr-admin@bdbmr.co.in)

Website : www.bdbipl.com

Date: 9th Aug 2024

Name: Aditi Vilas Shirgaonkar

Address: Sr no 82, Flat NO 202 Khyati Hights ,More Baug Katraj Pune 411046

Subject: Employment Offer Letter

Dear Aditi,

With reference to your candidature and subsequent discussions with us, we are delighted to make you an offer with our organization on the following terms and conditions:

1. Designation : Process Executive - Accounts Payable
2. Level : L9
3. Sub Level : S3
4. Date of Joining : 02nd September 2024
5. Place of Employment : Pune
6. Compensation Structure : As mentioned below

Components	Annual Amount (INR)
Basic	180,000.00
House Rent Allowance	14,400.00
Statutory Bonus	35,280.00
Special Allowance	17,043.00
Total Fixed Cost	246,723.00
Provident Fund	21,600.00
Gratuity	8,658.00
Employer's ESIC Contribution	8,019.00
Variable Pay	15,000.00
Cost to Company	300000.00

Your Total Target Compensation is Indian Rupees **Three Lakh Only**.

You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.

The work schedule is for a duration of 8.5 hours (including breaks) on every business day and a five-day working week.

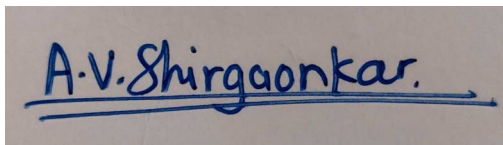
This Employment Offer is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the period.

By signing this Employment Offer, you are accepting/providing consent to all the Terms and Conditions set forth herein and as attached to this Employment Offer in various Annexures (Annexed herewith Annexures 1-2).

We welcome you and look forward to your being a part of the “Metro Family” and wish you a long and successful career with METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED”.

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood, and agree with the terms and conditions outlined above and I accept employment with
“METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED”.



Signature

11/08/2024

Date

Annexure 1

Terms and Conditions of Employment

1. REPORTING / JOINING

Your Appointment shall be effective from your Date of Joining. Please note that this Employment Offer and a detailed Appointment Letter, containing the details on the terms of employment and salary break-up will be provided to you on your date of joining.

This offer is valid, subject to:

- All information provided by you, during your discussions with our company representatives being accurate satisfactory reference checks
- After receiving your acceptance of this offer, the Company reserves the right to communicate with your past or existing employer to confirm your availability to join as agreed and to conduct professional references and background verification
- On your date of joining, we would expect you to complete the necessary joining formalities and submit documents listed in the *Annexure 2*
- The terms discussed in this offer and subsequent revisions are confidential in nature and should not be disclosed

2. PROBATION

- Your employment is subject to satisfactory completion of a period of probation. The probation period is designated to grant the Company time to assess whether you are to fulfill your role with the Company
- You will be on probation for a period of 6 (Six) months from the date of your joining. However, your probation period can be extended further at the sole discretion of the Company if your performance / conduct is found to be unsatisfactory. You will continue to be on probation until confirmed in writing

3. FULL TIME EMPLOYMENT

You shall, during your employment with the Company, devote your full time and attention to the Company's business entrusted to you and shall not engage yourself directly or indirectly, either

honorary or otherwise, in any business or service, other than Company's business and service, unless prior written permission is obtained by you from the Company.

4. PLACE OF WORK

Your initial place of posting will be as mentioned in the Offer of Appointment. However, the Company reserves the right to transfer you to another department, division, business entity or location at any time during your employment.

5. DATA PROTECTION

The Company may obtain and use personal data related to you in context of your employment with the Company. Such data may be transferred or used by the Company or any of its subsidiary or third party even if such subsidiary or third party is situated in or outside India. The Company will however put all safeguards to ensure adequate level of data protection. By accepting this offer letter, you also provide your consent for processing your data as per the terms of our [Data Protection Notice](#).

6. DATA PRIVACY

The Company requires that you shall observe Data Privacy as per Company's regulations/ policy, regarding the processing and protection of any personal information and/or data to which you may have access to in the course of your duties and shall report any infringement relating to the way personal information or other data is processed to the Company immediately. In the event of any breach of the said undertaking, the Company shall be entitled to take such action against you as per the Company Rules and/or applicable law. We may require you to sign additional documents depending on your job role to ensure confidentiality of data.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to the Company as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are

related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of the Company in relation to Intellectual Property.

8. PROFESSIONAL ETHICS

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. Please deal with the Company's money, material and documents with utmost honesty and professional ethics.

You shall also maintain utmost dignity in your behavior and conduct while dealing with the employees, vendors and visitors of the Company including persons directly or indirectly associated with the Company in any manner.

9. COMPANY POLICIES

You agree that as part of your job responsibility, you will follow the guidelines, standards, rules, policies, procedures, directives, and practices of the Company prevailing from time to time. You agree that the Company may change any of its guidelines, standards, rules, policies, procedures, directives and practices from time to time, and that such change will apply to your job responsibility and be binding on you. Such changes may affect or result in a modification of the terms and conditions governing your employment which is set out in this letter or elsewhere, and you shall be bound by such changes as permitted by the law.

10. ABANDONMENT

Unauthorized/ Unsanctioned absence from work for a continuous period of 10 days or when overstayed for a period of ten days after expiry of sanctioned leave, shall make you lose your lien on the job, and it shall be treated that you have yourself terminated your employment with the Company.

11. TERMINATION

This employment can be terminated by either side, by giving one month's notice during the probation period or two months' notice after confirmation or basic salary in lieu of the notice period. Prior to leaving the Company, you will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior. However, under no circumstances the relieving period can be less than one (1) month from the date of acceptance of your resignation.

Annexure 2

List of Documents

You would be required to submit photocopies of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Permanent Account No. (PAN)
2. SSC /HSC certificates with mark-sheets
3. Graduation /Post-graduation degree /Diploma with mark-sheets
4. Professional degree / diploma with mark-sheets
5. Proof of identity (ration card/ passport/ driving license/ PAN card)
6. Current address proof (electricity or telephone bill/ lease agreement / bank statement)
7. Appointment letter for last two employments
8. Relieving letter for last two employments
9. Salary slips for last three months.
10. Three passport size-colored photographs

On joining you will also be required to furnish the following:

1. Family dependent details
2. PF number from previous employer
3. Any other relevant information that may be required

Date: 12 August 2024

Shamal Chopade
Pune
+91 8459579076
shamalchopade02@gmail.com

Subject: Offer for Internship

Dear Shamal,

Greetings! It gives us immense pleasure to welcome you to our team.

We are pleased to offer you the Internship position of '**Recruitment Intern**' at CTGT Innovations Pvt. Ltd. with a start date of **12th August 2024** for a period of **2 months** until **11th October 2024**

We would request you to report at the following address, **Office #502, White Square, Wakad, Pune - 411057**

Your compensation package would be as in Annexure A attached. Please note that that participating in the internship program is not an offer of employment. As an Intern since you are not the company's employee and therefore would not receive other statutory compensation benefits.

The period of notice required for resignation from your position as an Intern is **5 (five) days** on either side.

As an Intern of CTGT Innovations Pvt. Ltd., it is likely that you will work on confidential and or proprietary information related to the operations, products, and services of CTGT Innovations Pvt. Ltd. and its clients. To protect the interests of both CTGT Innovations Pvt. Ltd. and its clients, all interns are required to read and sign an Internship Agreement prior to beginning of Internship.

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

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

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

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

This offer is valid till **13th August 2024**. If you do not confirm the acceptance before **13th August 2024**, CTGT Innovations Pvt. Ltd., has the right to withdraw the offer.



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

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

1. Original and copies of educational certificates and mark sheets.
2. Identity Proof (Original + Copy)
3. Address Proof (Original + Copy)
4. Three passport size photograph

Your signature at the end of this letter confirms your acceptance of this offer. Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best!

Yours Sincerely,

For CTGT Innovations Private Limited



.....
Rahul Bhalerao
Co-Founder & CEO

Date: 12th August 2024

.....
Shamal Chopade

Date:



**ANNEXURE "A" TO THE OFFER LETTER
INTERNSHIP COMPENSATION PACKAGE**

- You will be offered a monthly stipend of INR. 18,000 (Eighteen Thousand only)



Date: 12 August 2024

Gayatri Kokadwar
Pune
+91 9322169599
Gayatrikokad24@gmail.com

Subject: Offer for Internship

Dear Gayatri,

Greetings! It gives us immense pleasure to welcome you to our team.

We are pleased to offer you the Internship position of '**Recruitment Intern**' at CTGT Innovations Pvt. Ltd. with a start date of **12th August 2024** for a period of **2 months** until **11th October 2024**

We would request you to report at the following address, **Office #502, White Square, Wakad, Pune - 411057**

Your compensation package would be as in Annexure A attached. Please note that that participating in the internship program is not an offer of employment. As an Intern since you are not the company's employee and therefore would not receive other statutory compensation benefits.

The period of notice required for resignation from your position as an Intern is **5 (five) days** on either side.

As an Intern of CTGT Innovations Pvt. Ltd., it is likely that you will work on confidential and or proprietary information related to the operations, products, and services of CTGT Innovations Pvt. Ltd. and its clients. To protect the interests of both CTGT Innovations Pvt. Ltd. and its clients, all interns are required to read and sign an Internship Agreement prior to beginning of Internship.

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

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

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

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

This offer is valid till **13th August 2024**. If you do not confirm the acceptance before **13th August 2024**, CTGT Innovations Pvt. Ltd., has the right to withdraw the offer.



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

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

1. Original and copies of educational certificates and mark sheets.
2. Identity Proof (Original + Copy)
3. Address Proof (Original + Copy)
4. Three passport size photograph

Your signature at the end of this letter confirms your acceptance of this offer. Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best!

Yours Sincerely,

For CTGT Innovations Private Limited



.....
Rahul Bhalerao
Co-Founder & CEO

Date: 12th August 2024

.....
Gayatri Kokadwar

Date:



**ANNEXURE "A" TO THE OFFER LETTER
INTERNSHIP COMPENSATION PACKAGE**

- You will be offered a monthly stipend of INR. 18,000 (Eighteen Thousand only)





Offer Letter - Shreyas Joshi - Trainee- Accounts Receivable

1 message

Rupesh Kumar <kumar.rupesh@nkbtechno.com>
To: svjoshi27072001@gmail.com <svjoshi27072001@gmail.com>
Cc: Sajiri Bhalerao <bhalerao.sajiri@klausmultiparking.in>, Anjali Biradar <biradar.anjali@indomax.in>

Tue, 20 Aug, 2024 at 3:40 pm

Dear Shreyas ,

With reference to the interview, you had with us, we are pleased to offer you position of " **Trainee- Accounts Receivable** " with base location at Pune. Your Stipend per month would be Rs. 25,000/- (Rupees Twenty-Five Thousand Only).

All the policies of NKB Group shall be applicable to you.

You will join us on or before 27th August 24 and this offer is valid only until the date of joining mentioned herein.

Brief terms & conditions of employment :

Your appointment shall be subject to, your medical fitness observed during the pre-employment medical examination as well as any time during your service with us, by our panel of doctors.

Correctness and authenticity of all documents submitted, and declarations made by you.

Clear Report of Employment Verification

If any discrepancy is observed in the above, your employment will stand cancelled/ terminated with immediate effect.

You will be on Training for a period of 1 year.

A detailed letter of appointment will be issued to you after your joining the Organisation.

You are requested to submit copy of the following documents, along with original for verification, at the time of joining.

Passport size photographs-2 Nos	Proof of Date of Birth
All academic certificates	PAN card
Proof of Experience if any	Address proof
Relieving letter from your current employer if any	Proof of current salary, if any (salary slip & detailed break up of total annual salary)
Medical fitness certificate	

Kindly acknowledge your acceptance of this employment offer.

Thanks & Regards
Rupesh
Human Resources – We care.



NKB House, Survey No 98, Plot [No 14](#)
[Bhusari Colony, Kothrud.](#)
[Pune](#) - 411 0038. India.

Mobile Number : 8669971716

Tel : +91 20 66815800

Website : www.nkbtechnovations.com



Mr/Ms Lukesh Murlidhararao Wankhade
Jamgaon khadka TQ.Warud Dist. Amravati Maharashtra

Amravati
Maharashtra 444908

Subject: Offer for the Position of Executive - Operations, AFS Business

Dear Lukesh Murlidhararao Wankhade,

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

We are pleased to offer you the position of **Executive - Operations-Auto Sector - Stores & Linefeed**, in the **AFS Business** with **Mahindra Logistics Limited** at **MLL Office,Pune, Maharashtra, India, (West 2)**. You will be given a Letter of Appointment having all the terms and conditions on your joining. Your salary details are as per attached **Annexure A**.

Your appointment is subject to:

1. You are joining the services of the company on or before **13-08-2024**
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. We are receiving satisfactory reports from your references.

You need to submit documents on the day of joining as mentioned in **MLL Joining Kit Forms** attached along with the offer letter. Please refer to the attachment for further details.

You will be on probation for a period of six months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period, your services can be terminated with 30 days notice on either side. However, completion of six months of probation does not entitle you or result in automatic confirmation of your employment, unless the Company confirms your employment in writing.

Please confirm your acceptance of the above terms and conditions when you accept the offer. We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Please note that this offer is valid for 3 days from the offer release date. Your response is expected within this time frame to process the candidature ahead.

For **Mahindra Logistics Limited**

Edwin Lobo
Vice President - Human Resources
03-08-2024

Annexure A

Company: Mahindra Logistics Limited

Grade: L100

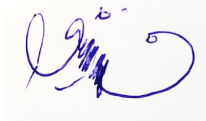
Designation: Executive - Operations

Location: MLL Office, Pune, Maharashtra, India, (West 2)

CTC: 333,400

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	216,000	18,000
Hra	10,800	900
Balance Flexi Pay	23,076	1,923
Education Allowance	2,400	200
Monthly Earnings Total	252,276	21,023
Statutory Components		
Provident Fund	25,920	2,160
Gratuity	12,012	1,001
Statutory Components Total	37,932	3,161
Annual Allowances		
Annual Bonus	43,200	3,600
Annual Allowance Total	43,200	3,600
Variable Pay		
Total CTC	333,408	27,784
Reimbursements		
Mobile Reimbursement	6,000	500
Reimbursement Total	6,000	500
CTC Including Reimbursement	339,408	28,284

For **Mahindra Logistics Limited**



Edwin Lobo

Vice President - Human Resources

03-08-2024

Date: Jul 05, 2024

Name: MAHESH LONDHE
Name: PUNEOffer No : QS3309829
Work Location: PUNE

Dear MAHESH LONDHE

LETTER OF INTENT

We are pleased to inform that you have been shortlisted for a OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at our Client place at PUNE as Officer - Sales for a fixed term on the following terms and conditions:

1. Your Tentative Date of joining will be JUL 06, 2024
2. Date of joining mentioned above is tentative. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.
3. This letter is valid subject to your completion of on-boarding documentation and submission of necessary proofs. It is recommended to use POP link shared on your mobile phone and complete your joining formalities As validity of this letter is purely subjected to completion of your documentation on POP.
4. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.
5. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.
6. The month gross salary offered to you will be INR 18317 /- Details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.
7. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

*Quess Confidential*
Page 1

Offer No : QS3309829

This is a system generated letter

Quess Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quesiscorp.com> | Toll Free No: 1800-572-3333

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services

8. Associate offer deemed to be cancel if candidate fail in below criteria:

- Candidate fail to submit minimum education qualification certificates.
- If candidate BGV get negative.
- Client will conduct on the Job training, each of the attendee need to clear this training assessment.

The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.

All the best !!!

With warm

regards,

For QUESS Corp Limited.



Tej Hans Raj Singh

COO Staffing

I hereby accept the above mentioned terms and conditions.

Name: _____

Signature: _____ Date: _____



Quess Confidential

Page 2

This is a system generated letter

Offer No : QS3309829

Quess Corp Ltd

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quessecorp.com> | Toll Free No: 1800-572-3333

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services



Hifield-AGTM Hifield Organics Inc.

Date: 25 July 2023

Hello **Sangram Hanmant Mulik**

College Name: **S.K.N. Sinhgad School of Business Management, SMI, Pune.**

We are pleased to offer you the role of an **Intern with Hifield for S.M.A.R.T** (Student's Meta Agricultural Revolutionary Training).

As discussed previously, this internship is for a min. period of 60 Days, (Upto 90 Days). This is a stipend based internship. Based on the Stipend Structure discussed with you previously, your stipends and rewards shall be distributed accordingly. **(Note: 60 working days are compulsory)**

During the course of this internship, you shall be responsible for the following activities –

1. Identifying New Dealers in the chosen area.
2. Understanding the communication methods and styles required to communicate with Dealers/ Shop Owners. Learning various soft skills, presentation and communication skills, and entrepreneurial skills.
3. Visiting New Dealers, Introducing the Company, Explaining our Product Varieties.
4. Supplying Product Samples to the Dealers, and using the various stationery and resources from the 'Internship Kit' provided by the company.
5. Following Up with the connected dealers for Purchase Requirements, and communicating with the company about the same.
6. Recording all data in form of reports, data entry workbooks, pictures and videos etc.
7. Communicating with the Company Executives to update about their activities on site.

NON-DISCLOSURE AGREEMENT

1. As you join for this role, you also confirm that you shall not disclose or use any information about the brand or work processes, and that you'll be liable to necessary actions if done otherwise.
2. You agree to use the Confidential Information solely in connection with the current or contemplated business relationship with the company and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the company.

Sarla Jadhav
Project Coordinator
Hifield Group



Hifield-AG Chem India Pvt. Ltd. | Hifield Organics Inc.

An ISO 9001:2015 Certified & LEAN Practicing Company

Hifield : Hifield Organics Inc, Satellite 4, NBCC - B building, Nigala Bazar, Aurangabad, Maharashtra, INDIA (Bharat) - 431001

Email: internship@hifieldorganics.com | Website: www.hifield-ag.co.in

83800 87884, 777000 8043

Ref: - OFFER/DHAN/HR-01/24-25/11
May 02, 2024

Vaishnavi Kishor Garde

Address: - At.Post. Jaulka (Rly), Tq. Malegaon, Dist. Washim, Pin code- 444503

Cell No.: - +91 77440 99168

Mail ID: - vaishnavigarde2000@gmail.com

Sub: - Offer for the post of "Executive - Sales"

Dear Vaishnavi ,

We are pleased to offer you an employment in Dhanashree Wealth Management Pvt. Ltd. for the above mentioned post as per the terms and conditions discussed. Please note the following: -

1. Your posting place will be **Pune**.
2. Your gross CTC package is discussed & finalized as **Rs. 270,000/- LPA plus Annual Health Checkup and Health & Accidental Insurance**.

The detailed employment agreement will be handed over to you after joining our organisation. Please bring the following documents at our office for completing the joining formalities: -

1. Xerox copies of all educational mark-sheets & certificates.
2. Original certificates for verification of Xerox copies.
3. Fitness certificate from MBBS Doctor with his/her registration no.
4. Blood group proof.
5. Passport size photographs - 02 Nos.
6. PAN card Xerox - 02 Nos.
7. Aadhar Card Xerox - 02 Nos.
8. Proof of Permanent as well as Temporary Address, if applicable.
9. Cancelled cheque of Bank Account having your printed name & IFSC Code- 01 no.

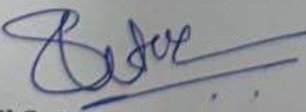
We request you to send us the signed copy of this offer letter as a token of your acceptance & confirmation that you shall be joining our company on **1st July 2024**.

Thanking you,

Yours faithfully,

For Dhanashree Wealth Management Pvt. Ltd.

I Accept the offer & will join DWMPL


Anil Sutar
(Director)

Complete Name-

Contact

www.linkedin.com/in/akash-mathankar-29a733191 (LinkedIn)

Top Skills

Problem Solving
Sales Management
Negotiation

Certifications

Digital Marketing Foundations
Cert Prep: Excel Expert - Microsoft Office Specialist for Microsoft 365 Apps
Communicating with Confidence
Excel Essential Training (Microsoft 365)
Digital Marketing Tools: Create a Marketing Campaign from Start to Finish

Akash Mathankar

Student at SKN Sinhgad School of Business Management |
Marketing Executive |
Pune, Maharashtra, India

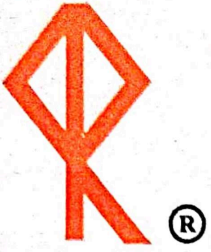
Experience

Friends Union For Energising Lives (FUEL)
Marketing Internship
April 2023 - October 2023 (7 months)
Pune, Maharashtra, India

Education

SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT
Master of Business Administration - MBA, Marketing/Marketing Management,
General · (October 2022 - July 2024)

Dr Ambedkar Institute of Management Studies Research,
Deekshabhoomi
Bachelor of Business Administration - BBA, Marketing/Marketing Management,
General · (July 2019 - May 2023)



Cradle Runways (India) Pvt. Ltd.

(A CLEANINDIA GROUP COMPANY)

(An ISO 9001:2015 Certified Company)

Office No- 125/126, Wing "A", 1st Floor, Sohrab Hall, 21, Sasoon Road, Opp Jehangir Hospital,
Sangamvadi, Pune, Maharashtra 411001 Website: www.cleanindiagroup.com

Date: 12.02.2024

Letter of Offer

Dear Ms. Ankita Salve,

With reference to your job application and subsequent interview you have with us, the management is pleased to Offer you the position of **"Trainee - Billings"** at **Cradle Runways (India) Pvt. Ltd.** as a part of **"CLEANINDIA GROUP"** office is located at **"Pune"**.

On the following terms & conditions:-

- I. Your appointment in the company will commence from 12th February, 2024
- II. Your appointment is subject to finding you medically fit and on the receipt of copies of all your certificates, testimonials and salary details from your existing / previous employment.
- III. A detailed appointment letter will be given to you on your joining.

Kindly acknowledge the duplicate of this offer letter as a token of your acceptance of our offer.

Best wishes and looking forward to a happy and mutually beneficial association.

Regards,

For **Cradle Runways (India) Pvt. Ltd.**

Authorised Signatory



Contact

www.linkedin.com/in/divya-kanade-980136264 (LinkedIn)

Top Skills

Human Resources (HR)
Recruitment and Selection(HR)
Employee Relations

Certifications

Leadership Communication
TCS Icon Certificate
Decision-Making Strategies

Divya Kanade

HR Enthusiast / Recruitment/ Talent Management / Onboard /
Employee Engagement
Pune, Maharashtra, India

Summary

I Am Human Resource Enthusiast Looking Forward To Grow In My Professional Life And Curious To Learn New Things. I Believe We Should Give Our Best In Every Work We Do As Said By Steve Jobs In His Famous Speech.I Have Worked As HR Intern Where I Got To Learn And Explore Across The Duration of Three Months.

Experience

Ross LifeScience

1 year 1 month

Human Resources Specialist

November 2023 - Present (10 months)

Pune, Maharashtra, India

Human Resources Intern

August 2023 - Present (1 year 1 month)

Pune, Maharashtra, India

AcmeGrade

HR Intern

April 2023 - May 2023 (2 months)

Education

Savitribai Phule Pune University

Master of Business Administration - MBA, Human Resources Management/
Personnel Administration, General · (July 2022 - June 2024)

SKN Sinhgad School of Business Management,Pune

Master of Business Administration - MBA, Human Resources Management
and Services · (July 2022 - May 2024)

Grammoti Mandal's ACS College, Narayangaon

Contact

www.linkedin.com/in/niriksha-kakade-57a151262 (LinkedIn)

Top Skills

Technical Recruiting
Corporate Recruiting
Strategic Sourcing

Niriksha kakade

HR Executive-Operon Strategist
Pune, Maharashtra, India

Experience

Operon strategist
Human Resources Executive
August 2024 - Present (1 month)
Pune/Pimpri-Chinchwad Area

Savish HR & Digital Marketing Pvt. Ltd.
Human Resources Recruiter
March 2024 - April 2024 (2 months)
Pune, Maharashtra, India

Education

SKN Sinhgad School of Business Management, Pune, November 2022
MBA, Business Management · (August 2022 - June 2024)

Savitribai Phule Pune University
· (2022 - 2024)

Shivaji University, Kolhapur
Bsc Agriculture · (June 2016 - June 2020)

Rahuri University
BSC, Agriculture · (June 2016 - April 2020)

HSC, Shivaji University
HSC, Science · (June 2015 - March 2016)

Contact

www.linkedin.com/in/nitin-dindokar-78a2b8264 (LinkedIn)

Top Skills

Accounts Receivable (AR)
Accounts Payable (AP)
Attention to Detail

Nitin Dindokar

Associate at Nexdigm
Pune/Pimpri-Chinchwad Area

Experience

Nexdigm
Associate
June 2024 - Present (3 months)
Pune, Maharashtra, India

CA Sagar Lahane & Co. Chartered Accountants
Finance Intern
August 2023 - September 2023 (2 months)
Pune, Maharashtra, India

Education

S.K.N.Sinhgad School Of Business Management
Master of Business Administration - MBA, Finance · (November 2022 - August 2024)

Smt. Laxmibai Radhakisan Toshniwal Commerce College, Akola.
Bachelor of Commerce - BCom, Commerce · (August 2019 - August 2022)

Contact

sinhgad college campus vadgaon,
pune.
7420027779 (Mobile)
prakashpawale115@gmail.com

www.linkedin.com/in/prakash-pawale (LinkedIn)

Top Skills

Invoice Processing

Cash Flow

SAP FI

Prakash Pawale

SAP FICO || Account Payable || Account Receivable || Aspiring
Finance Professional || MBA Candidate ||
Pune, Maharashtra, India

Summary

"Passionate about the dynamic world of finance and equipped with a sharp analytical mind, I am an MBA student on a mission to unlock the hidden potential of financial markets. With a relentless drive for excellence, I'm dedicated to gaining a profound understanding of the intricacies of finance and investment.

My journey in the world of finance has been marked by a commitment to continuous learning and a hunger for innovative solutions. My academic background has armed me with the essential tools, and my MBA specialization has honed my financial acumen to a fine edge.

I thrive in high-pressure environments, where decision-making is critical, and I'm eager to contribute my expertise to challenges in financial management, investment strategies, and risk assessment. My goal is to navigate the complexities of global financial markets and empower organizations to make sound financial decisions that drive sustainable growth and success.

Let's connect, collaborate, and explore the exciting world of finance together. I'm excited to be part of the financial future, and I invite you to join me on this incredible journey."

Experience

Senate Systems Pvt. Ltd.
Accounts Payable Specialist
November 2022 - Present (1 year 10 months)
Pune, Maharashtra, India

As an Accounts Payable Specialist with almost 2 years of experience at Senate Systems, my role involves carefully reviewing invoices, resolving any issues that arise, and ensuring timely processing according to established agreements. my key responsibilities include:

Thoroughly examining invoices for accuracy and completeness
Organizing invoices properly and inputting data into the system precisely
Assisting vendors by answering questions and rectifying any errors that occur
Monitoring credit notes and transactions between various departments within the company
Facilitating the smooth operation of Senate Systems through my proficiency in payment handling
I am excited to keep learning and committed to maintaining the efficient functioning of Senate Systems through my accounts payable skills.

Education

Savitribai Phule Pune University

Master's degree, Accounting and Finance · (November 2022 - September 2024)

Shivaji University, Kolhapur

Bachelor's degree, Chemistry · (June 2019 - August 2022)

Maharashtra State Board of Secondary and Higher Secondary Education

12th, Science · (June 2018 - March 2019)

Maharashtra State Board of Secondary and Higher Secondary Education

10th · (June 2016 - March 2017)

Ref: 24-25/ GT/HR/ 003
18th June 2024

Ms. Pratima Mahesh Wadekar,
Pune, Maharashtra.

Management Trainee (HR) Letter

Dear Pratima,

Further to the interview you had with us, we are pleased to inform you that you have been selected as a Management Trainee (HR) in our Company and you will be placed in HR Department on the following terms and conditions:

Training

1. Your training will be at Pune. However, you may be transferred anywhere in India, if circumstances so necessitate to continue training on the same terms and conditions.
2. The training will be for a period of one year from the date of your joining. On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.

Stipend

You will be paid a Monthly stipend of Rs. 17,000/-.

Rules & Regulations

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules as applicable to the Trainees of your category from time to time.

Training Period

Your training period will commence from 20th June 2024. You are requested to confirm and share your acceptance from the receipt of this email; kindly share the signed + scan copy of this letter.

We look forward to welcoming you as part of the ACCU Team!

Thanking You
For AccuService Global Technology Ventures Pvt Ltd.



Sangeeta Chauhan
Head-Human Resources

Contact

nimisahani7507@gmail.com

www.linkedin.com/in/nimisha-sahani-9a384a1b8 (LinkedIn)

Top Skills

Customer Support

Customer Service Representatives

Customer Service

Certifications

Cold Calling: The First Seven Seconds

Fundamentals of Digital Marketing

Advance Diploma in Computer Application

Communication Skills

Nimisha Sahani

MBA | Ex. Sales Executive@SBC Cooling Pvt. Ltd. | Marketing Strategy | Negotiation | Lead Generation | Sales & Marketing | Market Research | Business Development |

Pune, Maharashtra, India

Summary

Motivated MBA graduate with a background in business and 3 years of sales experience after completing a BBA. Skilled at boosting sales, creating effective sales strategies, and building strong customer relationships. Excellent in active listening and persuasion, with a talent for closing deals. Good at understanding market trends, finding new business opportunities, and meeting sales goals. Experienced in leading sales teams, collaborating with others, and solving problems. Ready to use my education and sales skills to help a growing company succeed.

Experience

K.D. INFRASTRUCTURE PRIVATE LIMITED

Marketing Intern

August 2023 - October 2023 (3 months)

Surat, Gujarat, India

Stay updated with market trends and competitor activities by conducting regular research and analysis.

Gather market feedback and consumer insights through surveys, interviews, and data analysis.

Provide inputs to the Area Sales Manager based on gathered intelligence to inform strategic decision making.

Coordinate with the agency for the frontline implementation of the zonal marketing plan and VAP marketing plan.

Ensure proper display of advertisement materials such as POP material, posters, and danglers to maximize visibility.

Assist in implementing promotional schemes for channel partners and provide firsthand reports.

their effectiveness to the Area Sales Head.

Support the execution of sales visits to stockiest/retailers as per the defined plan.

SBC COOLING PRIVATE LIMITED

Sales Executive

July 2019 - July 2022 (3 years 1 month)

Surat, Gujarat, India

Developed strategic sales plans to drive revenue growth and achieve company objectives.#

Created detailed sales specifications based on market research and real-time data analysis.#Identified key accounts and utilized a consultative approach to understand their issues and priorities.

Managed the sales pipeline using CRM software, ensuring compliance and accurate forecasting.#

Collaborated with internal teams, including Research and Development, to incorporate

innovations and best practices into sales strategies.#

Utilized digital tools such as CRM systems to facilitate communication with clients and streamline the sales process.#

Actively participated in sales training programs to stay updated on industry best practices and drive continuous improvement within the organization.

Education

S.K.N. Sinhgad School of Business Management

Master of Business Administration - MBA, Marketing · (November 2022)

Veer Narmad South Gujarat University, Surat

Bachelor of Business Administration - BBA, Business Administration and Management, General · (June 2016 - May 2019)

Contact

www.linkedin.com/in/sakshi-dhoke-66233931a (LinkedIn)

Top Skills

HR Operations

Recruitment and selection

Training and development

Sakshi Dhoke

Business Analyst -HR at Italent | Bizgrow
Pune, Maharashtra, India

Experience

Italent | Bizgrow
Business Analyst

Italent | Bizgrow
Business analyst HR
July 2024 - Present (4 months)
Nagpur, Maharashtra, India

Education

Savitribai Phule Pune University
Master of Business Administration - MBA, Human Resource · (November 2022 - July 2024)

Sinhgad Law College
DLL&LW, Diploma in labour law and labour welfare · (June 2023 - May 2024)

Sant Gadge Baba Amravati University, Amravati
Bachelor of Science , Industrial Chemistry · (August 2019 - July 2022)

STRICTLY PRIVATE & CONFIDENTIAL

Date 31st August 2024

Dear **Miss. Komal Bari**

Welcome to Briot Technologies Pvt Ltd!

We are pleased to extend an offer to you for the position of “**Executive Accounts and Supply Chain**” **Grade L1**, in our Accounts and Supply Chain department at **BRiOT Technologies** with effect from ‘**16th September 2024**’. In this position, you will be reporting to **Mrs. Pradnya Shinde**.

Your location of work will be “**BRiOT Technologies Pvt. Ltd. Office No. 403,, Pristine Arcade, Next to Pristine Prolife Phase 1, Near Phoenix Mall of Millenium, Wakad, Pune (MH) – 411057 Pune – Maharashtra – India**”.

The terms of your appointment would be as follows:

- You will receive compensation of **Rs. 18000/- per month**. However, the structure of your compensation plan may be altered/changed from time to time in line with the compensation policy and practices of the Company.
- You will be on a probation for a period 3 months.
- You will be eligible for leave and other such benefits in accordance with the Company’s rules and regulations as mentioned in the Employee Handbook.
- You shall be governed by policies outlined in the Employee Handbook of **BRIOT TECHNOLOGIES**.

This offer letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, the company will have the right to revoke the offer/terminate your appointment with us any time without any compensation.

Karan Lekhi
Founder & CEO
Briot Technologies Pvt Ltd



भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises



UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER

UDYAM-MH-03-0034735

NAME OF ENTERPRISE

GREEN FLAMES ENTERPRISES

TYPE OF ENTERPRISE *

SNo.	Data Year	Classification Year	Enterprise Type	Classification Date
1	2020-21	2022-23	Micro	02/12/2022

MAJOR ACTIVITY

TRADING

[For availing benefits of Priority Sector Lending(PSL) ONLY]

SOCIAL CATEGORY OF ENTREPRENEUR

OBC

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	GREEN FLAMES ENTERPRISES

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	PROPERTY NO.555	Name of Premises/ Building	DR PANJABARAO DESHMUKHA COLONY
Village/Town	DARYAPUR	Block	DARYAPUR
Road/Street/Lane	HINGNI ROAD	City	DARYAPUR
State	MAHARASHTRA	District	AMRAVATI , Pin 444803
Mobile	7758887060	Email:	greenflamesenterprises@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE

12/11/2022

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

12/11/2022

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	19 - Manufacture of coke and refined petroleum products	1920 - Manufacture of refined petroleum products	19204 - Manufacture of hard-coal and lignite fuel briquettes	Manufacturing

DATE OF UDYAM REGISTRATION

02/12/2022

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 02/12/2022

For any assistance, you may contact:

1. District Industries Centre: AMRAVATI (MAHARASHTRA)

2. MSME-DFO: NAGPUR (MAHARASHTRA)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champion

Follow us @minmsme & @msmechamp



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CHA
wi
Mir
M

Chennai
12/07/2024

Ms. PRADNYA ROHIT GAIKWAD
F No-8 2Nd Floor Vaishnavi Ghar
Pune Maharashtra - 411041

Letter of Offer

Madam,

This has reference to your application and the subsequent interview you had with us. We are pleased to **Offer** you the position of **Sales Manager** in our Company at its **Area Office, Pune**. Brief terms and conditions of Letter of offer, are given below:

1. You will be on **probation** for a period of **six months** which may be extended at the discretion of the company. At the end of this period, if no letter is issued to you confirming the services, the period of probation shall be deemed to have been extended for a further period of six months due to unsatisfactory performance. Further during the period of probation or the extended period of probation, the company reserves the right to discharge you from the services of the company at any time without notice and without assigning any reason whatsoever.
2. Your initial place of posting will be at **Pune**. However the company reserves the right to post you anywhere in India in any capacity. Further the company also reserves the right to change your designation or re-designate you based on the requirement and the nature of job assigned.
3. You will be paid an annual compensation package of **Rs.2,76,000/- (Rupees Two Lakhs Seventy Six Thousand Only)**, on cost to the Company basis (inclusive of Company's Contribution to PF, ESI, Gratuity Fund, etc., as applicable. You are eligible for productivity linked performance incentive as declared by the company from time to time which is inclusive of employer and employees contribution to ESIC, as applicable. Further, the company reserves its right to alter, amend, withdraw the incentive scheme at any time as per the requirement by the company.
4. Your appointment is target oriented and your KPI is given in the Annexure. Your Target is subject to revision from time to time.
5. You are responsible for achievement of the target and your performance will be reviewed on a monthly basis. The company shall have the absolute right to terminate your service without any notice period in case of unsatisfactory performance / non achievement of target.
6. Notwithstanding anything contained above, the company shall have the absolute right to terminate your services at any time by giving 60 days written notice or salary in lieu thereof. Further in case of resignation from your side, you have to give clear 60 days notice in writing or salary in lieu thereof and your relief from the service is subject to acceptance of your resignation by the competent authority. However, please note that during the probation period notice period is 30 days from either side.

You may return the duplicate of this **letter of offer** duly signed as a token of your acceptance. On reporting for duty, you will be issued an appointment order with detailed terms and conditions and employee service rules of the company and this will govern your employment with the company.

You should report for duty on or before **27th Jul 2024**. If you fail to report for duty as stipulated above, the offer stands cancelled automatically.

We wish you a successful, rewarding and enjoyable career in Star Health and Allied Insurance Company Limited.

With regards,
For Star Health and Allied Insurance Company Limited


Authorised Signatory

Accepted

Sign :
Date :

PRADNYA ROHIT GAIKWAD

ANNEXURE

Sales Manager – Duties & Responsibilities

You will be responsible in delivering the agency fresh retail premium, hiring of agents and activation of the hired agents in the probation period (6 months) as per the KPI mentioned below.

KPI - Sales Manager (Metro)						
Fresh Premium (in Lakhs)						
M1	M2	M3	M4	M5	M6	Total
0.30	0.45	0.55	0.75	0.85	1.05	3.95
Agents Hiring						
5	5	5	5	5	5	30
Hired Agents Activation						
3	5	5	6	8	10	



Authorised Signatory



WYSETEK

WYSETEK DIGITAL SERVICES LLP

1701 & 1702, 17th Flr., 'D' wing, Lotus Corporate Park, Graham Firth Compound, Off Western Express Highway,
Goregaon (E), Mumbai - 400063. Tel.: 91 022-49185900 • Fax: 022-49185999
LLPIN-AAW-4503

31 July 2023

Mr. Dyaneshwar Salunke
Emp Code: 220135
Department: System Integration
Designation: FMS Engineer
Location: Pune

Dear Dyaneshwar,

The company is pleased to inform you that your salary has been revised from to **INR 391824 P.A w.e.f. 01 July 2023.**

The detailed pay structure is annexed as a part of this letter. Apart from this, you are not entitled for any other allowances.

You are entitled to resign from the service by giving 90 days notice in writing hereafter or by paying the Company an amount equivalent to Three month's salary in lieu of such notice of buyout subject to the discretion of the Management.

All the other terms and conditions of your appointment remain unchanged.

We appreciate the efforts put in by you and expect that you will continue to do so in the future.

For, Wysetek Digital Services LLP

Mr. Rajesh Mathkar
Director

Salary Structure

Employee Code	220135
Employee Name	Dyaneshwar Salunke
Designation	FMS Engineer
Location	Pune
Effective Date	01 July 2023

CTC - BREAKUP		
Particulars	Monthly	Yearly
Basic	15576	186912
DA	0	0
HRA	7788	93456
Statutory Bonus	1297	15564
Special Allowance	5292	63504
Monthly Gross (A)	29953	359436
EPF (Employer Contribution)	1800	21600
ESI (Employer Contribution)	0	0
Accident Insurance	150	1800
Gratuity	749	8988
Employer Contribution (B)	2699	32388
Total CTC (A+B)	32652	391824

Monthly Net Salary	
Monthly Gross	29953
Deductions	(-)
EPF (Employee Contribution)	1800
ESI (Employee Contribution)	0
Professional Tax	200
*** Monthly Net Salary	27953

*** Your Monthly Net Salary is subject to change as per the Income Tax Slab you fall under and as per changes in the Statutory Norms of the State.
There shall be no other considerations towards payments of bonus. There shall be no negative considerations for whistle blowing.

We wish you the very best.

For, Wysetek Digital Services LLP

Mr. Rajesh Mathkar
Director

Received and Accepted by

Mr. Dyaneshwar Salunke

HRD/InfosysBPM/1004092198

July 8, 2022

Mr. SAGAR SONAR
At Hol Post Holnanathe
Tel Shirpur dist dhule
Dhule-111111
India

STRICTLY PRIVATE & CONFIDENTIAL

Dear SAGAR,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- | | |
|---------------------------|----------------------------|
| a) Role | : Process Executive |
| b) Role designation | : Process Executive |
| c) Job Level | : 2B |
| d) Date of Joining | : 15-July-2022 |
| e) Location of posting | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/- |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

**The Company reserves the right to initiate background verification (BGV) for all employees.

***Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company 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.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.

APPENDIX 1

COMPENSATION DETAILS	
Name	Mr. SAGAR SONAR
Role Designation	Process Executive
Job Level	2B
Date of Joining	15-July-2022
Location of Posting	PUNE, MAHARASHTRA, India
Fixed Components	Amount in INR per month
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
Statutory Components	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
Gross Salary per month - Sub Total 1+2	17,939
Total Annual CTC	215,268

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on allocation to a voice process)	Rs 2,500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

Offered by: 08-07-2022 <hr/> Sign your name Umashankar N <hr/> Print your name 926577 HRD <hr/> <hr/> Emp No. Dept. Name	Candidate: Date: _____, 20_____ <hr/> Sign your name SAGAR SONAR <hr/> Print your name <hr/> <hr/> Emp No. Dept. Name	SAP data provided by: Date: _____, 20_____ <hr/> Sign your name <hr/> Print your name <hr/> <hr/> Emp No. Dept. Name	SAP data updated by: Date: _____, 20_____ <hr/> Sign your name <hr/> Print your name <hr/> <hr/> Emp No. Dept. Name
--	---	---	--

APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

*The amounts mentioned above are indicative and may vary based on location of posting.

**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM - 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM - 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८
नमुना "ग"
(नियम ९ पहा)

सूचना दिल्याबाबत पावती



अर्जदाराने नमुना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

१.	पावती क्रमांक	:	२३३१२००३१८०५९८९८								
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१०९४५२६०२३०३								
३.	आस्थापनेचे नाव	:	शू हाऊस SHOE HOUSE								
४.	कामगारांची एकूण संख्या	:	४								
			<table><tr><td>पुरुष</td><td>स्त्री</td><td>इतर</td><td>एकूण</td></tr><tr><td>४</td><td>०</td><td>०</td><td>४</td></tr></table>	पुरुष	स्त्री	इतर	एकूण	४	०	०	४
पुरुष	स्त्री	इतर	एकूण								
४	०	०	४								
५.	अ) मालकाचे नाव	:	निलेश अरुण व्हटकर NILESH ARUN VHATKAR								
	ब) आस्थापनेचा पत्ता	:	सी.एस.नं. १८८८, ओमेगा टावर, गाळा नं. १ इ अँड १ एफ, ९ वी गल्ली, इ वार्ड, राजारामपूरी, कोल्हापूर (महानगरपालिका.), करवीर, कोल्हापूर, ४९६००८								
६.	सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल. ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही.										
७.	व्यवसायाचे स्वरूप	:	फूट वेअर अॅक्सेसरीज अँड होजेरी								
८.	पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास	:									

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही. सदरची पोच पावती ही अर्जदाराने सादर केलेल्या स्वयंघोषणापत्र आणि स्वयंसाक्षात्कीत अभिलेखाद्वारे पडताळणी न करता देण्यात आलेले आहे. सादर पोचपावती ही १० पेक्षा कमी कामगार असलेल्या आस्थापनांना नोंदणी दाखल्या ऐवजी देण्यात येते. त्यांना नमुना - ब मध्ये नोंदणी प्रमाणपत्र अनुज्ञेय होत नाही.

दिनांक : २२-०९-२०२३

ठिकाण : Kolhapur

कार्यालयाचा पत्ता : Office of the Assistant Commissioner of Labour, Kolhapur, Address- ५७९ Bagvade Building, Vyapari Peth, Sahupuri, Kolhapur.

अर्जाचा आय.डी. क्रमांक	प्रदान केलेले सेवा मूल्य (रुपये)
१०९४५२६०२३०३	२३.६०
240	

15/07/2024

Reference No: CS/HR/OFFER/SD/15072024

To,

Mr. Shekhar Dhole

MENTORSHIP OFFER LETTER

Dear **Shekhar** ,

We are happy to inform you that we would like to offer you the position of **Intern** with our company.

We would like to offer you a remuneration of Rs.15000/- per month (Incl. of TDS). You are expected to join on **16/07/2024** and complete the necessary joining formalities

The terms are as follows:

1. The remuneration shall be subject to tax deduction at source.
2. The appointment letter with detailed terms & conditions will be handed over to you on your confirmation after successful completion of your **6-month** mentorship program. The confirmation would be subject to your performance during the mentioned period, other records and verification of documents submitted during your tenure.
3. There will be no separate probation period and your services will be confirmed after the successful completion of your mentorship/internship program.
4. Regular performance reviews will be done to assess your suitability.
5. You can avail the floater holidays as per the scheduled holiday calendar.
6. The notice period for relinquishing your services from the Company would be 15 calendar days.
7. The F&F settlement in event of resignation will be made after 2 weeks from the date of separation.
8. You shall be entitled to benefits as per the rules and regulations of the company on confirmation.
9. The validity of this offer is 2 days from the date of the offer letter.
10. Your posting will be in Pune; however, you may be required to travel to client locations from time to time, if necessary.
11. You are expected to share below documents (whichever applicable) on or before your date joining.
 - a. Experience letters from previous employer
 - b. Form 16 / TDS
 - c. Last three months' payslips
 - d. Photocopy of educational qualifications i.e.: SSC / HSC / Graduation / Post] Graduation etc.
 - e. Photocopy of certificate courses attended (if any) and any other professional certifications relevant to your role
 - f. Photocopy of your passport along with a photocopy of visa stamping (if any)
 - g. One passport size photograph
 - h. Age Proof document
 - i. Proof of permanent/local address
 - j. Pan card, Adhaar card



Coditas Solutions LLP. | LLPIN:AAQ-6182

Please let us know in advance in case you are not in a position to furnish any of the documents at the time of joining.

Please note that this offer mail incorporates all commitments made to you and there are no additional commitments other than these.

If any of your furnished documents / information provided to the Company during your tenure with the Company is found to be incorrect or inaccurate, the Company holds the right to terminate your mentorship on an immediate basis.

Sincerely,

For Coditas Solutions LLP.



KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

25 September 2024

Rajashree Jaywant Surve
Jayprakash C Wing, Navale, Vadgaon BK, Maharashtra, Pune

Dear Rajashree,

On behalf of **KPMG Assurance and Consulting Services LLP** (the 'Firm'), you are hereby offered the position of **Analyst** in **Advisory- Consulting** with the Firm. You will be part of the **Advisory- Consulting - MS-PEBC** team

You shall be based at our office **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm in its sole discretion from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **26 September 2024**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be INR 100000/- (Rupees One Lakh only) per annum, payable on a monthly basis, in arrears.



2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 100000/- (Rupees One Lakh only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending



upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits **[For Women employees only]**

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals.

The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be



fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved by the Firm in writing, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any



other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining



and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm shall always be the absolute, unrestricted and exclusive owner of the Copyright and all other intellectual property rights including Confidential Information and other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets, service marks and logos of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used, whether oral or tangible, or any deliverables prepared by you in the course of employment with the Firm. The Firm can use such copyright and intellectual property rights in any manner as the Firm may deems fit. You will not have any rights to use and shall not in any manner whatsoever, represent and/or claim that they have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall at all times own all worldwide right, title and interest, including copyright/other intellectual property rights in (i) any work product/intellectual property created, made, conceived, reduced to practice or authored by you, either individually or with others, in the course of their employment with the Firm (ii) the modifications, changes and improvements made to the work product, including the right to obtain, register, perfect and enforce such rights under applicable laws and conventions. To the extent such rights do not vest immediately in the Firm, you shall irrevocably, and unconditionally and perpetually assign to the Firm all their worldwide right, title and interest, including copyright/other intellectual property rights in such works with or without consideration, as maybe decided by the Firm in the facts and circumstances of each case. You agree that there shall be no additional consideration or royalty payable for the assignment other than the consideration, as decided by the Firm. You agree that the Firm will be free to make, have made, use, offer for sale, sell, modify, translate, and import products utilizing the intellectual property assigned to Firm. To the extent any rights, including moral rights in the work products, cannot be assigned to under the applicable law, you agree to waive or cause to be waived all such rights in favour of Firm and to grant and enable Firm to exercise such rights to the maximum extent possible under the applicable law. You shall at the Firm's cost and expense execute such documents as may be required by the Firm for recording the Firm as the owner of such works.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time,



shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. **Termination**

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case



also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) in the event you :

- (i) Fail to satisfactorily complete, the Firm's background screening procedures
- (ii) are found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (iii) are found to have engaged in any other act or omission, inconsistent with your duties; or
- (iv) are found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (v) are convicted of any criminal offence; or,
- (vi) are found to have engaged in unauthorized absence beyond a period of five (5) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the



Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the positive background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute a breach of the Firm's code of conduct and the Firm shall be entitled to terminate your employment with immediate effect without notice and with no liability on the Firm to make any further payments to you (other than in respect of amounts accrued due at the date of termination).

The offer is also subject to your eligibility to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

- 4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media),



presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

- 4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

5. Retirement

The retirement age for the employees in the Firm is 60 Years. Please refer to Company's policy for further details.

E. **Governing Law**

This Agreement shall be governed and construed in accordance with the laws of India and the Court of New Delhi shall have exclusive jurisdiction. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 27-09-2024 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

F. **Miscellaneous**

1. Entire Agreement:

This Agreement constitutes the entire agreement between you and the Firm with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the parties to this Agreement, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Firm's policy, the terms of the Firm's policy shall prevail.

2. Waiver:

No failure or delay on the part of any party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

3. Survival:

Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless



otherwise indicated in this Agreement.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - India Head-Talent Acquisition



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.



'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.



* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?



If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



ANNEXURE 1 INDICATIVE COST-TO-FIRM

Rajashree Jaywant Surve

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	8333	100000	100000
ii) *Flexible Compensation	6547	78568	78568
iii) Employer Contribution to Provident Fund	1786	21432	21432
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	16667	200000	200000
b) Gratuity	401	4808	4808
c) Insurance Premium#		22547	22547
d) Target Performance Linked Variable Pay		22220*	44440**
Potential Cost to Firm (Annual) (a+b+c+d)		249575	271795

*Flexible Compensation will include minimum 10% of Basic Salary as House Rent Allowance

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the



business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

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

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.



Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> Minimum 10% of your basic salary will be allocated towards HRA. Maximum HRA which can be allocated is 50% of your basic salary The PAN of landlord needs to be submitted along with rent receipts. TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). Maximum of INR 20,000 per annum The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> INR 100 per month, per child for a maximum of two children. No supporting documents required.
4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> INR 15000 per annum The home landline/mobile bill has to be in your name

		<p>in order to get the benefit. This does not include prepaid mobile, broadband and data card charges.</p> <ul style="list-style-type: none"> You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) Meal card will be credited with six (6) months balance based on the structured amount. Colleagues will be required to complete KYC as required by the meal card vendor. Meal card will be credited between 15th to 20th of the subsequent month (as per the structured amount in your Flexible Benefit Plan)
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> One purchase for a period of 36 months up to INR 1,50,000. The bill should be in your name c/o the applicable entity. The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. can claim LTA for yourself and for your declared dependents provided you are travelling with them. Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> You can allocate up to 10% of your annual basic salary in the financial year. You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. You cannot have a joint account under this scheme.



Date: 06/05/2022

EMPLOYMENT AGREEMENT

Dear Mr. Akshay Manaji Shinde,

(hereinafter referred to as the Employee), On behalf of Ethiqua Traders And Services Providers Private Limited, a Company incorporated under the laws of the Companies Act, 2013 (hereinafter referred to as the Employer or The Company), I am pleased to confirm our offer of employment to you as Admission Counsellor based in Pune. We are excited at the prospect of your joining on 04th May, 2022.

The employment will be based on the terms and conditions as laid down in the Employment Agreement.

1. DEFINITIONS AND INTERPRETATIONS

In this Agreement:

1.1 "Associate Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company.

1.2 "Calendar Year" means the Calendar year which shall run from the 1st day of January to the 31st day of December every year.

1.3 "Probation Period" means the initial period of six months upon commencement of the Employment of the Employee

1.4 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

1.5 Any reference to the Company shall if appropriate include his authorized representatives.

1.6 References in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.

2. TERMS OF EMPLOYMENT

2.1 The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement.

2.2 Your employment with us will be governed by the Terms and Conditions as detailed in the Employment Agreement as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time.

+91 8956885188 admin@ethiqual.in www.ethiqual.in

Gat No. 499, Near Railway Station, Pune-Solapur Road,
Loni Kalbhor, Pune - 412201

Offer Letter

To,
Aditi Naykawdi
9112344360
aditinaykawdi2000@gmail.com

20-09-24

Dear Aditi,

We are pleased to offer you a full-time position with the Company on the terms described below.

1. Position. You will be appointed in our organizational structure. By signing this letter, you confirm to the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company. You can join on or before **26th September 24**. This offer letter is valid until **26th September 24**.

Your designation will be **Executive- Account & Admin**.

2. Prohibition. You will be on a probation period of six months from date of joining. This period may be extended at the discretion of the company. On satisfactory completion of your probation, your appointment will be confirmed in writing. Unless so confirmed in writing, you shall continue to be on probation. Confirmation will depend on your satisfactory performance during the probation period. During the Probation period either party (you or company) will be entitled to terminate the contract of employment without giving any notice and without assigning any reason.

3. Place of posting: your posting will be at **Yogdaan Agro Pune**.

4. Salary: Your total Salary Package will be **Rs. 2, 64,000/-per annum** i.e., **Rs.22,000/-per month** as per the break up given in the annexure.

You will be eligible for group medical insurance policy of the company. Please note that your remuneration package is strictly confidential between you and the Company, it should not be discussed or divulged to anyone in any manner.

5. Employment Relationship. After Confirmation of your services, termination of your employment with the company can be requested from either party without having to assign any reason. Such termination will be subject to a notice period of **30 days** and satisfactory handover of your responsibilities. FNF Settlement will take place after 45 days if the notice period is completed.

6. Reporting: You will be report to such Manager / Director who will be assigned by the company as your supervisor from time to time.

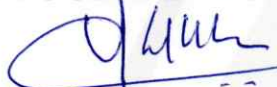
7. Leave/Holidays:

- You are entitled to casual leave of 1days in a month.
- You are entitled to 1 working days of paid sick leave in a month.
- The Company shall notify a list of declared holidays in the beginning of each year.

Aditi we welcome you to and look forward to working with you.

Thanking You,
Yours Truly,

For YOGDAAN AGRO PRIVATE LIMITED



Mahesh Kondhalkar
Director



Acceptance

I **Aditi Naykawdi** hereby understand and accept the terms of this letter including the duties and responsibilities, I also agree to strictly adhere to the Internal Management guidelines and procedures.

Name: _____

Signature: _____

Date :



भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises



UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER

UDYAM-MP-42-0006203

NAME OF ENTERPRISE

N. M. EDIBLE OILS

TYPE OF ENTERPRISE *

SNo.	Classification Year	Enterprise Type	Classification Date
1	2024-25	Small	27/04/2024
2	2023-24	Small	09/05/2023
3	2022-23	Micro	07/07/2022

MAJOR ACTIVITY

TRADING
[For availing benefits of Priority Sector Lending(PSL) ONLY]

SOCIAL CATEGORY OF ENTREPRENEUR

GENERAL

NAME OF UNIT(S)

S.No.	Name of Unit(s)
1	N. M. EDIBLE OILS

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	N M EDIBLE OILS	Name of Premises/ Building	WARD NO 15
Village/Town	JAWARKATHI ROAD	Block	BARGHAT
Road/Street/Lane	BARGHAT	City	BARGHAT
State	MADHYA PRADESH	District	SEONI , Pin 480667
Mobile	9425174859	Email:	vipin.ashar@yahoo.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE

27/07/2020

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

27/07/2020

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	46 - Wholesale trade, except of motor vehicles and motorcycles	4630 - Wholesale of food, beverages and tobacco	46305 - Wholesale of edible oils, fats, sugar and processed/manufactured spices etc.	Trading

DATE OF UDYAM REGISTRATION

07/07/2022

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 07/08/2024

For any assistance, you may contact:

1. District Industries Centre: SEONI (MADHYA PRADESH)

2. MSME-DFO:

INDORE (MADHYA PRADESH)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.cha



Follow us @minmsme &



@msmec





Dear Nishigandha Ganpat Datar,

Congratulations! We are thrilled to invite you to join our team in a full-time position as a **Payroll Associate** at Entrata (the Company), marking the beginning of an exciting journey with us, starting on **August 5, 2024**. As a pivotal member of the Finance department, you will work in a flexible environment between your home office and Entrata's Pune, India office, reporting to Sanjay Bodake.

Your compensation package includes a total cost to the Company of **₹5,50,000/- per year**, setting the stage for your impactful contributions.

Entrata also offers you our comprehensive benefits package reflecting our commitment to your well-being. This includes **Mediclaime insurance coverage worth Rs. 3,00,000 (Family Floater) and Rs. 10,00,000 (Accidental insurance cover for you or ESIC as applicable)**. Moreover, we take pride in offering two distinct health benefits programs—**Entrata Kavach, a 24x7 health assistance program, and Entrata Arogya, an annual health check-up**.

Gratuity, not included in the CTC, is provided over and above for employees who complete the required number of years according to the Gratuity Act. Additionally, the Company **sponsors lunch on the days you work from the office**. To foster work-life balance, we provide **statutory fixed leaves, unlimited flexible time off**, and special leaves tailored to the individual needs of our employees. We believe in creating a supportive environment that goes beyond the workplace, ensuring your overall health and happiness.

Ideally, we would prefer you to join us as per the discussed dates; however, should there be a situation that requires you to change your date of joining, please contact us at the earliest to discuss the same. Kindly note that requests for change in dates should reach us in no less than **7 days prior to your original date of joining in writing. (Email us at: careers.in@entrata.com).*

Upon acceptance of this offer and following your start date, you will receive our comprehensive Entrata Employee Handbook, providing detailed insights into your job benefits, encompassing medical, dental, and paid time off. Enrollment procedures and associated terms will be seamlessly presented during this time, ensuring a smooth onboarding experience. Your eligibility for these benefits will commence on your start date.

It's essential to be aware that acceptance of this offer implies an agreement to sign a non-compete document during your onboarding. This document aims to safeguard Entrata's interests by prohibiting your employment with companies that compete with Entrata for a period of one-year post-employment.

Your employment is contingent upon the successful background verification of any and all documents and employment history provided by you at the time of joining. This can be through a reference check or a physical visit by a background check partner. Entrata India has the authority to cancel your employment in case any discrepancy is identified.

Entrata India Private Limited

Block 1, Wing 1, 14th Floor,
International Tech Park, Pune, Grant Road,
Pune, Maharashtra - 411014
CIN: U74140PN2007PTC130204

Tel.: +91 9028208877
Email: connect.in@entrata.com
Website - www.entrata.in

If you are in agreement with the terms presented above, we eagerly anticipate your signed, dated, and returned offer letter. Please note, doing so shall also mean you accept all the terms and conditions of employment detailed herewith. Additionally, **you are required to send us a confirmation of your resignation acceptance from your current employer within 5 days from the date of your signed offer.**

Your acceptance will mark the beginning of an exciting journey as part of our team. We look forward to welcoming you to Entrata!

Sincerely,

Prafull Jaiswal
Director - People & Places

I accept your offer of employment.

I undertake that by signing this offer letter and accepting employment with the Company, I will not be in violation of any contractual or legal obligations, including obligations towards past employers. I further undertake to ensure that while performing services for the Company I do not violate any obligations (including confidentiality obligations) towards past employers.

Signed by:

8FA3C0729A5C4FF...

Signature

August 2, 2024

Today's Date

Entrata India Private Limited

Block 1, Wing 1, 14th Floor,
International Tech Park, Pune, Grant Road,
Pune, Maharashtra - 411014
CIN: U74140PN2007PTC130204

Tel.: +91 9028208877
Email: connect.in@entrata.com
Website - www.entrata.in



Government of India
And
Government of Maharashtra
Form GST REG-25

Certificate of Provisional Registration

GSTIN	27AIOPG6469R1Z6
PAN	AIOPG6469R
Legal Name	RAHUL ASHOK GAIKWAD
Trade Name	AMAN TRADERS
Registration Details under Existing Law	
Act	Registration Number
TIN under Value Added Tax	27110333228v
28/06/2017	

a Certificate of Provisional Registration issued under the provisions of the Act.



AMAN TRADERS
Auth. Dealer - J.K. Files & Tools
9/46, Vasant Nagar, Baramati (Pune)
Prop. Rahul Gaikwad Mob: 9890942093

Contact

www.linkedin.com/in/komal-sirvi-07bb6425a (LinkedIn)

Top Skills

- Financial Analysis
- Communication
- Investment Banking

Komal Sirvi

Attended Savitribai Phule Pune University
Pune, Maharashtra, India

Experience

Globus Thenken
Finance Intern
June 2024 - Present (4 months)
Pune, Maharashtra, India

Education

- Savitribai Phule Pune University
Master of Business Administration - MBA, Finance · (September 2022 - April 2024)
- Savitribai Phule Pune University
MBA , Finance · (2022)

Contact

www.linkedin.com/in/himanshu-tagare-458748234 (LinkedIn)

Top Skills

Requirements Gathering
Interpersonal Skills
Communication

Himanshu Tagare

Business Analyst
Pune, Maharashtra, India

Experience

Knowledge Power Solution
Business Analyst
August 2023 - October 2023 (3 months)
India

Education

SKN Sinhgad School of Business Management
Master of Business Administration - MBA, Business analytics · (November 2022 - June 2024)

Shri Shivaji Science College , Morshi Road , Amravati.
Bvoc, Forensic science · (2019 - 2022)

Contact

www.linkedin.com/in/ramesh-raut-058410264 (LinkedIn)

Top Skills

International Finance

Financial Management

Trade Finance

Ramesh Raut

SAP FICO | Accounts Payable | Accounts Receivable | MBA | FINANCE |

Navi Mumbai, Maharashtra, India

Summary

I'm an Accounts Payable Specialist with almost 2 years of experience at Senate Systems. My job involves checking invoices, asking questions about them if needed, and making sure they get processed on time according to our agreements. I'm really good at looking over invoices carefully, organizing them correctly, and putting them into our system accurately. Whenever vendors have questions, I'm there to help and fix any mistakes that pop up. I also keep track of things like credit notes and transactions between different parts of our company.

I'm excited to keep learning and helping Senate Systems run smoothly with my skills in handling payments

Experience

Reliance Retail

FC&A Executive

May 2024 - Present (5 months)

Navi Mumbai, Maharashtra, India

I have been actively handling daily queries from vendors, resolving issues, and maintaining clear communication with multiple vendors. I ensure smooth and timely responses to vendor queries, manage vendor reconciliation, and personally handle the SRM portal to provide seamless service. Each day at Reliance Industries brings new learning experiences, and I am excited to continue growing in my role.

#VendorManagement #AccountsPayable #RelianceIndustries
#ProfessionalGrowth #SRM #NewExperiences

Senate Systems Pvt. Ltd.

Accounts Payable Specialist

August 2022 - May 2024 (1 year 10 months)

Pune, Maharashtra, India

I'm an Accounts Payable Specialist with almost 2 years of experience at Senate Systems. My job involves checking invoices, asking questions about them if needed, and making sure they get processed on time according to our agreements. I'm really good at looking over invoices carefully, organizing them correctly, and putting them into our system accurately. Whenever vendors have questions, I'm there to help and fix any mistakes that pop up. I also keep track of things like credit notes and transactions between different parts of our company.

I'm excited to keep learning and helping Senate Systems run smoothly with my skills in handling payments.

Education

Sinhgad School of Business Management

Master of Business Administration - MBA, Finance · (October 2022 - May 2024)

Swami Ramanand Teerth Marathwada University

Bachelor of Commerce - BCom, Business/Commerce, General · (August 2018 - May 2022)

Maharashtra State Board of Secondary and Higher Secondary Education

HSC, Business/Commerce, General · (June 2017 - July 2018)

Maharashtra State Board of Secondary and Higher Secondary Education

SSC, State Board level · (June 2015 - July 2016)

Contact

www.linkedin.com/in/sumit-wakekar-83a115271 (LinkedIn)

Top Skills

Financial Services

Budgeting

Account Management

Languages

English (Professional Working)

English (Professional Working)

Certifications

Certified Project Management Associate

Sumit Wakekar

Financial Modeling | Financial Analysis | Corporate Finance |
Accounting | AML | KYC
Pune, Maharashtra, India

Summary

Hello and welcome to my LinkedIn profile!

I am a passionate and results-driven professional with a diverse background in Finance. Over the years, I have honed my skills in Advance Excel and many more, and I am committed to making a positive impact through my work.

Throughout my career, I have always embraced a growth mindset, continuously seeking opportunities to learn and improve. I believe that staying curious and adaptable is essential in today's dynamic world.

Experience

JGBS co operative Bank

Finance Intern

August 2023 - October 2023 (3 months)

Hingoli

Understand banking culture and the services provided by bank to customer.

Education

Skn Sinhgad school of business management

Master of Business Administration - MBA, Finance · (July 2022 - July 2024)

Sant Gadge Baba Amravati University, Amravati

B.SC, Computer applications · (July 2018 - June 2021)

G.S. Tompe Arts, Commerce & Science College , Chandur Bazar.

Higher secondary school , Science · (July 2017 - July 2018)

Contact

www.linkedin.com/in/mrunali-shinde-550801230 (LinkedIn)

Top Skills

- organizational skills
- Time Management
- Interpersonal Communication

Mrunali Shinde

MBA Finance | Financial Admin Assistant in UPS Logistics Pvt Ltd
Pune, Maharashtra, India

Experience

UPS
Financial Admin Assistant
July 2024 - Present (4 months)
Pune, Maharashtra, India

CA Firm
Accountant
December 2020 - December 2022 (2 years 1 month)
Pune, Maharashtra, India

Education

Savitribai Phule Pune University
Master of Business Administration - MBA, Finance, General · (November 2022 - June 2024)

Savitribai Phule Pune University
Bachelor of Commerce - BCom, Business/Commerce, General · (2018 - 2021)

Contact

roshanpatilofficial@gmail.com

www.linkedin.com/in/roshan-patil-7668311ab (LinkedIn)

Top Skills

Presentation Skills

Microsoft Word

Microsoft Excel

Roshan Patil

BMS | MBA

Pune, Maharashtra, India

Summary

Student working towards a Master's in business administrator (MBA) Under Savitribai phule pune university From Smt. kashibai navle Sinhgad school of business management, Ambegaon (pune)

Experience

Shirpur Merchants Co Bank

Credit Analyst

September 2023 - October 2023 (2 months)

Shirpur, Maharashtra, India

The Shirpur People'S Co-Op. Bank Limited

Finance Intern

August 2021 - September 2021 (2 months)

Shirpur, Maharashtra, India

Education

SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT, Pune (MH)

MBA (Finance) · (November 2022 - June 2024)

R.C.PATEL EDU.TRUST'S INSTITUTE OF MANAGEMENT RESEARCH&DEVELOPMENT, SHIRPUR

Bachelor Of Management Studies, Finance · (2019 - 2022)

Contact

www.linkedin.com/in/shivani-dange-686735250 (LinkedIn)

Top Skills

HR Operations

Hiring

Exit Interviews

Shivani Dange

Attended Savitribai Phule Pune University
Pune, Maharashtra, India

Summary

A highly organized & smart individual, looking for a responsible position to gain practical experience in esteem organization

Experience

SHOPPERS STOP INDIA

Human Resources Intern

August 2023 - October 2023 (3 months)

Pune, Maharashtra, India

Education

SKN sinhagad school of business management

Master of Business Administration - MBA/ HR , Business management

· (November 2022 - July 2024)

Sanjivani Rural education Society's Sanjivani Arts, Commerce and Science College kopargaon

B.sc. in Microbiology , Science · (June 2019 - August 2022)

Contact

www.linkedin.com/in/kiran-adagale-568413226 (LinkedIn)

Top Skills

Leadership

Communication

Project Management

Kiran Adagale

Student at Savitribai Phule Pune University
Pune, Maharashtra, India

Summary

I have 2 years experience in CRM Management as CRM Assistant. in IFB Service Centre. Experience of coordinating with the different departments of the company including sales, marketing and finance.

Experience

Yashjyoti Debt Consultancy Pvt.Ltd.

Accountant

January 2024 - Present (10 months)

Pune, Maharashtra, India

Meridian Logistics Solutions

Accountant

September 2023 - November 2023 (3 months)

Pune, Maharashtra, India

Sales Invoice making and sending respected client with supporting document and keep record

2.Purchase bill collecting from vendors and keep record

3Follow Up for paymenu

4. Banking -Payment Transfer, Bank Statement

5.Reporting -Daily, weekly & monthly reporting with analysis

Tanikshka consultancy (CA)

Accounting Intern

July 2023 - September 2023 (3 months)

Pune, Maharashtra, India

sales and purchase entry in tally software

Receipt and payment entry

IFB Service Centre - India

Customer Relationship Management Coordinator

November 2020 - October 2022 (2 years)

Pune, Maharashtra, India

Education

Savitribai Phule Pune University

Bachelor of Commerce - BCom, Commerc · (July 2019 - October 2022)

Abhinav Education Society's English Medium School & Junior
College

Commerce, Accounting and Finance · (July 2017 - August 2019)

Savitribai Phule Pune University

Master of Business Administration - MBA, Finance, General · (November
2022 - November 2024)

Contact

Pune, Maharashtra
9022730091 (Mobile)
vaibhavkanade10102000@gmail
.com

www.linkedin.com/in/vaibhav-kanade-4765a3229 (LinkedIn)

Top Skills

Management Accounting
Financial Analysis
Account Management

Languages

English
Hindi

Vaibhav Kanade

Process Associate
Pune, Maharashtra, India

Summary

I am working in Tata consultancy services as a Information Processing Specialist. My job involves Invoice checking carefully & Manifesting them correctly and putting them into the system accurately. the shipment which need to be manifest accurately avoiding the error. when shipment is done before need to check each and every CTQ.

Experience

Tata Consultancy Services
Information Processing Specialist
May 2023 - Present (1 year 6 months)
Pune, Maharashtra, India

Education

SKN Sinhgad school of business Management Pune
MBA (Finance) · (November 2022 - November 2024)

Dayanand College of Commerce, Latur - India
B. Com, Accounting and Finance · (June 2019 - July 2022)

Dayanand College of Commerce, Latur - India
HSC, Commerce · (June 2017 - February 2019)

Janata Vidhayalaya Hasegaon (shi)
SSC · (June 2016 - March 2017)

Contact

www.linkedin.com/in/vishakha-bhere-bb71071bb (LinkedIn)

Top Skills

Project Team Management

Customer Success

Cross-functional Collaborations

Vishakha Bhere

Seeking Opportunities to Drive Sales Growth

Bhiwandi, Maharashtra, India

Summary

1. Done 2 months internship in supreme construction from kalwa, thane in technical team in management department.
2. Currently working as a Marketing Assistant at V Revell

Experience

Supreme Construction

Technical team in Management Department

November 2022 - June 2024 (1 year 8 months)

During my time as part of the technical team in the management department, I gained valuable experience in coordinating and overseeing projects, managing team members, and implementing new technologies. My strong technical skills and ability to work collaboratively with cross-functional teams allowed me to successfully contribute to the department's goals and objectives.

BigBang Multimedia

A customer satisfaction Analysis on BigBang Multimedia

August 2023 - October 2023 (3 months)

During my time as a customer satisfaction analyst at BigBang Multimedia, I conducted in-depth analysis of customer feedback through Pitch calls, Emails & Google Forms Surveys to identify areas for improvement and increase overall satisfaction. I utilized various data analysis tools and techniques to present actionable insights to the management team.

Education

Savitribai Phule Pune University

Bachelor of Business Administration - BBA, Business, Management, Marketing, and Related Support Services · (August 2019 - July 2022)

sandip university nashik

Bachelor of Business Administration - BBA, International
Business · (2019 - 2022)

S K N Sinhgad institute of Business Management
Master, Business Administration

Sandip University
Bachelor, Business Administration

Contact

www.linkedin.com/in/rohit-kawade-1873b8259 (LinkedIn)

Top Skills

Bank Reconciliation

Invoice Processing

Oracle Accounts Payable

Rohit Kawade

Assistant Accountant at Infosys BPM
Pune, Maharashtra, India

Summary

* A result oriented professional with 3 Years of rich experience in Finance & accounting

* Expertise knowledge on P2P / Accounts payable activities like Invoice processing, Credit note and Debit Note, Bank Reconciliation, Vendor Reconciliation, payments and other Month end activities.

*A highly motivated, energetic and professional team player with good analytical, problem solving and interpersonal skills and undertake challenging tasks.

Experience

Infosys BPM

3 years 3 months

Accountant

November 2023 - Present (1 year)

Pune, Maharashtra, India

P2P / Accounts payable activities like Invoice processing, Vendor Reconciliation, Credit note and Debit Note payments and other Month end activities.

Senior Process Executive

October 2022 - November 2023 (1 year 2 months)

Pune, Maharashtra, India

Invoice Processing

Process Executive

August 2021 - October 2022 (1 year 3 months)

Pune, Maharashtra, India

Education

SKN SINHAGAD BUSINESS SCHOOL Pune

Master of Business Administration - MBA, Finance · (October 2022 - May 2024)

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's New
Arts, Commerce & Science College, Ahmednagar 414001

Bachelor of Business Administration - BBA, Business/Commerce,
General · (July 2018 - May 2021)

Contact

www.linkedin.com/in/sanket-sawant-69a54326b (LinkedIn)

Top Skills

Project Management

Search Engine Optimization (SEO)

Operations Management

Sanket Sawant

Attended Savitribai Phule Pune University
Pune, Maharashtra, India

Experience

Kingfa Sci.&Tech. Co., Ltd.

Key Account Manager

August 2024 - Present (3 months)

Maharashtra, India

Hindustan Unilever research centre

Marketing Executive

April 2022 - August 2024 (2 years 5 months)

Hadapsar

Education

Savitribai Phule Pune University

Bachelor of Business Administration - BBA, Marketing · (June 2018 - July 2021)

Hsc

Science, Computer Science · (July 2016 - July 2018)

Savitribai Phule Pune University

Master of Business Administration - MBA, Marketing · (2022)



Pravin Gurav
GramDev Pvt Ltd Pune,
Maharashtra
gramined@gmail.com
8793239280 17/07/2023

Dear Manisha,

We are pleased to offer you the position of Management Trainee - Human Resources at GramDev Pvt Ltd, commencing from December 1, 2023, and concluding on May 31, 2024. Your role will be based in Pune, and we are confident that your skills and enthusiasm will greatly contribute to our team.

Position: Management Trainee - Human Resources

Location: Pune

Responsibilities:

IT Developments: Engage in HR-related IT projects, collaborating with our IT department to enhance HR systems and processes.

Organisational Development: Contribute to initiatives aimed at improving organizational effectiveness, employee engagement, and talent management.

Social Media Marketing: Assist in HR-related social media campaigns, fostering our employer brand and engaging with potential candidates.

Business Development: Support HR initiatives aligned with business goals, ensuring HR strategies complement overall organizational objectives.

Your acceptance of this offer signifies your commitment to joining GramDev Pvt Ltd. Please review the terms and responsibilities outlined above. If you decide to accept the position, kindly sign and return a copy of this letter by December 8, 2023.

We are excited about the skills and insights you will bring to our HR team during the specified period. We believe this experience will be mutually beneficial and contribute to your professional development.

We are enthusiastic about the opportunity to welcome you to our team and look forward to a successful collaboration.

If you have any questions or need additional information, feel free to contact Pravin Gurav at 8793239280.

Congratulations, and we hope to welcome you to the GramDev Pvt Ltd team soon!

Regards,

Pravin Gurav
GramDev Pvt Ltd Company



Ms. Purvaja Kale
Sinhagad Valley, Ambegoan B
Pune 4110 41

Sub: Appointed as Junior Accountant

Dear Ms.Purvaja ,

On behalf of the management of Ayurveda Rasayani Manufacturing unit, I am pleased to offer you contractual appointment at the Ayurveda Rasayani Manufacturing unit Pune on the following terms and conditions:

1. The Appointment is purely on contract basis initially for the period of Six months extendable for the similar further period subject to your satisfactory performance;
2. You will be assigned specific tasks for first three months and your performance will be evaluated. In case your performance is found below expectations during this period, you will be asked to discontinue and your dues for six months will be settled;
3. You will be paid initially a consolidated salary of Rs. 12796 (Rupees Twelve thousand seven hundred ninety six rupees) per month in hand. ESIC , PF 1228 and 2000 petrol allowance contribution will be given. The details of job responsibilities will be explained to you on your acceptance of this offer and on your joining by your supervisor;
4. Your remuneration will be confidential between you and Ayurveda Rasayani Manufacturing unit and you are expected to maintain absolute secrecy of the terms and conditions of your service;



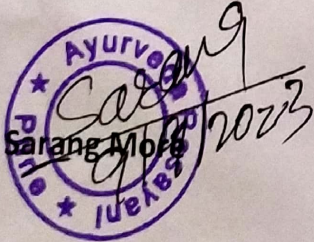
1. You shall intimate to HR/Admin of Ayurveda Rasayani Manufacturing unit any change in your civil status or any such changes immediately,
2. This offer is subject to production of evidence relating to your age, residence address, academic and professional career etcetera. Hence, you are required to forward, along with acceptance of this letter, certified true copies of the certificates and produce the originals if and when required;
3. Your employment shall be governed by the jurisdictional authority of Courts at Pune, Maharashtra.

If the above terms are acceptable, please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

We wish to welcome you to Ayurveda Rasayani and sincerely hope that you will have a fruitful, long and satisfying relationship with the Group.

Yours truly,

For Ayurveda Rasayani


Sarang More

I accept the above terms and conditions of temporary/contractual offer letter and would join the work on 09/09/2023

Date: 09.09. 2023



Oct 09, 2024

Reference No:98821

Letter of Intent

Dear **Shubham Dnyaneshwar Alpe,**

We are happy to announce that you have been selected for the position of “**CUSTOMER SERVICE REPRESENTATIVE**” for OPERATIONS (518) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than **Oct 09, 2024.**

Your total monthly CTC for this position would be Rs. **17000.0/-**

(Detailed salary annexure would be shared along with your appointment letter subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is an Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 500.0/-** during the training period.

The training duration for the process would be of **7** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

****Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

Note: This is a computer generated document. Hence does not require signature.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 **F:** +91 22 25302433 **E:** salarysupport@eosglobe.com **W:** www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Attendance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Pune

701, Marisoft 3, West Wing, Marigold Premises, Kalyani Nagar, Pune - 411014

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 **F:** +91 22 25302433 **E:** salarysupport@eosglobe.com **W:** www.eosglobe.com

Contact

www.linkedin.com/in/suraj-navandar-978384232 (LinkedIn)

Suraj Navandar

I am a Business student with Entrepreneurial Spirit. And Pursuing MBA at SKN Sinhgad school of business management Pune. And Work as a Trader in APMC market

Udgir, Maharashtra, India

Experience

Suraj Enterprises.

Work as trader in APMC market

November 2019 - Present (5 years)

Udgir, Maharashtra, India

Planning to be a Exporter of non perishable goods of Agri Product

Education

Savitribai Phule Pune University

Master of Business Administration - MBA, Business Administration and

Management, General · (January 2021)

Contact

www.linkedin.com/in/gauri-thakre-452a2126a (LinkedIn)

Top Skills

Auditing
Goods and Services Tax (GST)
Leadership

Languages

Marathi, Hindi, English

Gauri Thakre

|| Finance Enthusiast || SKN SSBM || MBA in Finance || Finance and accounting student with a knack for problem-solving and a strong attention to detail. Aiming to make a positive impact in the finance industry ||

Pune, Maharashtra, India

Summary

Finance student with a focus on accounting, committed to mastering the intricacies of financial management and reporting. searching for new opportunities and To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

Experience

Mphasis

Accountant

August 2024 - Present (3 months)

Pune, Maharashtra, India

HNV & Co (CA Firm)

Assistant Accountant

September 2023 - October 2023 (2 months)

Pune, Maharashtra, India

Learned about basics of accounting, Data Entry, Auditing and GST Return Filling.

Education

SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT

Master of Business Administration, Finance and Financial Management

Services · (2022 - 2024)

Mahatma fule mahavidyalay warud

Master's of Commerce , Commerce · (2020 - 2022)

Mahatma Fule Mahavidyalay Warud

Bachelor of Commerce - BCom

Mahatma Fule Mahavidyalay Warud
Higher Secondary School

N T R Highschool warud
Secondary School

Contact

www.linkedin.com/in/sagar-dhangar-01445a223 (LinkedIn)

Top Skills

Cost Savings

Commercial Transactions

knowledge wms software

Sagar Dhangar

MBA - (Operation and supply chain management) At Savitribai Phule Pune University
Pune, Maharashtra, India

Experience

Desai AgriFoods

Warehouse Executive

August 2023 - January 2024 (6 months)

Navi Mumbai, Maharashtra, India

A Warehouse Executive is a professional responsible for managing and overseeing the daily operations of a warehouse or distribution center.

The role involves:

1. Supervising and leading a team of warehouse staff, including training and development.
2. Coordinating and optimizing inventory management, storage, and shipping processes.
3. Implementing and enforcing safety protocols and quality control measures.
4. Analyzing and reporting on key performance indicators (KPIs) such as inventory turnover, shipping accuracy, and labor productivity.
5. Developing and executing strategic plans to improve efficiency, reduce costs, and enhance customer satisfaction.
6. Collaborating with other departments, such as transportation, procurement, and customer service.
7. Ensuring compliance with regulatory requirements, industry standards, and company policies.
8. Managing budgets, resources, and equipment to achieve operational goals.
9. Identifying and resolving issues, such as inventory discrepancies, shipping delays, or equipment malfunctions.
10. Staying up-to-date with industry trends, best practices, and new technologies to drive innovation and improvement.

The Warehouse Executive plays a critical role in ensuring the smooth operation of the warehouse, driving business growth, and building strong relationships with customers, suppliers, and team members.

Education

SKN SINHAGAD SCHOOL OF BUSINESS MANAGEMENT PUNE

Master of Business Administration - MBA, Operation and supply chain
management · (November 2022 - July 2024)

Contact

Pune.
9359502780 (Work)
sharvarighate22@gmail.com

[www.linkedin.com/in/sharvari-ghate-02344a248](https://www.linkedin.com/in/sharvarighate-02344a248) (LinkedIn)

Top Skills

Financial Modeling
Interpersonal Communication
Accounting

Sharvari Ghate

Senior Analyst at Eclerx
Pune, Maharashtra, India

Experience

eClerx
Senior Analyst
June 2024 - Present (5 months)
Pune, Maharashtra, India

Gosavi Tadphale & Co.
Finance Intern
August 2023 - October 2023 (3 months)
Pune, Maharashtra, India

Acmegrade
Finance Intern
April 2023 - June 2023 (3 months)

Contact

www.linkedin.com/in/triveni-tekade-29a958257 (LinkedIn)

Top Skills

Microsoft PowerPoint

Accounting

Microsoft Excel

TRIVENI TEKADE

MBA (Finance)

Pune, Maharashtra, India

Experience

Pride Lifestyle Homes

Relationship Manager

July 2024 - Present (4 months)

Pune, Maharashtra, India

Education

Skn sinhgad school of business management

Postgraduate Degree, Finance, General · (January 2022 - July 2024)

D⁺Mart

Avenue Supermarts Limited

Plot No. B-72 & B-72A, Wagle Industrial Estate, Thane (West) , Maharashtra, India - 400 604

Tel.: 91 22 33400500 * Fax: 91 22 33400599 * e-mail: info@dmartindia.com * Website: www.dmartindia.com

CIN: U51900MH2000PLC126473

REGISTERED ADDRESS: Anjaneya, Opp. Hiranandani Foundation School, Powai, Mumbai, Maharashtra, India - 400076

OFFER LETTER

Date: 30.09.2024

Applicant No: 250790

Sadhu Sagle

Gajanan Nagar, Pcmc
PUNE 411017
Maharashtra
India

Dear Sadhu Sagle ,

With reference to your application and our mutual discussions in respect of your interest in our organization, we are pleased to offer you the Position of Officer- Accounts in Officer (F2) grade.

You will join latest by 30/09/2024 after which this offer would remain automatically withdrawn unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.

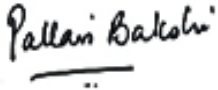
Your primary place of posting will be at RO - PUNE 2 (9006). However, during employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or its Subsidiaries, Affiliates or Associates or any Group company which may come into existence in future, in India or Abroad.

You will be on probation for a period of six months from the date of joining. Your compensation is on total Cost to Company (CTC) basis, as mutually agreed upon.

You are required to submit the following documents, if not submitted earlier;

1. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving letter from your last employer in case you are/were employed.
4. Copy of PAN Card & AadharCard.

You are requested to send us your acceptance within 3 days of receipt of this offer letter after which this offer letter will lapse. We look forward to your joining our team for a long, successful and pleasant association.



Pallavi Bakshi

GROUP - CHRO

Avenue Supermarts Ltd.

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby accept the same. I would join on _____.

SIGNATURE: _____ NAME: _____ DATE: _____

Contact

www.linkedin.com/in/sujata-kotade
(LinkedIn)

Top Skills

IT Business Analysis

MySQL

MongoDB

Certifications

Quick Start Guide to SQL

How to Crush Self-Doubt and Build
Self-Confidence

Public Speaking: Find Your
Confidence

Business Analysis: Essential Tools
and Techniques

GPT-4: The New GPT Release and
What You Need to Know

Sujata Kotade

MBA 24Business Analyst | DATA ANALYST INTERN @GAMAKA
AI / BUSINESS ANALYST INTERN @ALLIED ANALYTICS#| Python
| Statistics | MYSQL | Machine Learning | Power BI | Tableau | Deep
Learning | JIRA

Pune, Maharashtra, India

Summary

Hello there! I'm Sujata, a self-proclaimed data enthusiast with a love for all things analytics (yes, I mean everything)! I've always had a passion for turning raw data into actionable insights, and I recently completed my MBA in Business Analytics from Savitribai Phule Pune University.

What sets me apart is my "Data Deciphering Dynamo" approach a blend of analytical rigor, creativity, and a relentless pursuit of excellence. Whether it's analyzing market trends, developing data-driven strategies, or visualizing insights using tools like Power BI, Tableau, and Python, I'm always ready to dive deep and uncover the hidden stories within the data. I can take a complex dataset and transform it into meaningful insights that drive business growth and efficiency. Trust me, my brain is a wild ride of problem-solving and creativity. So, if you ever need help turning data into gold or just want to explore the wonders of analytics, I'm your go-to person!

I'm not just about numbers, though. I'm a firm believer in the power of collaboration and teamwork, and I love bringing fresh, innovative ideas to the table.

When I'm not busy deciphering data, I love indulging my curiosity. You'll find me exploring the latest tech trends or playing the guitar. I'm also passionate about entrepreneurship and love discussing innovative ideas and strategies.

Ok, Bye!!!!!! Let's catch up on my Feed.

Experience

Gamaka AI 301

Data Analyst

February 2024 - July 2024 (6 months)

Pune, Maharashtra, India

As a Data Analyst at Gamaka AI, I specialized in interpreting complex datasets to drive strategic decision-making. My role involved applying advanced statistical techniques to improve data accuracy and efficiency, resulting in faster, more informed business decisions. I developed and optimized data collection systems, reducing processing time by 30%, and consistently delivered insights that contributed to the company's growth and innovation.

Allied Analytics

Business Analyst

August 2023 - January 2024 (6 months)

Pune, Maharashtra, India

As a Business Analyst Intern, I gather and analyze data to support decision-making and strategy development. My responsibilities include:

- Collecting data through surveys and online research.
- Monitoring trends to keep the company informed and adaptable.
- Analyzing competitors' products and pricing strategies.
- Utilizing research tools and technologies, such as survey platforms and data analysis software.

During my internship at Allied Analytics, I enhanced my skills in data-driven decision-making and market analysis, leading to a 15% improvement in project efficiency and supporting strategy development. By monitoring market trends and analyzing competitors, I contributed to a 12% enhancement in our competitive positioning, helping the company thrive in a dynamic market.

Education

SKN Sinhgad School of Business Management

Postgraduate Degree, Master Of Business Administration in Business Analytics · (October 2022 - August 2024)

Sanjivani Group of Institutes

BBA-IB, BBA-IB · (2019 - 2022)

Contact

www.linkedin.com/in/gajanan-fasate-53b306259 (LinkedIn)

Top Skills

Employee Relations
Asset Management
Budgeting

Certifications

Account Management: Maintaining Relationships
Financial Modeling and Forecasting Financial Statements
Excel Essential Training (Microsoft 365)
Igniting Emotional Engagement
Excel Quick Tips

Gajanan Fasate

Territory Account Manager
Pune, Maharashtra, India

Summary

FSD Executive

Experience

NoBrokerHood
Territory Account Manager
April 2024 - Present (7 months)
Pune, Maharashtra, India

Trivim Technology Services
Financial Analyst
August 2023 - December 2023 (5 months)
Bavdhan

Education

Sinhgad Institute Of Management
Master of Business Administration - MBA, Accounting and Finance · (November 2022)

Deogiri College Aurangabad
B.com, Commerce and management · (June 2019 - April 2022)

Netaji Subhashchandra Bose college Pathri
11th and 12th higher education , Commerce · (June 2017 - February 2019)

Shreemati Shantabai Nakhate High school Pathri
SSC, Semi Science · (June 2016 - March 2017)

Contact

www.linkedin.com/in/govind-helaskar-84b08b190 (LinkedIn)

Top Skills

Cooking
MySQL
Python (Programming Language)

Certifications

Corporate Finance: Robust Financial Modeling
Advanced Microsoft Power BI
Power BI: Dashboards for Beginners

Govind Helaskar

MBA (Finance & Business Analytics)
Pune, Maharashtra, India

Summary

Currently Working As Sales Executive

Experience

Eagle Loan Services

1 year 3 months

Process Analyst

October 2023 - Present (1 year 1 month)

Pune, Narhe

Review and manage loan application paperwork and records, drafted contracts and agreements, and actively participate in meetings with seniors. Enhanced the loan application process, conducted credit analysis, and generated detailed reports and financial statements.

Project Intern

August 2023 - October 2023 (3 months)

Pune, Maharashtra, India

Direct Sales of Home Loan, Business Loan, Personal Loan ,Auto loan

EVERSHINE RESORTS PRIVATE LIMITED

Commi 3

July 2021 - December 2021 (6 months)

Mahabaleshwar, Maharashtra, India

Hotel Pride Inn

On The Job Trainee

January 2021 - June 2021 (6 months)

Shirdi

Ramee Group

Industrial Trainee

February 2019 - May 2019 (4 months)

Pune, Maharashtra, India

Education

SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT

Master of Business Administration - MBA, Finance and Business Analytics
· (November 2022 - November 2024)

Savitribai Phule Pune University

Master of Business Administration - MBA, Finance and Business Analytics
· (November 2022 - November 2024)

Savitribai Phule Pune University

Bsc Hospitality Studies and Catering technology , Hospitality Administration/
Management · (June 2019 - October 2022)

UEI Global Education

Bachelor of Science - BS, Hospitality · (2019 - 2022)

MGM Institute of Management.

Diploma in Hotel management, Foodservice Systems Administration/
Management · (2018 - 2019)

Date: 04 JUNE 2024

Kalpesh Patil

Pimpri, Pra cha, Erandol, Jalgaon
Maharashtra 415103

Dear Kalpesh,

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

Designation	Executive
Date of joining	24 June 2024
CTC on offer	INR 360000
Base Location	Pune Swargate

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

1. Your Annual Compensation shall be INR **360000** per annum . The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. As informed, your place of posting shall be at **Pune**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company’s offices (Current or Future), worksites or assisted or affiliated Companies located within the country.
3. You will be governed by the Company rules, as amended from time to time. You will be entitled to, leave and other benefits in accordance with such rules applicable from time to time.
4. On the day of joining, you are requested to contact Nandini working with us. She could be contacted **@9113453769**
5. A detailed “Letter of Appointment” setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

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

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

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

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

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

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

Should you have any queries please feel free to contact Nandini.

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

Sincerely yours,
For IndiaMART Intermesh Ltd.



Madhup Agarwal
National Head -
Corporate

Annexure - I

Name: Kalpesh

Designation: Executive -Client Acquisition

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21010	252120
HRA	8990	107880
CTC	30000	360000

For IndiaMART InterMesh Ltd.



Madhup Agarwal

National Head -

Corporate

Contact

www.linkedin.com/in/manasi-nakade-717310264 (LinkedIn)

Top Skills

Marketing

Digital Marketing

Marketing

Certifications

Cybersecurity Careers: Become a Security Auditor

Manasi Nakade

MBA (Human Resource Management)
Ambegaon, Maharashtra, India

Experience

Bajaj Finserv

Learning and development

July 2024 - Present (4 months)

Education

Skn school of business management

Master of Business Administration - MBA, HR · (2022)

Dr. Ambedkar College, Nagpur

Bachelor of commerce and computer applications , Computer and Information Sciences and Support Services

Skn sinhagad school of business management

Master of Business Administration - MBA, Human Resources Management/

Personnel Administration, General

Contact

www.linkedin.com/in/prajwal-dangare-38b1a82b5 (LinkedIn)

Top Skills

Operations

Rostering

Store Management

Prajwal Dangare

"Results-driven MBA graduate with expertise in digital marketing, sales lead generation, and supply chain logistics. Eager to contribute to dynamic teams and drive business growth through innovative strategies."

Pune, Maharashtra, India

Experience

FASHIONABLYIN LTD

Business Development Intern

September 2023 - Present (1 year 2 months)

Education

Skn Sinhgad school of business management Pune

Master of Business Administration - MBA, Management · (October 2022 - June 2024)

Dr. Ambedkar Institute of Management, HAL, IIInd Stage, Indiranagar, Bangalore-38

Bachelor of Business Administration - BBA, Business Administration and Management, General · (July 2019 - June 2022)

Anand Niketan Arts Commerce Science College, Varora

Science · (May 2017 - February 2019)

St Anne's High School

· (June 2008 - March 2017)

Contact

www.linkedin.com/in/saharsh-mangale-6500a2236 (LinkedIn)

Top Skills

US sales

International Sales

Inside Sales

Certifications

Artificial Intelligence for Marketing

Saharsh Mangale

MBA in Marketing || Aspiring Marketer || Ready to Drive results ||
Pune University
Pune, Maharashtra, India

Summary

To Identify and engage potential clients worldwide, leveraging strategic research and targeted outreach to initiate meaningful connections. To nurture and manage client relationships, understanding their unique technical needs, and tailoring solutions to drive successful collaboration also to analyzing industry trends, competitive landscapes, and emerging technologies to inform strategic decision-making and enhance client offerings.

Conducted market research and analysis to identify potential clients and industry trends. Implemented effective lead generation strategies such as cold emailing and networking. Developed and executed sales strategies, achieving revenue targets and closing deals. Acquired in-depth knowledge of IT products/ services, effectively communicating technical details to clients. Collaborated with cross-functional teams, ensuring successful product/service delivery. Prepared and presented compelling proposals, customizing based on client needs. Negotiated contract terms, pricing, and payment schedules with clients.

Implemented systems to track sales performance and prepared regular reports for management. Participated in industry events and conferences to stay updated on trends and expand professional connections.

Experience

Market Research Future® (MRFR)

Business Development Executive

July 2024 - September 2024 (3 months)

Pune, Maharashtra, India

Tudip Technologies

Business Development Executive

August 2023 - February 2024 (7 months)

Pune, Maharashtra, India

- To Identify and engage potential clients worldwide, leveraging strategic research and targeted outreach to initiate meaningful connections.
- To nurture and manage client relationships, understanding their unique technical needs, and tailoring solutions to drive successful collaboration also to analyzing industry trends, competitive landscapes, and emerging technologies to inform strategic decision-making and enhance client offerings.
- Conducted market research and analysis to identify potential clients and industry trends.
- Implemented effective lead generation strategies such as cold emailing and networking.
- Developed and executed sales strategies, achieving revenue targets and closing deals.
- Acquired in-depth knowledge of IT products/ services, effectively communicating technical details to clients.
- Collaborated with cross-functional teams, ensuring successful product/ service delivery.
- Prepared and presented compelling proposals, customizing based on client needs.
- Negotiated contract terms, pricing, and payment schedules with clients.
- Implemented systems to track sales performance and prepared regular reports for management.
- Participated in industry events and conferences to stay updated on trends and expand professional connections.

Education

SKN SINHGAD SCHOOL OF BUSINESS MANAGEMENT

Master's degree, Business Administration and Management,
General · (November 2022 - August 2024)

Savitribai Phule Pune University

Master of Business Administration - MBA, Marketing · (October 2022 - July 2024)

Contact

www.linkedin.com/in/saurabh-kolhe-492411253 (LinkedIn)

Top Skills

Research analyst

SRS

BRD

Saurabh Kolhe

Research analyst | SQL | Python | FRS | BRD | SRS | MBA in Business Analyst

Pune, Maharashtra, India

Experience

XDBS Worldwide

Research Analyst

September 2024 - Present (2 months)

Pune, Maharashtra, India

Coders-Trails

Software Intern

August 2023 - September 2023 (2 months)

During the mentioned timeframe, I actively contributed to a project where my responsibilities centered around collecting, processing, and analyzing data to support organizations in making well-informed decisions.

Education

Sinhgad School of Business Management

Master of Business Administration - MBA, Business analytics · (November 2022 - June 2024)

Sant Gadge Baba Amravati University, Amravati

Bachelor's of computer applications , Computer Science · (July 2019 - July 2022)

Contact

www.linkedin.com/in/tejal-gawande
(LinkedIn)

Top Skills

Sales Performance
Retail Banking
Banking

Tejal Gawande

Executive
Pune, Maharashtra, India

Summary

Hi there. If you seek an employee who treats (work) life with passion, people with respect, and new challenges with enthusiasm, I am the one you need.

I can do many different things and master new ones quickly. Good analytical and organizational skills, creativity, and kindness are just a few examples of what I can offer you.

Thanks to hard work at university, the ability to learn fast, and strong motivation, I set very high standards for myself.

Detail-oriented MBA graduate with a specialization in Finance and Business Analytics. Proficient in advanced Excel, Power BI, Tableau, and MySQL. Skilled in financial modeling, data analysis, and visualization.

Strong problem-solving abilities with a focus on leveraging data-driven insights to support strategic decision-making.

I Have Completed My Internship in SHAYOG Tax & Finance Advisory Ltd.

Education has always played an essential role in my life. Combining full time BSc from the Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Check it yourself and invite me for a job interview. I can't wait to prove in person that I am a good candidate for many jobs thanks to my skill set, proactive attitude, and character traits."

Experience

NEXSEL

Executive

June 2024 - Present (5 months)

Pune, Maharashtra, India

Education

SKN Sinhgad School of Bussiness Management

Master of Business Administration - MBA, Fin-BA · (September 2022 - June 2024)

LATE R. G. DESHMUKH COLLEGE OF AGRICULTURE TIWASA

Bachelor's degree, Agriculture · (September 2018 - July 2022)

Connect Stocks

FINANCIAL SERVICES PVT LTD

Office No 16 & 17 , "D" Wing , 5th floor, K K Market , Pune Satara Road, 411043

www.connectstocks.com | support@connectstocks.com

OFFER LETTER

August 20, 2024

Dear TULSI MANDHANE,

We are very pleased to extend an invitation for you to join **Connect Stocks Financial Services Pvt. Ltd.** as a **Relationship Manager (Department - Sales)** based in Pune, based on the terms and conditions mutually discussed and agreed upon.

You will be on probation period for 45 day's affective from the date of joining with the salary of **RS 15000/-**. Once you complete the probation with the provided criteria then you will permanent till you are following company's policies properly with your attractive incentives and the salary will be deciding on your performance which you will be delivered. Your employment is contingent upon your ability to work for Connect Stocks Financial Services Pvt Ltd.

Your employment is contingent upon your ability to work for Connect Stocks Financial Services Pvt. Ltd.

During your employment with Connect Stocks Financial Services Pvt. Ltd., you may have access to confidential company information, including but not limited to business and financial affairs, training materials and procedures, client development activities, sales procedures, operating procedures, market information, and company policies. You shall maintain the confidentiality of this information and shall not solicit employees, partners, vendors, or customers during and after the termination of your employment with Connect Stocks Financial Services Pvt. Ltd.

Although you have been engaged for a specific position, the company reserves the right to transfer you to any other branch, location, department, or establishment within the organization.

You will be governed by all the policies and procedures of the organization as applicable from time to time. The company reserves the right to change or modify your terms and conditions of service at any time. While employed with the company, you will not be permitted to work for any other firm or person, either full-time or part-time, nor be associated with any firm or person as an advisor, director, or partner without the prior written permission of the company.

Should you decide to leave the company, you must provide 30 days' notice. In the event of resignation, the full and final settlement will only include the salary for the number of days worked. Employees will not be eligible for any other payout (incentives/variable pay) post the date of resignation.

If you do not serve the required 30-days notice period, you will not receive your final salary payment. Once you complete the 30-days notice period, your final salary payment will be released in the next upcoming payroll cycle.

If you choose to leave the company during the probation period, you will not be eligible to receive any salary for the probationary period.

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

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Working Hours: 09:15 AM to 06:00 PM, Monday to Saturday.

Benefits: Casual Leave of 12 days per annum.

Offer of Employment Accepted: I have read and understood the terms and conditions set out above. In accepting employment with Connect Stocks Financial Services Pvt. Ltd., I agree to conform to all the terms and conditions set out above, as well as any other policies, procedures, and instructions that may be communicated to me from time to time.

Name :-

Date :-

Signature: -

HRD/InfosysBPM/1003040693

March 22, 2022

Mr. Vinayak Amrutam
No 255, Vidi Gharkul Hanuman Temple,
Chakote Nagar, Laxmi Mandir
Solapur-413 005
India

STRICTLY PRIVATE & CONFIDENTIAL

Dear Vinayak,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- | | |
|---------------------------|----------------------------|
| a) Role | : Process Executive |
| b) Role designation | : Process Executive |
| c) Job Level | : 2B |
| d) Date of Joining | : 24-March-2022 |
| e) Location of posting | : PUNE, MAHARASHTRA, India |
| f) Gross salary per month | : Rs 17939/- |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

a) Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

b) Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10th standard marks card*	Mandatory
2	12th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 (mandatory)
6	Diploma marks cards* and certificate(if applicable)	6 (mandatory)
7	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
8	Post graduate mark cards* and certificate (if applicable)	Mandatory
9	NSR registration number or ITPIN number or web registration number	Mandatory
10	Passport**	Optional
11	Driving License	Optional
12	Passport/Driving License/PAN Card/Voters ID	Mandatory
13	Aadhar Card***	Mandatory

*Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

**The Company reserves the right to initiate background verification (BGV) for all employees.

***Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company 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.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. 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 sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.

c) You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.

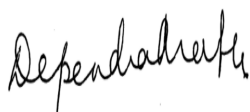
d) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.

e) Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Dependra Mathur
SVP - Head Human Resource Development - BPM
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come.
Yours sincerely,



Dependra Mathur
SVP - Head Human Resource Development - BPM

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

APPENDIX 1

COMPENSATION DETAILS	
Name	Mr. Vinayak Amrutam
Role Designation	Process Executive
Job Level	2B
Date of Joining	24-March-2022
Location of Posting	PUNE, MAHARASHTRA, India
Fixed Components	Amount in INR per month
Basic	11,550
Fixed Dearness Allowance (FDA)	1,100
Basket of Allowances (BOA)*	633
Sub Total 1	13,283
Statutory Components	
Company Contribution to Provident Fund	1,518
Gratuity	608
Bonus	2,530
Sub Total 2	4,656
Gross Salary per month - Sub Total 1+2	17,939
Total Annual CTC	215,268

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on allocation to a voice process)	Rs 2,500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

*Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

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, 1972 including but not limited to the minimum service periods set forth therein

Offered by:	Candidate:	SAP data provided by:	SAP data updated by:
22-03-2022	Date: _____, 20_____	Date: _____, 20_____	Date: _____, 20_____
_____ Sign your name ShakSultana	_____ Sign your name Vinayak Amrutam	_____ Sign your name	_____ Sign your name
_____ Print your name 207088 HRD	_____ Print your name	_____ Print your name	_____ Print your name
_____ Emp No. Dept. Name		_____ Emp No. Dept. Name	_____ Emp No. Dept. Name

APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13th /14th month from joining	Up to Rs. 133/day*
Transport* (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250* - Rs. 1085*

*The amounts mentioned above are indicative and may vary based on location of posting.

**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM - 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM - 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:



Confirmation Mail!!!!

Inbox



ROHAN BHOLE 25 Sep



to me, Gajanan ▾



Dear Shivam,
Greetings from FoodCognics!!!!!!!
Congratulations! This email is to formally offer you the job of ' Business Development Executive (BDE)' Pune Manjari, at FoodCognics India Private Limited.
We believe that your skills and expertise will help our company to reach great heights.
Your salary will be Rs.18000/- Per Month +Mobile Recharge + Travelling Expenses outside pune
after reviewing your performance we will issue a formal appointment letter after five working days of Joining. (Joining Date 01.10.2024- Tuesday)

Feel free to get back to us for any further details.

...



me 25 Sep

to ROHAN, Gajanan³³¹ ▾

MSC SERVICE CENTER INDIA PRIVATE LIMITED



Regd. Office :- Kosmo One, Tower B, 6th Floor, No. 14, 3rd Main Road, Ambattur Industrial Estate,
Ambattur, Chennai - 600 058. India. Tel : +91 44 71013450, Website : www.msc.com CIN : U74900TN2015FTC101541

03/11/2023

To,

Ms. Sakshi Dinkar Nalawade
Pune

Dear Ms. Sakshi Dinkar Nalawade,

We are pleased to offer you an Appointment Offer with our Company as **Assistant Executive** at our **Pune** office in **IC-OA1** on the terms and conditions as discussed with you.

Our formal Appointment letter will be issued to you on your joining the Company.

We expect you to join us on **09-11-2023**.

Your employment offer is subject to **Medical examination** and issuance of satisfactory report by the Company's Doctor.

We look forward for a long and fruitful association with you.

Kindly sign and share the duplicate copy of this letter in token of your acceptance of the offer.

Thanking you,

For **MSC SERVICE CENTER INDIA PRIVATE LIMITED**

A handwritten signature in blue ink, appearing to be 'B. Suresh Kumar', with a long horizontal line extending to the right.

B. SURESH KUMAR
MANAGING DIRECTOR

Accepted and Signed by Sakshi Dinkar Nalawade: _____

Dated: _____



RE: Pre Offer - Nevam HR Consultants Pvt Ltd

1 message

Nevam HR Consultants Pvt. Ltd <info@nevamhr.com>
To: alisha.beg.101@gmail.com
Cc: enquiry@nevamhr.com

Thu, 11 Jul, 2024 at 9:52 am

Dear Alisha Beg,

We are pleased to extend you an offer to you for **Management Trainee- Recruitment** position within our **HR Department**. This position is located in our **Warje Branch, Pune, Maharashtra**.

This position is scheduled to begin on **15th July '24**. Initial **1 Month**, you will be working as **Management Trainee- Recruitment** wherein you will be given Induction, Training on HR Functions & Practical Working Exposure and will be paid **Fixed Rs 5000/-pm**. Post completion of this 1 Month and basis your Performance you will be hired as **Executive – HR (Recruitment)** with our organization at **15k per month (Fix + variable)** In this role, you will report to **HR Manager** who will guide you & provide required training.

The terms and conditions are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your KRA's will be determined by the supervisor assigned to you for the duration.
2. Your timings will be from 9.30am to 6:30pm, Monday to Saturday. (4th Saturday off)
3. Please be sure to send Soft Copy of the documents latest by **15th July'24** after giving acceptance on Offer.

- § Resume
- § PAN & Aadhar Copy
- § Educational Proofs (High School, Intermediate, Graduation & PG)
- § Passport Size Photograph
- § Bank Proof (For Crediting Salary)

Please confirm your acceptance of the terms of this offer by 15th July'24 failing which we have the right to cancel the Offer. Please accept the same via replying back " I hereby accept the Offer and will join by 15th July'24".

We look forward to having you in our team!

If you have any questions, please feel free to reach out to us.

Thanks & Regards

Team HR

www.nevamhr.com

Nevam HR Consultants Pvt Ltd

7709897364 | info@nevamhr.com

Warje, Pune, Maharashtra

YouTube: <https://youtube.com/@NevamHRConsultantsPvtLtd>

Instagram: <https://instagram.com/nevamhrconsultants?igshid=MzRIODBiNWFIZA==>

Linkedin: <https://www.linkedin.com/in/shivam-tiwari-09b98b279>

FaceBook: <https://www.facebook.com/profile.php?id=61550666254232&mibextid=ZbWKwL>

From: Nevam HR Consultants Pvt. Ltd [mailto:info@nevamhr.com]

Sent: 09 July 2024 18:45

To: 'alisha.beg.101@gmail.com'

Cc: 'enquiry@nevamhr.com'

Subject: Pre Offer - Nevam HR Consultants Pvt Ltd

Dear Alisha Beg,

We are pleased to extend you an offer to you for **Management Trainee- Recruitment** position within our **HR Department**. This position is located in our **Warje Branch, Pune, Maharashtra**.

This position is scheduled to begin on **10th July '24**. Initial **1 Month**, you will be working as **Management Trainee- Recruitment** wherein you will be given Induction, Training on HR Functions & Practical Working Exposure and will be paid **Fixed Rs 5000/-pm**. Post completion of this 1 Month and basis your Performance you will be hired as **Executive – HR (Recruitment)** with our organization at **15k per month (Fix + variable)** In this role, you will report to **HR Manager** who will guide you & provide required training.

The terms and conditions are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your KRA's will be determined by the supervisor assigned to you for the duration.

2. Your timings will be from 9.30am to 6:30pm, Monday to Saturday. (4th Saturday off)

3. Please be sure to send Soft Copy of the documents latest by **10th July'24** after giving acceptance on Offer.

§ Resume

§ PAN & Aadhar Copy

§ Educational Proofs (High School, Intermediate, Graduation & PG)

§ Passport Size Photograph

§ Bank Proof (For Crediting Stipend)

Please confirm your acceptance of the terms of this offer by 10th July'24 failing which we have the right to cancel the Offer. Please accept the same via replying back " I hereby accept the Offer and will join by 10th July'24".

We look forward to having you in our team!

If you have any questions, please feel free to reach out to us.



**NEVAM HR
CONSULTANTS PVT. LTD.**

Thanks & Regards

Team HR

www.nevamhr.com

Nevam HR Consultants Pvt Ltd

7709897364 | info@nevamhr.com

Warje, Pune, Maharashtra

YouTube: <https://youtube.com/@NevamHRConsultantsPvtLtd>

Instagram: <https://instagram.com/nevamhrconsultants?igshid=MzRlODBiNWFiZA==>

Linkedin: <https://www.linkedin.com/in/shivam-tiwari-09b98b279>

FaceBook: <https://www.facebook.com/profile.php?id=61550666254232&mibextid=ZbWKwL>

UPS Logistics Pvt. Ltd.
Level 1, Tower 7,
Magarpatta SEZ, Hadapsar, Pune - 411013
91-20 - 67275627 Tel
91-20 - 67277777 Fax



7th September 2022

SWARAJ RAJESH RAUT,

Pune

Dear Swaraj,

LETTER OF APPOINTMENT: ASSISTANT- BILLING - SUSPENSE

We are pleased to offer you employment in **UPS Logistics Pvt. Ltd.** as **ASSISTANT** at Pune with effect from 07-September-2022.

Your salary structure is as per the annexure enclosed.

We enclose herewith the terms and conditions governing your employment in our organization and would request you to sign the duplicate copy of this letter and the Preamble in the Employee Handbook in acceptance of the same.

It should be noted, that your responsibilities may require working irregular hours, weekends and/or public holidays if you are on shift duties. The Company reserves the right to change the working hours as and when business requirements change.

As stated herein above, the nature of business the Company carries out requires that every employee herein is required to work in night shifts of such manner and for such duration as may be constituted by the company, having regard to the nature of work and the applicable statutory provisions. You will therefore be required to work in such shifts upon your turn thereof. It is therefore expressly made clear that your applicable timings of work would be as decided and notified to you by the company, and by accepting this appointment letter you would be deemed to have given your consent to work in shifts.

You will be on probation for a period of 6 months, and during this period of probation, this employment can be terminated on either side by giving two-week' notice in writing, or salary-in-lieu. After confirmation, this employment can be terminated on either side by giving two months notice in writing, save and except that the company has the option of paying one month's salary in-lieu of notice.

You will be required to produce all certificates and testimonials regarding your birth, educational qualifications and experience enumerated by you in your application. You must also produce a clear relieving order from your existing employer before joining duty in our company.

UPS Logistics Pvt. Ltd.
 Level 1, Tower 7,
 Magarpatta SEZ, Hadapsar, Pune - 411013
 91-20 - 67275627 Tel
 91-20 - 67277777 Fax



Please submit the following documents on the day of joining:

- Aadhar card (Mandatory document – no exceptions)
- PAN card (Mandatory document – no exceptions)
- Passport size photographs (6 each)
- Relieving Certificate from previous employer
- Form 16 / Salary Certificate
- Experience Certificate(s)
- Testimonials (proof of Education qualifications)
- Ration Card/Proof of residence

The company provides pick-up and drop off services to employees living within a radius of 20KM from Magarpatta where the company is located. Based on the address provided in your application you fulfill this criterion. During your employment, if you chose to move out of this 20KM radius, UPS may not be able to provide suitable transportation and/or your travel time may significantly increase.

Your leave entitlement will be as follows, in respect of each completed year of continuous service with the Company and pro-rate for any part of one year of such service, when applicable:

- **Annual Leave – 21 days**, only upon completion of 1 year of continuous service
- **Casual Leave – 8 days**, upon your confirmation
- **Sick Leave – 10 days**

*****Note: You shall not be entitled to any unpaid leave during your probation period and leaves availed during the probation period will deter your confirmation timeline.***

Confidentiality

Due to the nature of your work you may/will handle confidential information of the company. It is a condition of employment that you will observe, maintain secrecy and confidentiality of the information relating to company processes, operations, procedures and transactions. You will not either during your employment with the company or subsequently except as required in the ordinary course of your duties with the company, utilize or divulge for your own benefit or for any other person or organization such information which you may have acquired as a result of your employment with the company. You will employ yourself efficiently and diligently to the best of your ability and will devote your whole time to the duties of the company and will not engage yourself directly or indirectly in any trade, business, vocation or occupation or in advisory capacity.

UPS Logistics Pvt. Ltd.
Level 1, Tower 7,
Magarpatta SEZ, Hadapsar, Pune - 411013
91-20 - 67275627 Tel
91-20 - 67277777 Fax



Intellectual Property

You agree that you will not use or disclose any confidential information or trade secrets of any former employer or other person to whom you have a confidentiality obligation. Your signature below confirms you have carefully reviewed your files (including emails, computer files and hard copies, whether personal or business) and deleted, and not retained copies of, any files prepared, generated or used during any prior employment that could contain confidential information or trade secrets of your current or any former employers. You agree not to bring on to Company premises any unpublished documents or property belonging to any former employer or other person to whom you owe a confidentiality obligation.

UPS respects the intellectual property and contractual rights of third parties, including your current or former employers and others with whom you have done business. You represent and warrant that you have disclosed to us any post-employment or other applicable restrictive covenants (including non-competes, customer non-solicitation agreements, employee non-solicitation agreements and non-disclosure agreements) applicable to you, and that you are and will remain in compliance with any such restrictions and agreements. You also represent and warrant that you have not retained or will not retain any confidential or proprietary information or other property of your current or former employer following your end date with that employer, and that you will not use, disclose or bring onto UPS electronic systems or physical property any confidential or proprietary information or other property of a former employer or other third party

Please sign the copy of this letter and return to us so as to reach us within three (3) working days from the date of receipt. Our offer should be treated as void if you fail to join us on the below confirmed date of joining.

The company will be conducting reference, employment and criminal record verification through a third party vendor and that the company reserves the right to terminate the employment if any information submitted by the employee is found to be incorrect and/or if criminal record is found.

Please be advised the above offer is subject to you clearing your pre-employment medical check. The company reserves the right to alter the above terms and conditions at its discretion.

UPS Logistics Pvt. Ltd.
Level 1, Tower 7,
Magarpatta SEZ, Hadapsar, Pune - 411013
91-20 - 67275627 Tel
91-20 - 67277777 Fax



I would like to take this opportunity to welcome you to our organization and wish you an enriching career with UPS.

Yours sincerely,

For, **UPS Logistics Pvt. Ltd.**

DocuSigned by:
Shubham Jaggi
4CC801B5DD924D6...

Shubham Jaggi
Specialist - Human Resources

I have read the foregoing, acknowledged and confirmed its content and accept employment on the terms & conditions mentioned in the Annexure and the Employee Handbook.

I will join duty on _____.

Signature

Date

UPS Logistics Pvt. Ltd.
Level 1, Tower 7,
Magarpatta SEZ, Hadapsar, Pune - 411013
91-20 - 67275627 Tel
91-20 - 67277777 Fax



ESTIMATED ANNUAL TOTAL REMUNERATION COMPARISON SUMMARY

Strictly Private & Confidential

Name : SWARAJ RAJESH RAUT
Position : ASSISTANT
Category: NON-MANAGEMENT
Department : BILLING - SUSPENSE
Location : PUNE
Currency : INR

Description	Remarks	New	
		Monthly	Annual
<u>Cash Payments</u>			
Basic Salary	-	17,879	214,548
House Rent Allowance	25% of Basic Salary	4,470	53,637
Conveyance Allowance	Fixed	1,600	19,200
Medical Reimbursement	Fixed	1,250	15,000
Leave Travel Allowance	One month Basic Salary per annum	1,490	17,879
Sub - Total A		26,689	320,264
<u>Variable Payments</u>			
Variable Bonus (Target)	One month Basic Salary per annum		17,879
Sub - Total B			17,879
<u>Annual Payments</u>			
Bonus (Fixed/ Statutory)	One month Basic Salary per annum		17,879
Sub - Total C			17,879
Annual Guaranteed Cash (AGC)			338,143
Annual Variable Cash (AVC)			17,879
Annual Target Total Cash (ATTC)			356,022
<u>Benefits</u>			
Provident Fund	Employer's Contribution - 12% of Basic Salary	2,145	25,740
Gratuity Benefit	As per the payment of Gratuity Act	860	10,320
Group Hospitalization Insurance	Premium paid for self, spouse & children (Average premium as per the current Group Hospitalization Policy)		
Group Personal Accident Insurance	Premium paid for self only (Average premium as per the current Group Personal Accident Policy)		
Sub - Total D		3,005	36,060
Total Cost to Company		29,694	392,082

Remarks

Night Shift Allowance to be paid @ INR 250 or @ Rs 350 per night on actual number of days worked.

Fixed Bonus is as per policy in force. Payout in October payroll and should be an active employee on the payout date.

Variable bonus is target and subject to company and individual performance; and as per policy in force. Payout in April and August and should be an active employee on payout date

For Group Hospitalization benefit, any change in family status should be communicated in writing to HR with proof of document for addition PF and Gratuity as per the applicable laws.

All Payouts are subject to Income tax laws as applicable and in force

This summary is strictly for comparison only. Effective date for all items are subject to the Company's cut-off date and as per policy in force. The Company reserves the right to review, revise and/or remove the above compensation and/or benefits as and when it deems necessary. Please contact your immediate Supervisor/Manager or the HR Manager for any further clarifications

Ms. Payal Dudhe
Sanket Residency,
Patil nagar baydhan
Pune-411021

This has reference to your interview for the position of "**Business Development Executive**" with our Company and the subsequent discussions we had in respect thereof with you.

In this regard, we are pleased to offer you an opportunity to work in our Company for the position as mentioned above, inter alia subject to following terms and conditions.

1. You will be inducted as a "**Business Development Executive**" in the Company.
2. Your Date of Joining the Company is **24-Sep-24**, and unless otherwise agreed by the Company, you shall join the Company on or before the said date.
3. You would be on probation for an initial period of **6(Six) months** from the date of your joining the Company, which is subject to further extension by the Company.
4. Your annual CTC remuneration would be **Rs.4,80,000/-(Rs.Four Lakhs Eighty Thousand Only)** per annum. The break-up of your remuneration would be as provided in your appointment letter, which would be issued to you at the time of your joining the Company, and subject to compliance of all eligibility, terms and conditions by you.
5. Forthwith upon joining, you shall sign and execute, inter alia, an agreement to the effect that you will not resign or cause termination of your employment with the Company, within a period of 2 (Two) Year from the date of your joining, as per the draft, format provided by the Company.
6. You also need to sign and execute a Non-Discloser Agreement, Non-Compete Agreement, Non-Solicitation Agreement and other agreements, as per the draft, format provided by the Company at the time of your joining the Company.
7. Without prejudice to the above provisions, and subject to terms of your appointment letter and the Company's policies as prevailing from time to time, you may resign from the employment of the Company by giving an advance written notice of 1 (One) Month to the Company during your probation period and by giving an advance written notice of 3 (Three) Months to the Company after completion of your probation period. Provided however, without prejudice to its other rights, remedies, etc., the Company can terminate your employment at any time without any cause, obligations, liabilities, etc. of whatsoever nature and in whatsoever manner, by giving an advance notice of 7 (Seven) Days to you during your probation period and by giving an advance notice of 30 (Thirty) Days to you, after completion of your probation period.

Kindly note that, this is just an offer for the employment opportunity in the Company, and your appointment in the Company is subject to your accepting, signing and executing Your Appointment Letter (containing the detailed terms and conditions of your appointment in the Company) as signed and issued by the Company to you, which is subject to your fulfilling the eligibility and other terms of employment in the Company and further subject to your accepting, signing and executing the above agreements.

You are advised to send your confirmation by return email and courier on or before **16-Sep-24**, clearly indicating your acceptance to the above terms and conditions and your date of joining the Company.

On or before the date of your joining the Company, you are also advised to submit the Self Certified True Copies of the following documents to the Company for its perusal and verification.

- Final Year Mark sheet/Certificates of Diploma /Degrees
- All Mark sheets from SSC.
- Any other certifications, if mentioned in the copy of your resume
- Five copies of your recent photographs
- Relieving Letter, Resignation letter & Experience letter (all companies)
- Your last 3 month's salary slips along with the Salary certificate.
- Your true Passport & Pan copy
- Your contact addresses proof in Mumbai and your permanent address
- Identity proofs
- Bank Statement

You shall also duly, timely and in original (for verification) provide all the above and other documents as required by the Company from time to time, to the sole, absolute and complete satisfaction of the Company. If you fails to provide any document or if any document/s provided by you is, at any time, found to be forged, fraudulent, fake or not to the sole, absolute and complete satisfaction of the Company, then the Company reserves its right to forthwith, withdraw this offer or terminate your employment, as the case may be, without any notice, relieving letter and liability of whatsoever nature, to you.

Please note that the above offer of employment in the Company is subject to the positive outcome and successful completion of, your background check and verification of your past records, credentials from your previous employers, organizations, entities, etc. to the sole, absolute and complete satisfaction of the Company. It shall be your sole and absolute duty, responsibility and obligation to ensure, at your own cost and expense, that the said background check and verification is duly and timely completed by your past employers, organizations, entities, etc., within the time allowed by the Company, failing which the Company reserves its right to forthwith, withdraw this offer or terminate your employment, as the case may be, without any notice, relieving letter and liability of whatsoever nature, to you.



We look forward to having you at OctaShop and taking the organization to greater heights.

With best wishes,

Yours sincerely,

For OctaShop eRetail Services Private Limited.

Mr. Vishal Tanna
C.F.O



I have read the terms of the above Offer Letter, and hereby accept my appointment and all the terms & conditions mentioned therein, and I will report to your office on the joining date mentioned therein.

Ms. Payal Dudhe
16-Sep-24

OctaShop eRetail Services Private Limited
(Company Earlier know as ANMSOFT ONLINE PVT. LTD.)

CIN No.: U72200MH2007PTC166768, GSTN: 27AAGCA0779D1ZS
4th Floor, Building No. 5, Sector - 2, Millennium Business Park, Mahape, Navi Mumbai – 400 710, INDIA.
Tel: +91 22 6680 8500, Web: www.octashop.com, Email: info@octashop.com

Allstate_Terms of Employment

- Manasi Patil

Inbox



HRSS Onboard... 5 days ago

to me, Jorkar, Singh ▾



Dear **Manasi Patil**,

Congratulations!

A Hearty welcome to Allstate. It is our pleasure to Welcome you aboard.

Please find the attached Terms of Employment.

We also look forward to your email reply confirming your acknowledgment.

Wishing you all the best!

Best Regards,
Allstate - Onboarding Team

20-August-2024

To,
Mr. Rushikesh Jadhav,
PUNE
MAHARASHTRA
Contact details : 9588603196

Congratulations!!

Dear **Mr. Rushikesh Jadhav,**

With reference to your application and the interview which you had with us , we are pleased to offer you in the Department of **Project** as a “**Key Account Manager**” at **Smarttech Secure Solution Pvt Ltd.**

We are offering you a gross salary as below, which will be subject to deductions for taxes and other withholdings as required by law or the policies of the company. Please refer below for your salary structure.

Component	Per Annum (INR)	Per Month (INR)
Basic	172,800.00	14,400.00
HouseRentAllowance	86,400.00	7,200.00
Special Allowance	119,396.00	9,949.67
Bonus	12,724.00	1,060.33
Washing allowance	5,400.00	450.00
Gross	384,000.00	32,000.00
Employer PF	21,600.00	1,800.00
Total CTC	418,320.00	34,860.00

At the time of joining please bring along with the original (for verification) and Photocopies of the following documents.

- Date of the Birth proof certificate (Copy of passport/birth certificate / S.S.C)(Two Copies)
- Photocopies of Academic Certificates (all from 10th to Highest)
- Relieving letter from a previous employer (Photocopy)
- Proof of compensation last drawn (three months)
- Five passport size photographs (Recent)

You are required to join on or before **01-September-2024** and report to the undersigned at 09.00 am at our Office.



SMARTTECH
SECURE SOLUTION PVT. LTD.

Head Office : Office No 217, Platinum Square,
Sr No 30/3A, Near Hyatt Hotel, Viman nagar,
Pune 411014. Maha., India.

Office No . : 020-41200495, 7249684115
Email : support@smarttechsecure.com

If you agree with the above employment offer details Kindly sign a copy of this letter as a token of your acceptance of this offer, This employment offer is in effect for further 3 days from issue.

Looking forward to a long and mutually beneficial career with us.

For Smarttech Secure Solution Pvt Ltd.

Director



Private and Confidential – Offer of Engagement

April 05, 2024

Piyush Suresh Gaikwad

Dear Piyush:

On behalf of State-Street Services Private Limited (the **"Company"**), a subsidiary/related corporation of State Street Corporation (**"State Street"**), we are excited to provide you with this internship offer of engagement (the "Offer of Engagement") and we are delighted that you are considering joining our company! We look forward to having you on board.

Our core mission is to help create better outcomes for the world's investors and the people they serve through leadership, innovation, and decisive action. Hiring talent like you is one critical step towards fulfilling our mission.

Your engagement will be on the terms set out in this Offer of Engagement and the associated Terms and Conditions document, together known as **"the Agreement"**.

Position Details

Your expected start date is April 29, 2024 and your end date is April 28, 2025. You will be engaged as an Intern.

Your normal place of work is at Syntel Services Pvt Ltd, Bldg. S1, Plot B1/B2 in Talawade Pune and, from time to time, the home address you have on file. Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. You may be required to travel to and work at such other locations as the Company may require from time to time. The Company reserves the right to change your principal place of work.

Unless otherwise terminated earlier in accordance with the terms and conditions, your employment with the Company will terminate without further notice or compensation on your above-mentioned end date.

Base Compensation

You will be paid a base salary at the annual gross rate of ₹300,000.00.

You will not be eligible for overtime.



Acceptance and Acknowledgment

By signing and dating below, I represent and agree that I have read, understand and agree to the terms and conditions of the Offer of Engagement as set forth above and the associated Terms and Conditions Document.

The acceptance must be received no later than 3 business days from the date reflected above or the offer will expire and be of no further force or effect.

I am delighted to extend this Offer of Engagement to you on behalf of State Street and hope that you will choose to join our team.

A handwritten signature in blue ink, appearing to be "Narasimhan SL", written over a light blue rectangular background.

For and on behalf of the Company
Narasimhan SL, Global Head of Talent Acquisition

April 05, 2024

Accepted and Agreed

Name: Piyush Suresh Gaikwad

Signed: A handwritten signature in black ink, appearing to be "Piyush Suresh Gaikwad", written over a dotted line.

Date: April 05, 2024

Date: 27-03-2024

Priyanka Janardhan Kunchalwar

Sai Complex Sinhgad Institute Rd Ambegaon Bk Pune Maharashtra 411041 India, PUNE-411041, Maharashtra, INDIA

LETTER OF EMPLOYMENT

Dear **Priyanka Janardhan Kunchalwar**,

Thank you for exploring career opportunities with us. You have successfully completed our selection process. We are pleased to appoint you as **Executive - Recruitment** with effect from **28/03/2024** with **Quess Staffing Solutions**.

This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.

This appointment is subject to the terms and conditions outlined below. The comprehensive terms of employment and policies are detailed and are available on our Internet/Employee Portal.

1. DUTIES AND RESPONSIBILITIES

- 1.1. You will be responsible for efficient, satisfactory and economical discharge of duties that will be assigned to you from time to time.
- 1.2. Your place of work will be at **May Fair Tower - Pune**, however, your services are liable to be transferred to any of our other divisions/locations within India or abroad based on job requirements.
- 1.3. You shall be employed as a full-time employee and cannot undertake any other direct/indirect business or work, honorary or remuneratory work of a public office on payment or otherwise except with the prior written permission of the Management in each case.
- 1.4. You shall devote your entire time to the faithful and diligent performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

2. PROBATION PERIOD

- 2.1. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance.
- 2.2. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 30 days of completion of the probation period.
- 2.3. During the probationary period and any extension thereof, your services may be terminated from either side upon following of the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof.
- 2.4. Upon confirmation of your employment, the services can be terminated from either side by following the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

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continue your employment with the Company. You are advised to regularly check the Company's Intranet/Employee Portal for any amendments to it.

3. APPLICABILITY OF SPECIFIC LABOUR LAW PROVISIONS

The employee will be classified as worker or non-worker having regard to the designation of the employee by virtue of nature of duties and responsibilities assigned, employee's engagement in managerial, administrative and/or supervisory capacity, and drawing wages beyond the prescribed limit and such other criteria as may be prescribed and notified by the competent authorities from time to time.

4. HOURS OF WORK

- 4.1 The employee is expected to work 8 hours per day (48 hours per week) in 6 days working week and 9 hours per day in 5 days working week with one hour of break for lunch. The Employee understands that there will be times when the working hours of the Employee may need to be flexible, within the allowed spread-over limit as applicable from time to time. In such case, no additional compensation will be paid to the Employee by the Company.
- 4.2 Notwithstanding the Employee's normal duties, subject to the exigencies of work that may require the Employee to travel and work from elsewhere in India or outside India on behalf of the Company and to work in flexible working hours required by the nature of work for the business of the Company. The Employee agrees to accept such reasonable travel and flexible hours of work without any additional remuneration / compensation.
- 4.3 You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted. The hours of work of the company can be changed from time to time in compliance of applicable labour laws and having regard to the business exigencies and work requirements.

5. REMUNERATION

- 5.1 Your remuneration with effect from the date of your joining is Rs **2,27,592** /- per annum (Total Fixed Compensation/CTC). The remuneration components shall be as per the prescribed limits. The company will provide you the applicable allowances and statutory benefits under the applicable laws within the prescribed limit of the total remuneration (except statutorily excluded components). The details of the same are set out in Annexure-I.
- 5.2 The Employee's remuneration may be reviewed annually by the Company, provided however that the remuneration may be modified from time to time by the Company at its sole discretion.
- 5.3 In addition to the fixed salary mentioned above, the Employee may be entitled to variable pay/commission ("Incentive Pay") subject to the organization, business and/or individual performance or any incentive program/policies that may be in place and Employee achieving sales /KPI targets, Key Performance Indicators ("KPI") outlined by the Company from time to time. Incentive Pay is contingent on pre-agreed performance criteria as agreed with the Employee's Reporting Manager in line with the Company's business plan at the beginning of each variable pay period. The frequency of this Variable Pay may be Annual (end of each financial year), Bi-Annual, Quarterly or monthly according to business requirements/mutual-agreed terms and conditions subject to the condition that Employee should be on the rolls of the organization on the date of the payout to receive the same and subject to the achievement of such specified targets.
- 5.4 The payment of any such variable pay, commission, and/or incentive (whether in cash or in another form) shall be subject to achieving the targets and/or specified performance criteria and/or the company's performance which shall be at the absolute discretion of the Company, and the Employee shall not have any right whatsoever to have any claim thereof, either in law

or equity, even if such payment was made repeatedly in the past and without any explicit reservation as to its voluntary and discretionary nature. The Company reserves the right to withhold any incentive pay or withdraw any such payment at any time at its sole discretion without giving any reason thereof.

- 5.5 Income Tax provisions, Profession Tax, and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.
- 5.6 You will not be entitled to any other remuneration/benefits/amenities other than what is explicitly stated to you in your Appointment Letter. Further, if at a future date, the Company introduces any new remuneration/facilities, makes modifications, or restructures the emolument structure in compliance with the applicable labour laws, the present remuneration structure will also be suitably modified/amended. The reasonable and necessary professional expenses for travel and lodging incurred by the Employee in furtherance of the Company's business shall be reimbursed to the Employee in accordance with the standard policies of the Company, as amended from time to time, upon presentation by the Employee of documentary evidence acceptable to the Company. In the event you are eligible flexible flexi benefit plan, you can have the option to avail the benefit of the said flexi benefit plan.

6. ANNUAL LEAVE

- 6.1 The Employee is entitled to Annual Leave in accordance with Company policy and as per applicable laws, in a calendar year with wages.
- 6.2 Apart from the Annual Leave the employee is also entitled to other leaves including sickness, maternity, and other Statutory holidays as statutorily required under applicable central /state law which will be updated in the current Employee Portal of the Company.

7. STATUTORY BENEFITS AND OTHER ENTITLEMENTS

The employee will be entitled to the statutory benefits of Provident Fund, ESI, medical insurance, and gratuity on the basis of eligibility criteria. The company will deduct the employee's contribution thereof as applicable.

8. TERMINATION

- 8.1 During the probationary period and any extension thereof, your services may be terminated on either side by following the notice period specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard without any payment of compensation for termination.
- 8.2 If you wish to terminate your employment, you are required to give prior written notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or payment of basic salary in lieu of such specified notice period. Conversely, the Company may, at its sole and absolute discretion, waive off the specified notice period or reduce it if circumstances so warrant.
- 8.3 In case of the Company desires to terminate the employment, it may, at its sole and absolute discretion do so by giving notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or basic salary in lieu of such specified notice period. Completion of serving the above-mentioned notice period does not mean automatic relief from employment. Release from the services of the Company will be done in writing only after the Company is satisfied regarding the proper handover of all documents and company assets, if any.
- 8.4 The Company may terminate your employment immediately upon summary notice, without

notice or compensation if it is found that you have prima facie:

- i. Willfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or
- ii. Conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or
- iii. Committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with respect to the Company or any of its customers; or any kind of offenses at his/her personal capacity shall be ground of termination at the sole discretion of the Company.
- iv. Breached a fiduciary duty, were grossly negligent, or have committed willful misconduct with respect to the Company in connection with the performance of your duties; or
- v. Breached any terms and conditions of this letter or the Intranet/Employee Portal.
- vi. Committed any act or omission which would entitle the Company to terminate your employment forthwith under applicable law; or
- vii. Been found guilty of any other act of misconduct.
- viii. Your employment with the Company shall be terminated automatically if you are absent from work without the Company's written consent for a continuous period of five working days or if you exceed the number of leaves granted to you in a year without obtaining the Company's prior written consent unless your absence is due to circumstances beyond your control: Provided that the Company has the right to investigate your absence and apply fair procedures to determine if the termination is to be made effective even if such absence is due to circumstances beyond your control.

8.5 All property of, or relating to, the Company as shall have been in your possession, including Company records and all documents containing Confidential Information or Proprietary Information of the Company and any letter of authority or power of attorney issued to you, shall be surrendered by you to someone duly authorized by the Company upon the termination of your employment.

9. BACKGROUND VERIFICATION - PAST RECORD

9.1 The Employee agrees that during the period of his/her employment under this Agreement, the Company reserves the right to verify and investigate to its satisfaction Employee's background and other details including, but not limited to, academic and professional qualifications, eligibility criteria, work experience, based on the written documents, certificates and other details submitted by the Employee at the time of executing this Agreement and at all times during his/her employment under this Agreement. This appointment and its continuation are based on the information supplied by you in your application of employment and the Employment Contract will be null and void if a material breach (in the Company's opinion) is discovered at any time

9.2 If any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.

10. RULES & REGULATIONS

10.1 The Company has established a variety of policies and standards which form part of the Employee Handbook that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards including but not limited to Code of conduct, whistle Blower, Prevention of Sexual Harassment Policy, and any future policies and standards that are reasonably introduced

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by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that these policies do not form a part of this Agreement. You shall abide by the Rules and Regulations of the Company as communicated by us to you from time to time.

- 10.2 You will automatically retire from the services of the Company on the last working day of the month after completion of Fifty-eight (58) years of age on the basis of the Date of Birth furnished to the Company at the time of joining.
- 10.3 This appointment and its continuance is subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) shall be final in this regard.
- 10.4 In all other matters, including those not specifically covered in this letter you will be governed by the Employee Handbook in force and as may be modified from time to time.
- 10.5 You will not enter into any commitment of dealing on behalf of the management of the Company for which you have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the Company or exceed the authority or discretion vested in you without the prior written sanction of the Company or those in authority over you.
- 10.6 On termination of your employment, you will return to the Company all papers, documents, assets and other property which belong to the Company which may at that time be in your possession, relating to the business or affairs of the Company and will not retain any copies or extract there from.
- 10.7 You will keep us informed in writing of any change in your residential address and such other matters.

11. NON DISCLOSURE OF INFORMATION

- 11.1 During the continuance of your service with the Company or any extension thereof and even after the cessation of your employment with the Company by any reason whatsoever:
 - i. You shall protect and will not disclose all confidential information that may come in your possession or knowledge by virtue of your employment with the Company and shall use such information only as may be required in the normal course of your employment; and
 - ii. You shall not, except in the proper course of your employment, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for your own purpose or for any other purpose whatsoever.
 - iii. The term Confidential Information, as used in this Paragraph, shall mean any information or trade secrets, Patents, Intellectual Properties, Trade Marks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the you by virtue of your employment with the Company, marketing information or otherwise, including any software, which is confidential or proprietary to the Company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or Company's having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the Company.
- 11.2 Upon the cessation of your employment with the Company, or at any time upon the request of the Company, you shall return and surrender to the Company any Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into your possession during the course of your employment with the

Company and shall not retain any copy thereof in any form whatsoever.

12. INTELLECTUAL PROPERTY

- 12.1 All intellectual property rights in any work or material developed by you during the course of your employment with the Company (Proprietary Information) shall be owned by the company and you shall not claim any rights over such Proprietary Information. You shall promptly and fully disclose and handover to the Company all Proprietary Information and related materials. You acknowledge that the Proprietary Information and all related materials shall forever remain as the exclusive property of the Company.
- 12.2 You shall, if required by the Company, at any time during your employment or cessation thereof, assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiaries or affiliates, all intellectual property rights in the Proprietary Information and shall execute all such deeds and documents, as the Company may require, to effectually vest in the Company or its subsidiaries/affiliates as the Company may require, any and all intellectual property rights and benefits in such Proprietary Information.
- 12.3 Subject to applicable law, in addition to the foregoing assignment of all intellectual property rights in the Proprietary Information to the Company, you hereby irrevocably transfer and grant to the Company:
- i. all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights in any Proprietary Information; and
 - ii. any and all rights "Moral Rights" (as defined below) that you may have in or with respect to any Proprietary Information. You also hereby forever waive and agree never to assert any and all Moral Rights you may have in or with respect to any Proprietary Information, even after termination of your work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of any Proprietary Information, to object to or prevent the modification or alteration of any Proprietary Information, or to withdraw from circulation or control the publication or distribution of any Proprietary Information, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

13. CONFLICT OF INTEREST

You shall not enter into any activities during the course of your employment which, in the opinion of the Company, constitutes a conflict of interest with your employment with the Company, unless prior permission to engage in such activity or activities has been granted in writing by the management of the Company.

14. NON-COMPETE

- 14.1 You agree that so long as you are in the employment of the Company and for a period of six months thereafter, you shall not, directly or indirectly, own, manage, operate, control, enable (whether by license, sublicense, assignment or otherwise) engage or participate in or be connected or interested, whether as principal, agent, investor, director, shareholder, proprietor, partner, consultant or otherwise be interested in any corporation, limited liability Company, partnership or other entity or person that, directly or indirectly engages in any business that is in competition with the business of the Company.
- 14.2 The company may agree in writing with some specific employees, for restraint of competing with the business of the company and/or its subsidiaries for specific period of time after discontinuation of employment relationship by paying non-compete allowance to such employees in the interest of the business of the Company.

15. NO HIRE OF EMPLOYEES

During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever, you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, solicit any employee of the Company or any subsidiary of the Company to leave his or her employment, induce or attempt to induce any such employee to terminate or breach his or her employment agreement, if any, or hire any employee or former employee of the Company or any subsidiary of the Company.

16. NON SOLICITATION OF CUSTOMERS

During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

17. GRIEVANCE REDRESSAL COMMITTEE

The Company has constituted a Grievance Redressal Committee ("GRC") which is incorporated in the Policy of the Company for the employees and also those workers which are covered within the ambit of Industrial Relations Code. Any grievance of the employees/workers will be addressed for resolution by the GRC within 30 days of submission of application. However, the said committee can also be approached by all other employees in case any grievances needs to be addressed.

18. ADHERENCE TO THE APPLICABLE STANDING ORDERS AND SEBI GUIDELINES

The Employee agrees to adhere the applicable Standing Orders and SEBI guidelines for the select category of the employees having regard to their positions and nature of work. Any breach thereof will lead to disciplinary action as per the policy of the Company and/or under the process of laws as may be advised having regard to the severity of such violation.

19. JURISDICTION

Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Delhi shall have the jurisdiction to decide any disputes that may arise hereunder.

20. SEVERABILITY

In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

21. Miscellaneous

- 21.1 This Letter of Appointment constitutes the entire agreement between the Company and Employee and revokes and supersedes all previous agreements, whether written, oral or

implied, between the Parties, if any, concerning the matters covered herein. The terms and condition of this Letter of Appointment shall not be changed or modified except by written advance notice of 21 days by the company for any material amendments duly agreed between the The Company and the Employee. Any minor revision which have not any material change in terms and conditions or under the applicable labour codes, shall not be treated as change in these terms and conditions. Any other matter not provided for in this Letter of Appointment shall be governed by the applicable laws of India.

- 21.2 The failure on part of any of the Party to enforce at any time or for any period of time any provision hereof shall not be construed to be a waiver of any provision or of the right therefore to enforce any or each and every provision of this Letter of Appointment.
- 21.3 The Employee shall keep the terms of this Letter of Appointment strictly confidential and shall not disclose the contents hereof to any person, save and except as required by law.
- 21.4 The Company and the Employee acknowledge and agree that this Agreement accurately describes the relationship that the Employee is willing to enter into with the Company. The Company and the Employee further agree that this Letter of Appointment is fair and reasonable.

Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.

We take this opportunity to wish you a long and successful career with us.

Best Regards,

For Quess Corp Ltd.



Ruchi Ahluwalia

Group Chief People Officer (CPO)

Kindly note that by accepting this letter of employment you hereby state your acceptance of the above terms and conditions mentioned herein.

Signature

Name: Kalyani Kailas Labhade

Date :

Compensation Break up w.e.f 28/03/2024

Name	Priyanka Kunchalwar
Designation	Executive - Recruitment
Level	L7
Business	Quess Staffing Solutions
Vertical	Sourcing
Location	May Fair Tower - Pune

A - Fixed Compensation	Monthly	Annual
Basic	14,700	1,76,400
HRA	735	8,820
Statutory Bonus	1,225	14,700
Special Allowance	0	0
Gross Salary	16,660	1,99,920

B - Retiral Benefits		
Employers Contribution - PF *	1,764	21,168
Employers Contribution - ESI	542	6,504
Sub Total	2,306	27,672

C - Flexi -Benefits(Fixed)		
Flexi Benefit	0	0
Flexi Benefit-Total	0	0
Total Fixed Compensation/CTC (A+B+C)	18,966	2,27,592

D - Variable		
Target Variable Compensation**		0
Business Incentive		0
On Target compensation (A+B+C+D)		2,27,592

Your overall Total Compensation is (Two Lakh Twenty Seven Thousand Five Hundred Ninety Two) Rupees only, Fixed (Two Lakh Twenty Seven Thousand Five Hundred Ninety Two) Rupees only and Business incentive (Zero) Rupees only

** Target variable compensation would be based on actual performance and prevailing company policy. To be eligible the employee must complete minimum of 6 months in the organization. You may be eligible for an incentive pay/performance-based variable pays ("Variable pay") subject to organization, business, and/or individual performance or any incentive program/policies that may be in place. The frequency of this Variable pay may be annual (end of each financial year), Bi-Annual, or Quarterly according to the business requirements/mutually pre-agreed terms and conditions. If you are not covered under a business role-specific incentive plan, you will be covered under a 'Quarterly Variable Pay Plan' (Policy details are available on the employee portal). Please note that it is mandatory that you should be on the rolls of the organization on the date of the pay out to receive the same. The Company reserves its right to change your variable pay percentage at its sole discretion and the Employee shall not have any right whatsoever to have any claim, either in law or equity, in respect of without any explicit reservation as to its voluntary nature.

** Flexi Benefit Plans are flexible. This list implies the maximum amount that can be taken from each component along with the total amount allocated to each component under Flexi Benefit Plan. If you choose the 'Flexi Benefit Plan' as a taxable component, it will be taxed accordingly and paid to you in the same month as Additional Special Allowance.

For Quess Corp Ltd.



Ruchi Ahluwalia
Group Chief People Officer (CPO)

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

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WHEREAS

- A. The Employee has been employed by the Company and as part of performance of his/her services, the Employee is privy to the Confidential Information (defined later) of Quesse (defined later).
- B. In consideration of the employment of the Employee with the Company, the Employee hereby agrees to the terms set forth in this Agreement in respect of Confidential Information and in respect of non-compete obligations.

IT IS AGREED

1. Definitions

"Affiliate" shall mean any person who directly or indirectly controls that Party or any person who is under the control of that Party or any other person who is under the common control of that Party and the term "control" shall mean the direct or indirect beneficial ownership of or the right to vote, in respect of, directly or indirectly, more than 50% of the voting shares or securities of a person and/or the power to control the management or majority of the composition of the board of directors of a person and/or the power to create or direct the management or policies of a person by contract or otherwise, or any or all of the above and in case of a limited liability partnership, shall be deemed to apply to the beneficial ownership interest of the partners of such limited liability partnership;

"Business" shall mean any business in which the Company and/or its Affiliates may be engaged in from time to time independently or along with its strategic partners including but not limited to the business of workforce management, operating asset management and tech services.

"Confidential Information" includes information about the Company, its business, business partners, sub-contractors, customers, business activities or its associate companies, investee companies, Affiliate's business and/or activities of any nature or of any other person (collectively referred to as **"Quesse"**)(whether in writing, electronic, visual or oral form) that is proprietary and confidential which shall include but not be limited to information regarding plans for research, development, new products, strategic plans, marketing and selling, business plans, due diligence reports, acquisition plans, budget, payroll data, licenses, price and costs, prospective or current suppliers and customers, financial, business, economic, technical, operational, commercial, employment, management, planning and other

Quesse Corp Limited

Quesse House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

information, data, material and expertise of whatever kind relating to Quess or each of the entities/person's directors, agents, representatives, employees, officers or authorised advisors (hereinafter referred to as the "**Representatives**") which is marked or designated as confidential or proprietary or which by the nature of circumstances surrounding the disclosure, ought to be, reasonably and in good faith, treated as confidential (regardless of whether it can be registered under copyright, patent, trade mark or other intellectual property rights) and shall further include any information

provided to the Employee in relation to the services which may reasonably be deemed to be proprietary in nature such as trade secrets, inventions, mask works, concepts, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, discoveries, developments, software developed or in various stages of development, tapes, compact discs, digital video discs, mark-up languages (HTML, XML), flow charts, designs, drawings, specifications, charts, graphs, techniques and which is either directly or indirectly disclosed to or acquired by the Employee from Quess or its authorised Representatives whether on, before or after the date of countersigning this Agreement. It is clarified that the information may relate to Quess, its Affiliates, associate companies, customers and/or any other third parties, which the Employee becomes privy to pursuant to his/her employment with the Company;

"Person" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or other agency or political subdivision thereof or any other entity that may be treated as a legal person under Applicable Law;

"Restricted Period" means:

- i. a period of 2 (Two) years with respect to the restrictions mentioned under Clause 3.2(i), 3.2(ii), 3.2(iii), 3.2(iv), 3.2(v) and 3.2(vi); (b) a period of 3 (Three) years with respect to the restrictions mentioned under Clause 4.1(i); and (c) a period of 5 (Five) years with respect to the restrictions mentioned under Clause 4.1(ii) and 4.1(iii) commencing on the date when the Employee ceases (pursuant to the termination of his/her employment with the Company, resignation or retirement) to be employed by the Company in accordance with the employment agreement, or otherwise; and
- ii. an indefinite period with respect to the restrictions mentioned under Clause 2 commencing from the date of employment of the Employee with the Company.

2. Non-Disclosure and Confidentiality Obligations

- 2.1. The Employee recognises and acknowledges the competitive value and confidential nature of the Confidential Information and the damage that could result to Quess if the information contained therein is disclosed to any third party and in consideration of his/her employment with the Company, the Employee hereby undertakes that during the term of his/her employment and till such time that such Confidential Information becomes public (not pursuant to breach by Employee of the terms hereof), the Employee will (i) not, without the prior written consent of the Company, disclose any Confidential Information to any third party/other employees of Quess nor use any Confidential Information for any purpose other than in connection with performance of his/her services to the Company as may be specifically permitted; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in his/her possession or control, which will, in no event, be less than the measures used to maintain the confidentiality of his/her own information of similar importance; (iii) not use any Confidential Information in a manner detrimental to Quess; (iv) not copy or reproduce, in whole or in part, the Confidential Information without the prior written consent of the Company; (v) not store any Confidential Information in any computer/laptop including the personal computer/laptop of the Employee, other than the computer/laptop provided by the Company and (v) forthwith upon request return all the Confidential Information (including all copies thereof) and destroy all analyses, memoranda or notes derived therefrom and expunge all Confidential Information from any computer, word processor or other device into which it was copied or programmed, without retaining any

copies thereof and upon request of the Company, certify in writing that the Employee has complied with the obligations set forth in this Clause 2.1.

- 2.2. The Employee hereby assigns exclusively to the Company, all right, title and interest in and to any and all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (hereinafter referred to as the "Inventions") that the Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period in the employment of the Company. The Employee shall make prompt and full disclosure to the Company of any inventions, and if for any reason the assignment pursuant to this Clause 2.2 is not effective, the Employee will hold all such inventions in trust for the sole benefit of the Company.
- 2.3. In the event the Employee is required by applicable law, regulation or legal process to disclose any Confidential Information, the Employee shall prior to such disclosure, promptly notify the Company in writing to seek an injunction order or other appropriate remedy and will provide reasonable assistance, as requested, to the Company in obtaining such injunction order or other appropriate remedy.
- 2.4. Upon termination of employment of the Employee with the Company, for whatsoever reason, the Employee having received Confidential Information shall, (i) cease using the Confidential Information; (ii) promptly return the Confidential Information and all copies, notes or extracts thereof to the Company; (iii) destroy all extracts, analyses, compilations, studies, summaries, reviews, notes and other materials prepared by the Employee that contain Confidential Information; and (iv) certify in writing that he/she has complied with the obligations set forth in this Clause 2.4. The Employee acknowledges that any breach of this Agreement may result in termination without notice of the Employee as set forth in his/her employment agreement with the Company.

3. Non-Compete

- 3.1 During the term of employment of the Employee with the Company (including the notice period):
- i. The Employee shall not, directly or indirectly, undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person in India, other than the Company and its Affiliates;
 - ii. If the Employee desires to take up any non-executive directorship or invest in any entity which is directly or indirectly not in competition with the Business, then the Employee must seek written permission from the Company with an undertaking that the Employee will abide by all the obligations and responsibilities as listed out in this Agreement.
 - iii. In the event the Company or its Affiliates propose to enter into or acquire any business, which could be directly or indirectly in competition with the business of an entity in which the Employee acts as a non-executive director or investor (holding more than 2% equity/preference capital) upon receipt of notification from the Company, then the Employee shall undertake to resign from such entity forthwith and take steps to disinvest in such entity, in order to protect the legitimate business interests of the Company and/or its Affiliates.
 - iv. The Employee must provide the disclosures as per format given in Exhibit A (herewith attached)
 - i. upon the execution of this Agreement;
 - ii. within 15 (Fifteen) days of any change to his/her directorships/shareholding (in excess of 2% or more of equity/preference capital); and
 - iii. annually as on March 31st of the relevant financial year.
- 3.2 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

- i. undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person, other than the Company and/or its Affiliates, which is directly or indirectly in competition with the Business of the Company or a strategic partner of the Company;
- ii. make any investment into a competing Business in India, provided that the forgoing limitation shall not limit the Employee from owning up to 2% (Two Percent) of the outstanding equity securities of a Person whose shares are traded on any stock exchanges in India;
- iii. commence or engage in any business that competes with the Business in India;
- iv. enter into any type of partnership/joint venture in India for the purpose of pursuing a business venture that competes with the Business;
- v. substantially takeover any company in India which is involved in the Business; and
- vi. support any Person in India, either financially or in any other way, which is involved in the Business.

4. Non-Solicit and Non-Disparage

- 4.1 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:
- i. solicit, divert, induce or attempt to solicit, divert or induce any existing and/or prospective customers of the Company on behalf of a business that competes with the Business;
 - ii. solicit and/or attempt to solicit any strategic partner of the Company to engage in a business that competes with the Business or otherwise interfere with the business relationship of the Company with any strategic partner; and
 - iii. solicit, induce or attempt to solicit or induce any employee, strategic partner, vendor or independent contractor of, or consultant to, the Company, to terminate/leave his or her employment or relationship with the Company;
- 4.2 During the term of the employment of the Employee with the Company (including the notice period) and at any time in future after termination of the employment of the Employee with the Company, the Employee shall not, directly or indirectly, or on behalf of any third party, disparage, or otherwise bring disrepute to the Company and/or its Affiliates or any shareholders, directors, clients, officers, employees, Company partners or Company agents.

5. General Covenants

- 5.1 In the event the Employee has breached any of his/her obligations under this Agreement, or that the representations and warranties made by the Employee are false or incorrect, then, notwithstanding anything contained herein, the remaining obligations of the Employee shall continue and the Company shall not, subject to applicable law, be liable to make any payment to the Employee whatsoever. Further, the Company shall be free to pursue such remedies against the Employee as may be prescribed herein or otherwise available to it under law.
- 5.2 The Company shall be entitled to claim damages including cost of litigation and legal consultations from the Employee in the event of non-compliance of Clauses 2, 3 and 4 of this Agreement.

6. Representations and Warranties

- 6.1 Each Party represents and warrants to the other Party that each of the following representations and warranties are true as of the Effective Date:

- i. This Agreement constitutes a legal, valid and binding agreement between the Parties and is enforceable within its terms;
 - ii. No Party is subject to any existing or, to its knowledge, pending or threatened litigation or other proceedings which would adversely affect its ability to perform this Agreement; and
 - iii. The Employee is not in contravention of any of the obligations set forth in this Agreement
- 6.2 The Employee represents and warrants to the Company that he is not under any obligation of a contractual or other nature to any Person, which is inconsistent or in conflict with this Agreement or which would prevent him/her from performing his/her obligations under this Agreement. Further, the Employee represents and warrants that he/she (i) has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him; (v) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company.

7. Validity

- 7.1 In case any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision
- 7.2 The Employee hereby acknowledges and agrees that the terms and conditions under this Agreement are reasonable and fair and will not unreasonably impose limitations on the Employee. In addition, the Employee agrees and acknowledges that the potential harm to Company of the non-enforcement of Clause 2, 3 and 4 outweighs any potential harm to the Employee by this Agreement and the Company has given careful consideration to the restraints imposed upon the Employee by this Agreement, and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each and every limitation imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

8. Miscellaneous

- 8.1 The Employee agrees and acknowledges that monetary damages would not be an adequate remedy for breach of the provisions contained herein and that the Company and/or Quess shall be entitled to equitable relief, including injunctive relief, specific performance and other equitable relief's, in the event of any threatened or actual breach of the provisions hereof and that no proof of special damages shall be necessary for the enforcement of this Agreement. Such remedies shall not be deemed to be exclusive remedies for a breach of this Agreement by the Employee, but shall be in addition to and without prejudice to all other remedies available at law or equity.
- 8.2 The terms of this Agreement shall be deemed to be incorporated in the employment agreement entered into amongst the Employee and the Company and shall be read in harmony and in addition to the terms relating to the subject matter of this Agreement in the employment agreement and with the terms as set forth in the code of conduct policy issued by the Company to the employees.

- 8.3 This Agreement is personal in nature and the Employee will not subcontract or otherwise delegate the obligations under this Agreement without the prior written consent of the Company. Neither this Agreement nor any right or interest hereunder will be assignable by the Employee.
- 8.4 Except as may be otherwise provided herein all notices, requests, waivers and other communications made pursuant to this Agreement shall be in writing and shall be conclusively deemed to have been duly served:
- i. In case of hand delivery, when hand delivered to the other Party;
 - ii. In case of registered post acknowledgement due, postage prepaid, upon receipt;
 - iii. In case of a national overnight delivery service, postage prepaid, addressed to the Parties as set forth below with next- business-day delivery guaranteed, provided that the sending Party receives a confirmation of delivery from the delivery service provider; and
 - iv. In case of e-mail, upon receipt by the sender of the return receipt delivery notification.

All such notices, requests, waivers and other communications shall be served at such address and/or e-mail address as may have been notified in writing by the Party for such purposes to the other Party in accordance with this Clause 8.4 and shall be as follows (unless otherwise notified):

If to the Employee:

Address: Sai Complex 101 Sinhgad Institute Rd Ambegaon Bk Pune Maharashtra 411041
India, PUNE-411041, Maharashtra, INDIA

Email: priyankak@gmail.com

If to the Company:

Address: 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560 103

Email: ruchi.ahluwalia@quesscorp.com

Attention: Ruchi Ahluwalia

Telephone: 080 61056001

- 8.5 This Agreement shall be governed by and shall be construed in accordance with the laws of India and the courts at Bengaluru shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.
- 8.6 Any provision of this Agreement may be amended or waived if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each of the Parties, or in the case of a waiver, by the Party against whom the waiver is to be effective. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion. All remedies, either under this Agreement or by applicable law or otherwise afforded, will be cumulative and not alternative.
- 8.7 All the expenses incurred with respect to the execution of this Agreement shall be borne by the Company.

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IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT
AS ON THE EFFECTIVE DATE :

SIGNED AND DELIVERED by the within named **Quess Corp Ltd.**, by the hand of **Ms. Ruchi Ahluwalia**, authorized signatory.



Ruchi Ahluwalia
Group Chief People Officer (CPO)

Witness 1:

Witness 2:

SIGNED AND DELIVERED by the within named **Kalyani Kailas Labhade**

Witness 1:

Witness 2:

PREVENTION OF SEXUAL HARASSMENT (POSH)

Introduction

Quess Corp Limited (formerly IKYA Human Capital Solutions Limited) (the "Company") is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behaviour that is detrimental to a healthy working environment.

Following the enactment of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 by the Government of India, Ministry of Law and Justice on 9th December 2013, sexual harassment of employees occurring in the workplace is an offence and is, therefore, punishable.

The Company will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action by conducting an enquiry as is necessary, including disciplinary action, will be taken in accordance with the relevant Service Rules and the Company Policy.

Scope

This Policy extends to all employees of Quess Corp and its subsidiaries, as well as JVs, whether on probation or permanent, including those on deputation, contract, part-time or working as Consultants, trainees, interns, unless explicitly stated otherwise. The policy is also applicable to any vendor resource working in the company premises, including extended work place.

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

1. An unwelcome physical contact and advance
2. A request for sexual favours
3. Unwelcome comments about someone's sex life, physical appearance or clothes.
4. Leering and ogling
5. Sexually offensive comments, stories or jokes, obscene messages/MMS/pictures through mail/SMS or WhatsApp.
6. Displaying sexually offensive photos, pinups or calendars, reading matter, objects or on clothes
7. Sexual propositions or continued requests for dates
8. Physical contact such as touching or fondling, or unnecessary brushing up against someone
9. Indecent assault or rape (these are criminal offences).

Further, the following behaviour or acts shall also amount to Sexual Harassment Implied or explicit promise of preferential treatment in her/his employment, or Implied or explicit threat of detrimental treatment in her/his employment, or Implied or explicit threat about her/his present or future employment status, or Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or Humiliating treatment likely to affect her/his health or safety

Procedure

Any employee, who feels he/she is being sexually harassed directly or indirectly, may give a written complaint of the alleged incident to any member of the Committee (table below) within (3) three

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months of the occurrence of the incident. This period may be increased by another (30) thirty days by the IC if the reason for such a delay is bonafide/legitimate/genuine

Complaints may be made in writing and submitted to the members of the committee. An e-mail id speakup@quesscorp.com has been set up for this purpose. Alternatively, employees can also reach out to the Regional SPOCs.

The IC will hold a meeting with the Complainant within (5) five days of the receipt of the written complaint. At the first meeting, the Committee members shall hear the aggrieved party and record her/his signed statements. The aggrieved party can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate his/her complaint. In the event that the aggrieved party cannot make the complaint/statement for reasons including death, poor health, or medical rest then a relative may make the complaint/statement on the behalf of the employee.

Thereafter, the person against whom the complaint is made shall be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation and his/her statement shall be recorded and signed. Thereafter IC shall within 10 (ten) days from the date of completion of the enquiry, furnish a report documenting its findings and recommendations to the employer. This report shall be shared with both the concerned parties. The IC shall ensure that the enquiry concludes within 90days from the date of filing or as modified by law thereafter.

In the event the allegations are proven then the IC recommendations to the employer shall include (but not be limited to):

Action for sexual harassment as misconduct as defined in the relevant service rules, if not then Section 509 IPC shall be applicable.

Declaration for Prevention of Sexual Harassment(POSH):

- I hereby declare that I have read and understood the POSH guidelines and agree that to as an employee to comply with it, as applicable at all times.
- I am also aware that failure to abide by the above policy may lead to disciplinary action as per the company's policy.

CODE OF CONDUCT

(Applicable to all the employees of Quess Corp and its Subsidiaries)

All employees of Quess Corp and its subsidiaries will abide by the following

1. **Conflict of Interest Policy:** An employee of Quess Corp shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein. Employees should avoid any activity, interest or association that conflicts with, or appears to compromise one's exercise of independent judgment in the Company's best interests.

Employees are not allowed to work for a competitor of Quess Group while working for any group company, or do any work for or provide assistance to any third party (distributor, customer or supplier) that may adversely affect one's performance or judgment on the job.

2. **Code of Conduct Policy:**

- a. Standards of Corporate Governance:

- i. Every employee is required to act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated
 - ii. Employees shall share knowledge and maintain skills important and relevant to organizational needs.
 - iii. Employees shall promote ethical behavior as a responsible partner among peers, and in the work environment.
 - iv. Act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working in the Company's premises, at offsite locations where the Company's business is being conducted, at Company sponsored business and social events or at any other place where employees are representing the Company.

- b. **Protection of Company Property:**

Every Employee of the Company is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.

All Employees must use all equipment, tools, materials, supplies, and Employee time only for Company's legitimate business interests. Company's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

- c. **Confidentiality of Information:** During the continuance of service with the Company or any extension thereof and even after the cessation of employment with the Company by any reason whatsoever, employees shall protect and will not disclose, all confidential information that may come in their possession or knowledge by virtue of their employment with the Company and shall use such information only as may be required in the normal course of their employment; and shall not, except in the proper course of their duties, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

- d. **Integrity of Financial information:** All employees have a responsibility to ensure that all

transactions are recorded in Company's accounts accurately and promptly and they must immediately report any known inaccuracies. Misrepresentations by Employees that result from intentional acts that may conceal or obscure the true nature of a business transaction are clear contraventions of this Policy.

- e. **Free and Fair Competition/Antitrust Policy:** As Quess Corp's business interests are spread across the world, Quess may be subject to competition laws of various jurisdictions and all employees shall comply with the same. Competition laws govern, usually quite strictly, relationships between Quess and its competitors.

As a general rule, contacts with competitors shall be limited and shall always avoid subjects such as prices or other terms and conditions of sale, clients, vendors and suppliers.

- f. **Anti-bribery and Anti-Corruption Policy:** All employees are required to comply with the Anti-Corruption laws in India and other geographies that Quess operates in. Quess Corp is firmly committed to conduct all business activities with integrity and the highest possible ethical standards. The company has zero tolerance for bribery and corruption.

Client discussion and RFP responses must be consistent with national laws, the FCPA (Foreign & Corrupt Practices Act 1977), UK Bribery Act 2010, and local bribery laws and regulations.

- g. **Gifts, Entertainment, and Other Expenses to Clients, Suppliers, or Vendors Policy:** Quess Corp's relationships with clients, suppliers, vendors, and other business partners are vital and must be transparent, objective, fair, and free from conflicts. This policy establishes processes designed to prevent such conflicts or even the appearance of such conflicts.

No gift, entertainment (including meals, receptions, social or sports events), or other expense (such as hotel, travel, and other related expenses) may be accepted or presented if it obligates or appears to obligate employees and/or their family members to the individual giving or receiving the gift, entertainment, or other accommodation.

- h. **Whistleblower Policy:** Quess Corp Limited's Code of Business Conduct and Ethics requires every director, officer and employee of Quess Corp Limited to report any violation of the Code which is known to or reasonably suspected by that individual. Directors, officers and employees must also report any other known or reasonably suspected improper conduct or incident in relation to Quess Corp Limited, including any questionable accounting, internal accounting controls or auditing matters or potential violations of the law.

Coverage of Policy

Examples of violation would include but are not limited to:

- Abuse of Authority , Breach of Contract, Manipulation of Company data/records, Financial Irregularities, Including fraud or suspected fraud, Criminal offence, Sexual harassment, Discrimination, Damage to the Environment, Misuse of Company's Assets, Providing false information, Pilferage of confidential/propriety information, Deliberate violation of law/regulation

To report any issue of as per the whistleblower policy, please write to alert@quesscorp.com

Workplace Policy:

- a. **Drug and Alcohol Policy:** To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against him including instantaneous dismissal.
- b. **Anti-Smoking Policy:** Smoking is strictly prohibited in all offices of Quess Corp and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.
- c. **Identity Card/Access Card Policy:** Identity Cards and Access Cards are exclusive to an employee and are non-transferrable.

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- d. **Misconduct:** The following are considered acts of misconduct and will invite disciplinary action
- Willful insubordination or instigation
 - Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification
 - Habitual absence without leave or absence without leave for 10 days
 - Habitual late attendance
 - Habitual breach of any law, applicable to any establishment
 - Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work
 - Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
 - Drunken or riotous behavior at work
 - A record of habitual absence from work. Any act of moral turpitude.
 - Use/possession of drugs
 - Consumption of alcohol
- e. **Nepotism:** To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid any situation of nepotism, all employees are required to abide by this policy.
- The employment of a family member is not allowed in the following situations:
1. The employee is involved in the hiring decision concerning the family member
 2. The employee is in a supervisory, subordinate or control relationship with a family member
 3. Where the employment of a family member creates any actual, perceived or potential conflict of interest. The company will make all reasonable effort to mitigate any such potential conflict of interest by transferring one or the other of the related employees to another position.
- f. **Falsification of Records:** Falsification of records with the intent to cheat, trick, steal, deceive, or lie - is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

Declaration for the Code of Conduct:

- I hereby declare that I have read and understood the Code of Conduct guidelines and agree that to as an employee to comply with the Code of Conduct, as applicable at all times.
- I am also aware that failure to abide by the above Code of Conduct may lead to disciplinary action as per the company's policy.

Annexure:
Group Medical Insurance Coverage & Group Term Life Insurance

We are pleased to inform you that you are covered under Group Insurance Policies.
Your eligibility is based on level as per below Table:

Level	Group Medical Insurance Total Sum Insured	Parents /In-laws	Group Personal Accident Sum Insured	Group Term Life Insurance - Sum Insured	Max. Coverage Options	Employee Contribution (Self +Family) Per Annum	Parents Contribution
		max eligibility					Per Annum
L1 and Above	5,50,000	5,50,000	40,00,000	Twice the fixed CTC per annum / min of 10 Lacs	Self +Spouse+2 kids+	4000	4500
					2 Parents / In-laws		
L2 and L3	3,50,000	1,75,000	30,00,000		Self +Spouse+2 kids+	3000	3500
					2 Parents / In-laws		
L4 & L5	3,00,000	1,50,000	25,00,000		Self +Spouse+2 kids+	2000	3000
					2 Parents / In-laws		
L6 to L9	2,50,000	1,25,000	20,00,000		Self +Spouse+2 kids+	800	2000
					2 Parents / In-laws		
Temp	1,00,000	NA	10,00,000		Only self is covered	0	0
NAPS	1,00,000	NA	10,00,000		Only self is covered	0	0
Gratuity	4.81% of Basic- as per Payment of Gratuity Act				To be paid on completion of 4 years and 190 days continuous service		

**All other terms and conditions of your employment are mentioned in the offer

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भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises



UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER

UDYAM-MH-26-0417828

NAME OF ENTERPRISE

SAHIL TECHNOCRATS

TYPE OF ENTERPRISE *

SNo.	Classification Year	Enterprise Type	Classification Date
1	2022-23	Micro	13/03/2023

MAJOR ACTIVITY

TRADING**[For availing benefits of Priority Sector Lending(PSL) ONLY]**

SOCIAL CATEGORY OF ENTREPRENEUR

GENERAL

NAME OF UNIT(S)

S.No.	Udyog Aadhaar Memorandum	Unit(s) Name
1	MH26D0186651	SAHIL TECHNOCRATS

OFFICAL ADDRESS OF ENTERPRISE

Flat/Door/Block No.	B-301,	Name of Premises/ Building	BHANSALI CAMPUS
Village/Town	VADGAON BK	Block	VIDYA VIHAR COLONY
Road/Street/Lane	SINHGAD ROAD	City	PUNE
State	MAHARASHTRA	District	PUNE , Pin 411041
Mobile	9422349519	Email:	pndeshpande11@gmail.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE

11/02/2004

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS

11/02/2004

NATIONAL INDUSTRY CLASSIFICATION CODE(S)

SNo.	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity
1	26 - Manufacture of computer, electronic and optical products	2630 - Manufacture of communication equipment	26309 - Manufacture of other communication equipments n.e.c.	Manufacturing
2	47 - Retail trade, except of motor vehicles and motorcycles	4741 - Retail sale of computers, peripheral units, software and telecommunications	47414 - Retail sale of telecommunication equipment	Trading

		equipment in specialized stores		
3	95 - Repair of computers and personal and household goods	9512 - Repair of communication equipment	95120 - Repair of communication equipment	Services

DATE OF UDYAM REGISTRATION

13/03/2023

* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 13/03/2023

For any assistance, you may contact:

1. District Industries Centre: PUNE (MAHARASHTRA)
2. MSME-DFO: MUMBAI (MAHARASHTRA)

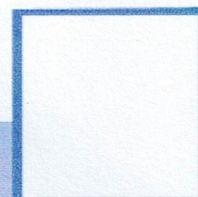
Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.udyamregistration.gov.in



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@ms



Date: 3rd October ,2024

**S/O Narendra Patil ,Mu.
Dahigaon Sant , Jalgaon
Maharashtra-425116**

Dear Bhavesh Narendra Patil

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

Designation	Executive
Date of joining	7 October 2024
CTC on offer	INR 360000
Base Location	Pune-Chinchwad-1

We are pleased to offer you the position of **“Executive - Client Acquisition** . We are confident that your skills, experience, and enthusiasm will make a valuable contribution to our team.

1. Your Annual Compensation shall be INR 360000 (Three Lakhs sixty thousand only). The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location. As informed, your place of posting shall be **Pune-Chinchwad-1**
3. You will be governed by the Company rules, as amended from time to time. You will be entitled to leave and other benefits in accordance with such rules applicable from time to time.
4. A detailed “Letter of Appointment” setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.
5. If you have any questions or require further clarification about the terms of this offer till your joining date, please do not hesitate to contact **Mahi @9068267879**

Please Note – Your **offer has been made based on the information furnished by you. We will verify the authenticity of such information using various means including services of background verification agencies. Company reserves the right to revoke the offer and your appointment at any time in case we discover discrepancies in your declarations.**

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

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

Sincerely yours,

For IndiaMART Intermesh Ltd.



MADHUP AGRAWAL
NATIONAL HEAD

Annexure – I

**Name- Bhavesh
 Narendra Patil
 Designation - Executive**

Salary - Breakup		
Component	Monthly (Rs)	Annual (Rs)
Basic	21010	252120
HRA	8990	107880
CTC	30000	360000

***Income Tax will be deducted from salary as per Government specified rules.**

***However, the total CTC will remain un-changed**

For IndiaMART Intermesh Ltd.



**MADHUP AGRAWAL
 NATIONAL HEAD**

28-Sep-2024
Atul Nimbalkar
S/o Sopan Nimbalkar Awar
Buldhana
444303
8766597561

Dear Atul Nimbalkar,

SUBJECT: OFFER LETTER

We are pleased to offer you an appointment for the designation of **Credit Process Associate** on the following terms and agreement:

1 PERIOD OF EMPLOYMENT

- 1.1 Your employment will commence on **30-Sep-2024**, or any date mutually agreed and will continue an on-going basis, until terminated by either party as per Clause 5 of this Employment Agreement.
- 1.2 The retirement age at the Company is 60 (sixty) years. Your employment will cease automatically and without requiring us to serve any notice to the said effect, on the date of your 60th (sixtieth) birthday.

2 LOCATION

- 2.1 You shall be based in our **Pune_J.M.Road** office but may be required to serve the company, Group company, subsidiary in any place existing or which may come up in existence in future within or outside India, as required.
- 2.2 You may, at the discretion of the Company be transferred to any of the divisions, departments, of the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

3 REWARDS STRUCTURE Our rewards structure for the above-mentioned position is a bouquet of the following components:

- 3.1 **Fixed Compensation:** Your annual fixed compensation will be **Rs 3,12,000 (Rs. Three Lakh Twelve Thousand Only)** payable in 12 equal monthly instalments in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. This annual fixed compensation is inclusive of all statutory payments that the Company is required to make to you and on your behalf.
- 3.2 **Performance Bonus:** You shall be eligible for a performance linked bonus subject to you meeting Key Performance Indicators (KPIs) and Key Resultant Areas (KRAs) as will be defined by the Company from time to time. This will be paid to you as per your performance, company performance and other parameters as many be decided by the company.

Protium Finance Limited

(Erstwhile Growth Source Financial Technologies Limited)

(Erstwhile Growth Source Financial Technologies Private Limited)

Registered & Corporate Office Address: 7th Floor, Block B2, Phase – I Nirlon Knowledge Park, Pahadi Village, Off. Western Express Highway, Cama Industrial Estate, Goregaon(E), Mumbai- 400063, Maharashtra.

CIN: U65999MH2019PLC323293 Telephone No.: 882 882 0004 Website: www.protium.co.in E-mail ID: customerservice@protium.co.in

3.3 Payments: Note that any payment including fixed salary/changes in compensation/performance bonus/contest payout/incentive/any other applicable payout etc. will be payable provided you are not serving notice nor have exited at the time of payout.

3.4 Recovery: You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period, Incentives, Performance Bonus, any applicable pay out) all debts or sums owed by you to the Company, its subsidiaries, or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

3.5 Withholding: The remuneration including Salary, Bonuses, Monetary rewards, and Incentives shall be subject to applicable taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law.

4 BENEFITS

4.1 Leaves: You will be eligible to Annual Privilege / Sick / Casual Leaves as per the policy in the company.

4.2 If you are at any time prevented by ill-health, accident, or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of your Reporting Manager/ Supervisor as soon as you possibly can and furnish with all information relating thereto as it may reasonably require.

4.3 Company Insurance: You will be entitled to Medical Insurance benefits as per the policy of the company. In case you are eligible for ESIC contribution, your medical cover will be under ESIC only.

4.4 Statutory Benefits: You shall be entitled to all statutory benefits like PF, Gratuity etc. as and when the company is required to make such contributions under the applicable law.

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5 TERMINATION & RESIGNATION

5.1 Termination with Notice: The Company or you may terminate your employment by giving **90 days** prior written notice, with or without assigning any reason. The notice period might also be agreed upon by mutual consent between you and the Company. In the event the Company agrees to relieve you prior to completion of your notice period, you will be required to pay the Company an amount equivalent to salary for the number of days of unserved notice.

In case you give notice of termination of your employment, the Company reserves the right to enforce the notice period as per its policy, and any waiver of the same/payment in lieu of notice is at the discretion of the Company. If the Company or you have given notice of the termination of your employment, the Company may direct you not to perform any of your duties, to remain away from the Company's premises and not to contact clients or other employees of the Company for all or part of the notice period. During this time, you will remain employed by the Company and therefore remain subject to your conditions of employment, and you will continue to receive your salary and contractual benefits during the notice period.

The company may extend your notice period to the extent of leaves taken during serving of notice in case you resign from services voluntarily.

5.2 Termination without Notice Save and except the notice requirement of Clause 5.1, this agreement shall be subject to immediate discontinuation by the company at any time, without any notice or payment in lieu of notice, if the Employee –

- a. shall have committed any breach (whether by one or several acts or omissions) of his/her obligations hereunder; or
- b. is guilty of any misconduct, save for where such breach or misconduct is remedial and is not remedied within 3 days of receipt of a notice by the Company asking the Employee to cure the breach or misconduct, to the satisfaction of the Company; or
- c. has committed dishonesty, fraud, disobedience, disorderly behavior, indiscipline, or deliberate material injury with respect to the Company; or
- d. shall have been charge sheeted or found guilty of any criminal offence; or any act, which in the opinion of the company is an act of dishonesty, disobedience, intemperance, irregularity in attendance or other misconduct or neglect of duty
- e. shall have become of unsound mind or lunatic; or
- f. shall have committed any act of bankruptcy or being adjudged an insolvent or shall have taken advantage of any statute for the time being in force offering relief for insolvent debtors or being held guilty by a competent court of any offence involving moral turpitude; or
- g. are found to be engaged in any other job/activity which has been undertaken without prior permission from the Company; or
- h. shall have committed any act which could or is likely to harm the reputation or be adverse in any way to the Company; or
- i. have provided false, inaccurate, or incomplete information to the company regarding your background and/or previous employment; or

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- j. have been absent for a continuous period of 10 days without prior permission (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 10 consecutive days); or
- k. do not perform as per expectations from your job and have duly been warned of the same earlier; or
- l. suffer permanent disability or are deceased

5.3 All property of, or relating to, the Company or its Affiliates in your possession at the time of termination, including Company records and all documents containing confidential or proprietary information of the Company or any of its Affiliates, must be surrendered by you to someone duly authorized by the Company upon the termination of the appointment. You shall not entitle to retain any duplicates of any documents or data in USB or computer disk.

5.4 Notice Pay recovery: In case you do not serve full notice, the company reserves the right to recover notice pay in your full and final settlement. In such a scenario, the company also reserves the right to give proper clearance or not.

6 COMPANY POLICIES AND PROCEDURE

6.1 You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. HR policies and the updates to it, which are made time to time supersedes the terms of engagement mentioned in this offer letter.

6.2 Without any limitations on your obligations under Clause 6.1 above, you are also required to comply with the Company's disciplinary rules, which would be applicable to you and the Company's disciplinary rules form part of your contract of employment with the Company, You shall not accept directly or indirectly any commission, presents, share in profit or gratuities from any party dealing with, or seeking to deal with the Company and its affiliates or otherwise violate Anti-corruption laws and regulations.

6.3 While you are in the services of Protium Finance Ltd /Protium Business Services Ltd, you will adhere to the Information Technology Security Practice and Procedures as prescribed by the company and changes as communicated from time to time. You will also abide by all the relevant policies of the Company that are in force from time to time, which includes inter-alia Company's Code of conduct, Ethics and Information Security Policy. Any instance/s of violation or any attempted violation of any of these polices or code of conduct including Information Security policy, on your part shall result in initiation of disciplinary action and consequent actions thereon.

7 DUTIES

7.1 Subject to the overall supervision, control and direction by the Company, you shall perform all such duties and responsibilities as are consistent with your job role, it being clarified that such job role or designation is merely descriptive, and you shall also discharge such additional duties and responsibilities as are delegated and conferred upon you by the Company from time to time.

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- 7.2 You will, except during the period of leave as hereinafter provided, or when indisposed by sickness, ill-health or incapacitating accident, or in the event of having obtained the prior written consent of your immediate supervisor in that behalf, or as may be otherwise agreed upon between the Company and you in writing, devote all your work time and attention to the business and affairs of the Company and shall utilise your best endeavours in promoting the interests thereof.
- 7.3 You will comply with all applicable internal rules, regulations, administrative instructions/guidelines, and policies of the Company in force from time to time including policies relating to leave, IT usage, travel, transfers, deputation etc.
- 7.4 You will make full and true disclosure in writing to the Company of any direct or indirect interest or benefit you have derived or are likely to derive through or in connection with any contractual arrangements, dealings, transactions or affairs of the Company and/or any transactions which are likely to be detrimental to the Company.
- 7.5 You will be required to report for work at 9:00 a.m. for every working day of the week. A normal workday shall extend until 6:00 p.m. First and Second Saturday of the month will be non-working days along with Sunday for business teams. Dependent on the work commitment and responsibilities, you may be required to spend additional hours at work.

8 CONFIDENTIALITY

- 8.1 You acknowledge that as a consequence of your employment with us, you will be given access to Confidential Information. You agree that while being employed by the Company, and upon termination of employment, for any reason, you will not, directly or indirectly, use or disclose to any person or entity any Confidential Information, other than for the benefit of Company and its Affiliates and in the course of performing your duties under this agreement.
- 8.2 Without prejudice to the generality of the foregoing, you will:
- a. keep confidential all the Confidential Information including the documents, whether relating to the companies policies, process, operations or not, acquired by you in the course of your employment concerning the business or affairs of the company or its clients and which are in nature of a trade secret or a secret in other respect and not divulge or disclose the same, directly or indirectly to any third party or use the same for your own benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted with the prior written consent of the management of the Company.
 - b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorised use or cause harm to the Company or its clients.
 - c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

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- 8.3 Your confidentiality obligations under the Agreement shall not prevent you from disclosing the same if required by Law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same.
- 8.4 You confirm that all Confidential Information shall remain the sole and absolute property of the Company. You will, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which you had in your possession. You undertake to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company may suffer, on account of unauthorized use of Company property and Confidential Information by you, as also on account of breach by you of any of the other terms and conditions contained herein, which survives the termination of the employment.
- 8.5 You understand that, the confidentiality clause and other clauses contained herein, which require you to maintain confidentiality of Company information, shall survive the termination of the Agreement in perpetuity. In the event, that you fail to honour the confidentiality obligations, whether during the subsistence of this Agreement or thereafter, you understand that, in addition to the indemnity undertaken by you under Clause 10.4 the Company also reserves the right to initiate any action that it may deem fit, against you, including but not limited to an action for injunctive relief, suit for damages, and other legal remedies.
- 8.6 You also acknowledge that use of the Confidential Information contrary to the provisions of this Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.
- 8.7 You will immediately on coming to know that any Confidential Information has become generally known or available, inform the management of the same.
- 8.8 In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company's property, including computers, servers, computer networks, email accounts, databases, storage, vehicles or any other gadgets.
- 8.9 You hereby agree that on or before the date of your discontinuation from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of social media. For the purposes of this Clause, social media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Glassdoor, Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

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9 INTELLECTUAL PROPERTY

9.1 You acknowledge that you shall disclose promptly to the Company any and all inventions, discoveries and improvements (whether or not patentable or registrable under copyright or similar statutes), and all patentable or copyrightable works, initiated, conceived, discovered, reduced to practice, or made by the Company, either alone or in conjunction with others, during the term of your employment with the Company and related to the business or activities of the Company and its affiliates ("Developments"). Except to the extent any rights in and to any Developments constitute a work made for hire that are owned ab initio by the Company and/or its applicable affiliate, you shall assign all rights, title and interest in and to all Developments (including all Intellectual Property Rights therein) to the Company or its nominee without further compensation, including all rights or benefits therefor, including without limitation the right to sue and recover for past and future infringement. You further acknowledge that any rights in any Developments constituting a work made for hire are owned upon creation, by the Company and/or its applicable affiliate as your employer.

9.2 Whenever requested to do so by the Company, you shall execute all applications, assignments or other instruments which the Company shall deem necessary to apply for and obtain trademarks, patents or copyrights in India or any part of the world or otherwise protect the interests of the Company and its affiliates therein. These obligations shall continue in perpetuity beyond the end of the term of your employment with the Company with respect to Developments initiated, conceived or made by you during the term of employment and shall be binding on you, your assigns, executors, administrators and other legal representatives. You hereby confirm that you shall immediately inform the Company in writing of any interest in any inventions or Intellectual Property Rights that you hold as of the Effective Date hereof. If the Company is unable for any reason, after reasonable effort, to obtain your signature on any document needed in connection with the actions described in this clause 6; you shall hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as an agent and attorney in fact to act for you and on your behalf execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of this clause with the same legal force and effect as if executed by you.

10 NON-COMPETE & NON-SOLICITATION

10.1 You acknowledge that you, in the course of your employment with the Company, is likely from time to time to obtain knowledge of Confidential Information and to have dealings with the customers, service providers of the Company. You acknowledge the breadth of your covenants under this clause and admits and acknowledges that you have various other skill sets which, if deployed by you after you ceases to be an employee of or ceases to be associated with, the Company would not result in you competing against the Company. You agree to the following to the Company:

- a. that without prejudice to any other duty implied by Law, you shall not, during the Non-Compete Period of 1 year, from date of your exit, anywhere in the world, either jointly or severally, engage in, directly or indirectly, and whether as an individual, through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director,

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trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise:

- i. engage in any business that directly or indirectly competes with the whole or any part of any business or proposed business of the Company.
- ii. commence any business which is similar to the business of the Company.
- iii. take up on behalf of the Company, canvass or solicit business or customer for products of a similar type to those being serviced or dealt in, or for services similar to those being provided by the Company from any Person who is a client or business contact of the Company.
- iv. induce or attempt to induce any client or customer of the Company to cease to be a client, or to restrict or vary the terms of the contract to, the Company or otherwise interfere with the relationship between such a client and the Company (save and except actions taken during the course of your employment with the Company in exercise of your power and authority as an employee of the Company and in, what you reasonably believe to be, in the interest of the Company); or induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

10.2 You further undertake that, during the Non-Compete Period of 1 year from your exit date, you shall not, directly or indirectly, partner with or enter into any activity or hire or attempt to hire for any purpose whatsoever (whether as an employee, consultant, advisor, independent contractor, partner or otherwise):

- a. any Person then engaged by the Company as an employee, officer or director or so engaged within the preceding 12 (twelve) month period.
- b. disclose to any third party the names, backgrounds, or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment.
- c. personally, or through any other Person, approach, recruit or otherwise solicit Existing Employees to work for any other employer.
- d. persuade any Person which a client/customer of the Company is, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Company.

10.3 It is clarified that you shall be deemed to have breached and failed to comply with the provisions of Clause 10.2 above, if you directly or indirectly employ, engage or retain, or the organisation of which you will be an officer, employee or shareholder (or any person connected or affiliated to such organisation) directly or indirectly employs, engages or retain, an Existing Employee of the Company, even if such employment or engagement arose on account of any act or omission on your part.

10.4 It is the intention of the Parties (you and the Company) that the provisions of this Clause 10 shall be enforced to the fullest extent permissible under the applicable Law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause 10. If any provision of Clause 10 shall be determined to be invalid or unenforceable, either in whole or in part, Clause 10 shall be deemed amended to delete or modify, as necessary, the offending provision and to alter the remaining provisions of Clause 10 to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

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11 BACKGROUND VERIFICATION

This offer of employment is subject to the successful completion of your background check. In this regard you expressly consent to the Company (or any personal appointed by the company) conducting background checks prior to or after your expected joining date and the Company collecting, holding or sharing such information, to validate the details provided by you, relating to your identity, address, education details, prior work experience, CIBIL score and to conduct any criminal record checks. In order to conduct the background check, you are required to furnish the documents/information as may be required by the company. If any information provided by you is found to be false or incorrect, the Company reserves the right to take any appropriate action against you, including, but not limited to withdraw/termination of your employment.

12 GOVERNING LAW AND JURISDICTION

This offer letter shall be governed by the laws in India. All disputes and differences arising out of or in connection with any of the matters set out in this offer letter, if not settled through discussions between the parties, shall be resolved by arbitration in Mumbai in accordance with the Arbitration and Conciliation Act, 1996.

The terms of this offer of employment are confidential and is not to be disclosed to any third party, other than your advisors.

If any term or provision of this Offer letter shall be declared or held invalid or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent, necessary to cure such invalidity, illegality or unenforceability, and the validity, legality and enforceability of the remaining provisions, both generally, and every other jurisdiction, shall not in any way be affected or impaired thereby.

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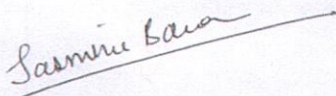
13 VALIDITY OF OFFER LETTER

This offer letter constitutes the entire understanding between you and the Company relating to your employment by the Company and supersedes any previous written or oral discussions or offers and understanding with respect to the subject matter of this offer letter.

The offer letter is valid until **03-Oct-2024**. If you are in agreement with the foregoing, please confirm your acceptance of the same by returning a copy of this letter duly signed or by email, on or before **03-Oct-2024** whereupon this letter will constitute our agreement with respect to this subject matter hereof.

We are excited at the prospect of you joining our Company and look forward to having a long and happy career with us.

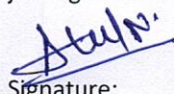
Sincerely,



Jasmine Bawa
Chief People Officer

ACCEPTANCE BY CANDIDATE

I have fully read and understood the terms and agreement of this Offer Letter. I accept the same on the above-mentioned conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on 30-Sep-2024



Signature:

Name: **Atul Sopan Nimbalkar**

Date: **7/10/2024**

* Please note this is a system generated letter and no manual signature is required by the authorized personnel.

Enclosed: Annexure A

Protium Finance Limited

(Erstwhile Growth Source Financial Technologies Limited)

(Erstwhile Growth Source Financial Technologies Private Limited)

Registered & Corporate Office Address: 7th Floor, Block B2, Phase – I Nirlon Knowledge Park, Pahadi Village, Off. Western Express Highway, Cama Industrial Estate, Goregaon(E), Mumbai- 400063, Maharashtra.

CIN: U65999MH2019PLC323293 Telephone No.: 882 882 0004 Website: www.protium.co.in E-mail ID: customerservice@protium.co.in



GRACE TELEINFRA PVT LTD
We Connect Future...

Office No. 312, 3rd Floor,
Rama Equator, Morwadi,
Pimpri, Pune - 411 018.

+91-9922550581 / 9922550767

info@graceteleinfra.com
sales@graceteleinfra.com

www.graceteleinfra.com



Appointment Letter

Dear Rohit,

We are pleased to inform you that, as a result of your application and interview you had with us, you have been appointed in our organization as a **"Manager"** from **21st August 2023**

You will be employed as a **"Manager"** but your function and duties may be altered at the discretion of management.

- Your Current **CTC** will be **3,00,000/- per annum**.
1. You shall be on probation for 3 months from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. On confirmation you will be further entitled to other benefits as may be admissible to other confirmed employees of your category.
 2. During the probation period, the employment can be terminated by either party by giving one week's notice. After the confirmation of employment the same may be terminated by either party by giving one month's notice in writing or one month's basic salary in lieu of notice should the circumstances warrant it.
 3. The employee will be liable to transfer to any place of business of the organization whether existing or acquired later on or from one department to another or from one discipline to another in the interest of the company.
 4. Every appointment will be subject to the Rules and Regulations of M/s. Grace Teleinfra Private Limited, enforce and as amended from time to time. Where the company changes or introduces policies and procedures in relation to its staff members these will be deemed to apply to the employment.
 5. The employee will be responsible for the safe keeping and return in good condition in of all company's belongings which may be in your use custody or charge including proper handing over of the assignment (s) at hand.
 6. The staff member shall be required to apply and maintain the highest standards of person conduct and integrity with all company policies and procedures.

VI. TERMINATION:

If the information given by you in your application and during the interview and tests is in any way found to be incorrect, false or misleading or if you are found to have willfully suppressed any material information, your services may be terminated without any notice or compensation on the sole discretion of Management. Any changes in the information given by you in your application or at the time of interview and tests shall be promptly intimated to Management. This appointment can be terminated by giving notice of one day in writing by the management. The management may however terminate your services by paying your requisite salaries in lieu of notice.

Your services may also be terminated by the Management without any notice or compensation, if in its opinion you are found guilty of in subordination, insolence, gross negligence, dereliction of duty, willful suppression of facts, dishonestly, embezzlement or of conduct prejudicial to the company's interest.

You shall retire on attaining the age of 55. Management may at its sole discretion extend your services for further period as it thinks fit.

VII. LEAVE:

You will be entitled to annual, casual and Sick leave in accordance with the Establishment's leave rules. However, during the probation you will not be entitled to any leave.

VIII. Employee benefit:

In employee benefit, company will provide you mediclaim health policy in which amount will be divided into 12 months and will be debited from your salary.

IX. GENERAL:

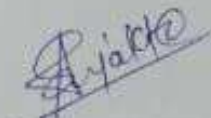
Any variation of the above terms and conditions will not be valid until expressly made in writing by the Establishment.

If you contravene any conditions incorporated in this appointment order or acted in violation of the aforesaid terms, causing damage to reputation of the aforesaid terms, causing damage to reputation, good will and prestige of the company, in case it is found then management is having right to recover the appropriate liquidated damages.

IX. Resignation:

It's mandatory to serve company for minimum one year. If employee wants to resign before this time then it will get affected on your dues (i.e. salary) or relieving decision will be totally dependent upon management.

Sincerely,



Name
HR & Admin



Mr. Sudhir Ghagde

Director.



Mr. Dnyaneshwar Trimbake

Director

Date: 12.11.2023

Our Reference: LWEMPID0005

OFFER LETTER

Dear Mr. Roshan Kolhe,

We are pleased to confirm our decision to appoint you as a Customer Support Executive (CSE) at Our Pune Office.

Please note that the employment terms contained in this letter are subject to Company policy.

APPOINTMENT

- a. Your date of appointment is effective from 1st December 2023.
- b. You will be on probation for 2 months from the date of joining. If in the opinion of the company you are found suitable for the appointed post, you will be confirmed.
- c. Your office location will be KS 525, Technology Business Incubator (TBI), S. No.124, 5th Floor, Kashyap (COE-D) Building, MIT-World Peace University Campus, Paud Road, Kothrud, Pune 411038, Maharashtra, India.

NOTE:

You should be working in any process for at least 6 months to be eligible for appraisals.

COMPENSATION

1. The first three months will be 10,000 Rs in the probation and training period.
2. After the probation period you will be eligible to receive 13000 Rs per month.
3. Company might offer some shares to you under the Employee Stock Ownership Plan (ESOP) if your performance is outstanding (Note: This decision will be taken by the management team after performance evaluation)

RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently, and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of **Lway Technologies Private Limited** (henceforth it will be mentioned **LWAY** only in short), whether directly or indirectly.
- b. We at **LWAY** are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of

employment with **LWAY**. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.

- c. Consistent with (b) above, any matter or situation, or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or this letter, shall immediately be brought to the notice of your business Unit Head.
- d. In connection with your employment and during the term of your employment you shall disclose and assign to **LWAY** as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property.

CONFLICT OF INTERESTS

- a. You are required to engage yourself exclusively in the work assigned by **LWAY** and shall not take up any independent or individual assignments (whether the same is part-time or full-time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of **LWAY**.
- c. The conflict of Interest Policy also refers to the need on your part, during your employment and for a period of Three years from the cessation of your employment with **LWAY** (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: (I) Any employee of **LWAY** to terminate their employment with or to accept employment with any competitor, supplier or any customer with whom you have a connection. (II) Any customer or vendor of **LWAY** to move his existing business with **LWAY** to a third party or to terminate his business relationship with **LWAY**. (III) Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, understand the position of **LWAY**, and resolve the conflict.

CONFIDENTIALITY

In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or divulge or disclose any such Confidential Information except as may be required under an obligation of law or as may be required by **LWAY** and in the course of your employment. This covenant shall endure during your employment and for a period of Three years from the cessation of your employment with (irrespective of the circumstances of, or the reasons for, the cessation).

ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the Company, you shall disclose and assign to **LWAY** as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that result from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

BACKGROUND VERIFICATION

This offer for employment is subject to the satisfactory completion of your background reference check, which includes verification of your past employment details based on the documents and information furnished by you at the time of joining **LWAY** and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials. In case you are unable to furnish the necessary documents and information for completing your background reference check or in case you furnish any misleading information or false documents, **LWAY** reserves the right to terminate your employment irrespective of anything to the contrary in the Company's Policies. Your original documents are collected for verification purposes and would be returned within **90 business/working days** post verification.

RESIGNATION AND TERMINATION

For resigning from **LWAY**, you are required to serve a notice period of 30 days which is mandatory and you will be liable to pay Training costs as per the Training Agreement. **LWAY** reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

The Company is entitled to terminate your employment at any time for the cause of discipline issues, lack of productivity or poor performance, dishonesty, attendance issue, and breach of the company's policy. In such cases, the company will take one or a combination or more disciplinary punishments as follows:

- Verbal warning
- Written warning;
- Written warning and cutting down the wages, demoting of position or rank, annual merit or salary adjustment disentitling;
- Written warning with the suspension of work without pay;
- Termination of employment of work without pay.

ON SEPARATION

On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formula, books, documents, cost of data, market data, literature, drawings, effects, or shall not make or retain any copies of these items. Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which related to your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between **LWAY** and you relating to the same subject matter.

Yours Sincerely,

Agree to accept employment on the terms and conditions mentioned in the above letter.

CONFLICT OF INTEREST

LWAY has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with suppliers, customers, and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest.

- For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on the open market or the interest is not material.

- For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities, or equipment from or to the company or any affiliate or to any company, firm, or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
- For an employee to serve as an officer, director, or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- For an employee to use or release to a third party any data on decisions, plans, competitive bids, or any other information concerning the company, which might be prejudicial to the interest of the company.
- For an employee or any dependent member of his family to accept commissions, a share in profits or other payment, loans (other than with established banking or financial institution), services, excessive entertainment, and travel or gifts of more than normal value from any individual or organization doing or seeking to do business with the company.

I have read the above-mentioned 'Conflict of Interest' Policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Mr. Roshan Kolhe,

Signature:

DRESS CODE:

The dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The LWAY Dress Code Policy intends to ensure that as LWAY, You demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

Guidelines:

You can dress in office casuals throughout the workweek, However, on certain occasions, you will be required to dress formally. Employees in Sales/client-facing roles are required to be dressed in formal attire. Employees while at the client site are required to adhere to the dress code specified by the client. In all respects, office decorum and decency have to be maintained. Here is an indicative list of what is considered appropriate dressing for MALE employees.

Appropriate Dressing

- Full/half-sleeved shirts (tucked in)
- Formal/casual trousers
- Formal shoes

Here is an indicative list of what is considered appropriate dressing for women employees

Appropriate Dressing

- Saris / Salwar Kameez
- Shirts
- Trousers
- Formal shoes/sandals

Tips for a Professional look:

Ensure that you look well-groomed, clean, polished, and smart wear the right colors that blend in –avoid colors that are too bright/gaudy and differentiate between clothes to work and clothes elsewhere. Make sure that your dress does not hinder your working style. Know the kind of work and workplace you are in and dress to feel confident and comfortable.

Yours Sincerely

For  

LWAY TECHNOLOGIES PRIVATE LIMITED



OFFER DOCUMENT

Date:12-Jan-2024

Dear Tushar Mahendra

shinde

,Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **20-Jan-2024** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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



Enclosure I

Tushar Mahendra shinde

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
Gross Salary (1)	25515	306180
Company Benefits		
Employer's Contribution to PF	1800	21600
Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

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OFFER DOCUMENT

Date: 12-Jan-2024

Dear Gaurav sitaram chavan,

Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **20-Jan-2024** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

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Enclosure I

Gaurav sitaram chavan

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
Gross Salary (1)	25515	306180
Company Benefits		
Employer's Contribution to PF	1800	21600
Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

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OFFER DOCUMENT

Date:12-Jan-2024

Dear

Prasad Prakash Khopade

,Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **20-Jan-2024** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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



Ashish Bansal
Vice President

BLUESTONE

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Enclosure I

Prasad Prakash Khopade

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
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Company Benefits		
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Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

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OFFER DOCUMENT

Date:05 -Dec-2023

Dear

Akshay Bansi Khade

,Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **12-Dec-2023** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

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Enclosure I

Akshay Banshi Khade

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
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You will be benefited with Mediclaim policy of sum insurance 4 lakhs floater plan covering you & your direct dependents. Personal accident coverage will be 15 lakhs. Term Life Insurance is 15 lakhs.

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




Ashish Bansal
Vice President

BLUESTONE

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STRICTLY PRIVATE & CONFIDENTIAL

Date: 22nd July 2024

SUBJECT: APPOINTMENT LETTER

Dear Anup,

Thank you for your time to pursue an opportunity with **Insights Success Media & Technology Pvt Ltd.** With reference to your application and subsequent discussions, we are pleased to offer you as an **“Accounts Executive”** with effect from **22nd July 2024.**

Employee ID: IS1356

Designation: Accounts Executive

Grade: D

The terms and conditions as applicable are stated hereunder.

An employee/ You can only resign from your position/employment after the successful completion of all project allocated to you. A resignation that does not fulfill this clause will not be accepted.

PLACE OF POSTING

Your present posting is at company's office located at Pune However' the Company reserves the right to transfer you to any other city /section/department / project site / division / branch office either in existence, or which may come into existence hereafter, and upon such transfer the rules and regulations of service as applicable to such post or place of transfer will apply to you. The nature of duty and designation may be different from the one being offered to you in terms hereof, provided however, that your compensation and benefits will not be affected. Your refusal for such transfer or performance will be unwillingness to perform your duties and serve the Company and in such case, not with standing anything contained herein, the management may in its discretion terminate your services as per terms of separation mentioned in this appointment letter.

COMPENSATION AND BENEFITS

We are pleased to inform you that your CTC will be **Rs. 2.40 Lakh Per Annum.**



Insights Success Media and Technology Pvt. Ltd.

INDIA : Survey No.133/134, Brand Square, Office No. 512, Kunjir Chowk, Pimple Saudagar, Pune, Maharashtra 411027

USA : 555 Metro Place North, Suite 100, Dublin, OH 43017, United States

Call : +91 7410079886/ 87/ 88/ 89/ 90 | info@insightssuccess.com

CONDITION FOR EMPLOYMENT

The terms and conditions of your appointment are as mentioned below:

Pre-Employment Background Check is subject to positive background reference check. The management reserves the right to cancel the appointment in case of negative reference check. You need to submit a copy of your resignation letter duly accepted by your employer within 2 days on receipt of this letter along with proof on verification of your age and qualifications. This offer stands cancelled if you do not join on the reporting date unless agreed otherwise.

On joining you are requested to furnish copies of Current and previous employer's relieving and acceptance letters. Any misrepresentation with regard to academic education, background, work experience, compensation data or any other details submitted before or during your association with company, on the basis of which this offer has been made, would result in withdrawal of offer or immediate termination of services without notice & benefits and if required initiation of a legal / penal action against you depending on gravity of situation. Please note that salary and other perquisites are confidential and you are expected to not share your salary information with any person inside the company.

We are pleased to have you on board with us and welcome you to the Insights Success family.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. You will be placed on probation for a period of three months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
2. After confirmation, the notice period required from either side is 30 days. However, management reserves the right to reduce the notice period or the right to decide granting or not granting salary or benefits in case of misrepresentation, misconduct, misbehavior, policy violation, conflict of interest, absconding, leaking confidential information etc.
3. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to company declared grade wise / band wise benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location/place wherever you are working.
4. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

Please go through the following policies. Your acceptance to this document will also denote your acceptance to the mentioned policies.

a. Code of Conduct Policy

Employees are expected to ensure that their behavior is in compliance with the company code of conduct. The following list includes actions that are inconsistent with acceptable rules of business behavior and may result in disciplinary action and / or termination:

- Disorderly behavior, which disrupts the work environment.
- Refusal to perform work assigned by a supervisor without rationale or agreeable norms.
- Misrepresenting facts related to the company or work in the company or willfully falsifying Company records.
- Sexual, verbal, physical, or visual forms of harassment directed at any person associated with the Company or discriminatory conduct towards employees for reasons of race, color, religion, national origin, sex, age, handicap or any other protected status.
- Destroying, damaging, defacing or stealing Company property.
- Disclosure of confidential information to unauthorized persons/organizations.
- Any act which might endanger the lives or safety of others or the deliberate, willful or repeated violation of any safety rules.

b. Intellectual Property and Confidentiality Policy

All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, etc., written or

unwritten and also information and instructions that pass through you or come to your knowledge are intellectual properties of the company and shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment. Upon violation of the same from your side, the company may initiate legal / penal action as deemed fit. During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products/business of the Company, hereinafter called the “SECRETS”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation or post your employment.

c. Non-Compete Policy

The undersigned Employee hereby agrees not to directly or indirectly compete with the business of the Company and its successors and assigns during the period of employment and for a period of 2 years.

The term "not compete" as used herein shall mean that the Employee shall not own the same business for the next period of 2 years. If any employee decides to leave the organization and joins other organization which is similar to the previous one then the employee cannot share, client data, employee data, past or future plans, with the other organization. If the company finds that the current or the past employee who has left the company has done or participated in any activity which relates to the mentioned above then company keeps full rights to take any action against him/her.

d. Gift Policy – During the course of your employment, you will not accept any gift from any of the company's clients or vendors. In case you feel a compulsion of accepting any gift for good faith, you need to first obtain permission from the management for accepting the gift.

e. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate. Also circulating emails, messages, etc on social media detrimental to the interest of the company will attract disciplinary action.

f. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

5. Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, with compensation and accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.

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

6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company which will be treated as termination of your services with immediate effect.

7. You shall retire from the services of the Company on attaining 58 years of age.

8. TERMINATION OF YOUR SERVICES

Your services are liable to be terminated at any time:

i) as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary, etc.

ii) If you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.

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

10. You shall carry out the work assigned by the Manager and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.

11. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

12. You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

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

14. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

15. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company.

16. You hereby agree to abide by Clearance procedure before you leave. In an event of your failure to comply with the same, you understand and agree that you will not be eligible to receive any compensation or benefit or Full & Final settlement from the organization.

17. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.

18. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

19. All disputes arising out of this letter will be subject to the jurisdiction of the Pune Court. And that the courts, tribunals and/or authorities at Pune only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times.

20. NON-DISCLOSURE, NON-COMPETE AND NON-SOLICITATION AGREEMENT:

In consideration of the eligibility for and receipt of the incentive plan benefits, including the Short-term Incentive Plan and the Long-term Incentive Plan, in whatever form granted, Employee knowingly and voluntarily agrees to these Non-Disclosure and Non-Solicitation obligations, as follows:

1. Access to Confidential Information. Employee is employed in a position that, in the course and scope of Employee's employment, provides Employee access to various trade secrets and confidential information belonging to the Company, including information created by Employee alone or jointly with others. Such information enables Employee to perform services of a unique or special nature. Employee acknowledges Employee's employment places Employee in a position of trust and confidence with the Company, its shareholders, officers, directors, employees, customers and agents.

2. Scope of Confidential Information. The Company is engaged in the diversified marketing and online media businesses, including publishing magazines giving opportunities to Business enterprises all over world to publish their articles and information with respect to their product and services. Employee acknowledge that the Company's business and services are highly specialized, and the identity and particular needs of the Company's customers, contract counter-parties, suppliers and contractors are not generally known. The term "Confidential Information", for purposes of this Agreement, includes all information and material, whether in written, electronic, or oral form, or any other form whatsoever, that is proprietary and has not been publicly disclosed by the Company, including the Company's trade secrets. Specifically, Confidential Information also

includes but is not limited to:

- a. Documents and personally private information regarding (i) the Company's employees (identifying information, protected health information, salary/incentive pay structure and information, performance evaluations); (ii) Contract counterparties; and, (iii) transactions with counterparties, including information that is provided to Company that is subject to obligations of confidentiality;
 - b. Business plans and strategies, records of financial performance, methods of operation, budgets, sales or forecasts;
 - c. Competitive analyses, magazines plans or drawings, training materials;
 - d. Pricing information and costs or projected costs;
 - e. Bids or proposals, and contract arrangements with counterparties, including specific terms of such arrangements;
 - f. Financial statements, analyses, reports and positions, that are not publicly disclosed;
 - g. "Work product" that has been compiled by employees or agents of the Company or purchased by the Company (such as subscriptions), even if the information contained in the work product is or could be publicly available; and,
 - h. Any other information that the Company would not divulge to any of its competitors.
- e. Confidential information also includes all information that is derivative in nature, such as all documents or items that reflect what Employee does with, or how Employee evaluates or adapts the information to a particular use. Employee further acknowledges that trade secrets and other Confidential Information of the Company are and will be developed through substantial expenditure of time, intellect, craft, skill, effort and money and are the Company's valuable and unique property, the loss of which cannot adequately be compensated by damages in an action at law.

3. Disclosure and Use of Confidential Information. Employee will use the Confidential Information only for purposes of performing Employee's duties to the Company, within the course and scope of Employee's employment. Employee will not use or disclose any Confidential Information, in whole or in part, for any other purpose. Employee agrees to keep confidential all Confidential Information and to preserve the confidential and proprietary nature of the Confidential Information at all times, even following the termination of Employee's employment for any reason, whether voluntary or involuntary. Employee will not, directly or indirectly, copy, take or remove from the Company's premises or from secure electronic information systems and hardware any Confidential Information.

4. Ownership and Return of Confidential Information. All right, title and interest in and to Confidential Information will remain the exclusive property of the Company even following termination of Employee's employment. Nothing in this Agreement will be construed to convey to Employee any right, title or interest or right to use any Confidential Information, except as permitted by this Agreement. Immediately upon the termination of Employee's employment with the Company, and at any time upon the request of the Company, Employee will return all Confidential Information and Company property in Employee's possession, including without limitation all originals, copies, notes or any other form of such material, without retaining any copy or duplicates thereof. Employee will return, or if so directed, will delete or destroy any and all written, printed, electronic or other material or information derived from Confidential Information. Employee will deliver to the Company all devices on which Confidential Information is stored, including all electronic or digital copies, without retaining any copy or duplicate thereof. If Employee fails to return the Company's property or Confidential Information, Employee agrees that Employee will reimburse the Company for its expenses, including attorney fees, incurred in seeking the return of these items.

5. Obligations to Others. The Company also honours the confidentiality of other companies' confidential and proprietary information. Employee affirms that Employee has not and will not disclose to the Company or use in Employee's employment with the Company, in knowing violation of an obligation of confidentiality, any information belonging to a former employer, or that was received under any other obligation of confidentiality.

6. Injunctive Relief. Employee acknowledges that the interests of the Company would be irreparably harmed, and the remedy at law available to Company for the breach of any obligation under this Agreement would be inadequate. Employee agrees that, in addition to any other remedy available at law or in equity, the Company may be granted temporary or permanent injunctive relief in any proceeding brought to enforce any provision of this Agreement or to prevent the actual or threatened disclosure of Confidential Information, without necessity of proof of actual damage, and without posting a bond.

a. Non-Competition during Employment and for period of 3 three Year after Employment. Employee agrees that from the Effective Date until the termination of Employee's employment and for a period of Three (3) year after the termination of Employee's employment for any reason, whether voluntary or involuntary, Employee will not engage in any activity that is in any way competitive with the business or demonstrably anticipated business of the Company. Employee will not assist any other person or entity in competing or preparing to compete with any business or demonstrably anticipated business of the Company. Employee activity that is prohibited by this Agreement includes, but is not limited to:

- b. Solicitation of customers, business, or selling products or services in competition with, or for any business that competes with the Company;
- c. Diverting, enticing, or taking away any employees, customers or business of the Company or attempting to do so; or
- d. Acting as a consultant or agent for, promoting, or assisting any individual or entity engaged in any business that competes with

the Company.

7. Non-Solicitation of Employees and Others. During Employee's employment and for a period of Three (3) year after the termination of Employee's employment for any reason, whether voluntary or involuntary, Employee agrees that Employee will not directly or indirectly, on Employee's own behalf or on the behalf of any other individual or entity:

a. Solicit the employment of any employee of the Company or any of its subsidiaries or affiliates, on behalf of the Employee or any other individual or entity, or otherwise interfere with the employment relationship between any such employee and the Company, its subsidiaries or affiliates;

b. Solicit, induce, or entice any of the Company's agents, representatives, consultants, contractors or customers with whom Employee had access during Employee's employment with the Company, to terminate or alter their relationship with the Company.

a. Employee agrees that while employed by the Company and for Three (3) year thereafter, Employee will communicate the contents of this Agreement to any individual, entity or association with which Employee intends to be employed, become associated or to represent. For purposes of this paragraph 8, the geographic scope will be limited to those locations where the employees, agents, representatives, consultants, contractors or customers of Company reside or do business.

8. Reasonable Restrictions. Employee has carefully read and considered the provisions of this Agreement and, having done so, agrees that the restrictions set forth above, including the time periods of restriction set forth in paragraph 8, are reasonable and are reasonably required for the protection of the interests of the Company. Employee agrees that this Agreement is necessary and designed to protect the Company's trade secrets and other important business interests.

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

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

Yours sincerely,

For and on behalf of

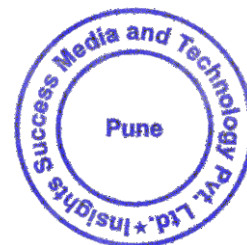
Company Name. Insights Success Media & Technology Pvt. Ltd.

I hereby agree and accept all terms and conditions set by the employer and agree to abide by the same.



Name: Anup Kaldate

Best Regards,
Megha Mishra | COO
Insights Success Media & Technology Pvt Ltd
Hand Phone: 7410033802
Web: www.insightssuccess.com



Contact

www.linkedin.com/in/ganesh-pasalkar-113b7126b (LinkedIn)

Top Skills

Cash Management
Microsoft Excel
Income Tax

Ganesh Pasalkar

SKN Sinhgad school of Business Administration MBA in Finance
Pune, Maharashtra, India

Experience

Corp Square Consultancy Pvt Ltd
Accountant
August 2023 - Present (1 year 3 months)
Pune, Maharashtra, India

Education

Savitribai Phule Pune University
Bachelor of Commerce - BCom, Banking account · (2019)

Contact

www.linkedin.com/in/krushna-dhumatkar-a0b7a825b (LinkedIn)

Top Skills

Equity analyst

Equality research

Financial Reporting

Krushna Dhumatkar

Equality Analyst at Gemscap global Analyst Private limited
Pune, Maharashtra, India

Experience

GemsCap Global Analyst Private Limited
Equality analyst
August 2024 - Present (3 months)
Pune, Maharashtra, India

PRASS & Associates LLP
Summer Intern
September 2023 - October 2023 (2 months)
Pune

Education

Sant Gadge Baba Amravati University (SGBAU)
Bachelor of Commerce - BCom, Finance, General · (July 2019 - April 2022)



OFFER DOCUMENT

Date:05 -Dec-2023

Dear

Mayur Hanmant Shere.

,Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **12-Dec-2023** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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



Enclosure I

Mayur Hanmant Shere

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
Gross Salary (1)	25515	306180
Company Benefits		
Employer's Contribution to PF	1800	21600
Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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

Ref.: MT/A15289/AMF/1769759808656100

Date: 29-Aug-2024

To,
Pranav Balkrishna Shinde

Email:

pranavs5@gmail.com

Address: Ahilyadevi chauk undari Pune.

Subject -: Offer CUM Appointment letter for the post of MANAGEMENT TRAINEE

Dear Pranav Balkrishna Shinde,

This is with reference to your application for the above-mentioned position and our further discussions with you; we are pleased to offer you an appointment as Management Trainee at our MUMBAI THANE Branch at the MT in our CREDIT-1901 Department; subject to the fulfilment of the following terms and conditions:

1. Your Basic+DA salary along with other allowances is in accordance with the Company's rules that are in force for the time being, and from time to time shall be as per the enclosed Annexure- Please note that the Management reserves the right to restructure or change your compensation at any time on its sole discretion.
2. That, your provisional appointment is subject to:
 1. Based on our discussion and mutual consent on the terms and conditions related to your provisional employment; you would require signing this Offer-cum-Appointment Letter on joining as token of your acceptance.
 2. This provisional appointment shall be subject to your medical report declaring you "Physically & Mentally Fit" from any Doctor/Medical Practitioner not having below the MBBS Degree. For this you will have to undergo a 'Medical Examination'.
 3. This provisional training/employment shall be subject to the successful completion of your graduation/post-graduation (if pursuing) and submission of necessary documents (marksheets/degrees) to the concerned person at HR Department of the Company.
 4. d) Your appointment will be subject to the satisfactory fulfillment of terms and conditions set out in Annexure- This appointment cum offer letter is provisional and shall be subject to the successful reference checks. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter along with all its annexures, within Seven days from the date of this letter, this provisional appointment shall become absolute. In case of your failure to fulfil any or all these terms and conditions within the aforesaid period of Seven days from the date of this letter, this Offer cum Appointment letter shall be treated null and void.
3. At the time of interview/appointment or any later stage, if it is found that you have submitted/furnished wrong/forged documents/information in such a case your Offer cum Appointment letter shall also be treated null and void.
4. You are requested to submit the documents before joining but not later than Seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure- Till such time, the above documents are submitted to our satisfaction, this offer cum appointment is to be considered as provisional.

Therefore, in view of all the above you are hereby advised to report for joining to Mr./Ms. Gurvinder Singh at our MUMBAI THANE-2712014 Branch Office on or before dated 01-Mar-2024. The office timings are 09:30AM to 06:30PM including Lunch Break. The detailed address of said Branch Office is mentioned below:

Aavas Financiers Limited

MUMBAI THANE-2712014
MUMBAI THANE

5. This offer cum appointment is valid subject to your joining on or before dated 01-Mar-2024 and post this date it shall be treated null and void.

Please sign and return the duplicate of this letter to HR Department as token of your acceptance of the offer cum appointment within Seven days from the date of this letter on the terms and conditions mentioned above as well as in the Annexure. We look forward to your mutually rewarding career with Aavas Financiers Limited.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

ANNEXURE-I
AAVAS FINANCIERS LIMITED

NAME: Pranav Balkrishna Shinde
DESIGNATION: MANAGEMENT TRAINEE
DEPARTMENT: CREDIT-1901

GRADE: MT
DOJ: 01-Mar-2024
LOCATION: MUMBAI THANE

Component	Monthly	Yearly
BASIC and DA	14310	171720
HRA	7155	85860
Education Allowance	200	2400
Special Allowance	10755	129060
Statutory Bonus	1192	14304
Gross Before	33612	403344
EMPLOYEE PF CONTRIBUTION	1800	21600
Net Take Home	31812	381744
EMPLOYER PF CONTRIBUTION	1950	23400
GRATUITY	688	8260
MEDICLAIM	1250	15000
Total Fixed CTC	37500	450004
Total Annual CTC	37500	450004



Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Medicclaim Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
CUG Limit:	As per the Company Policy.
Foreign Tour Eligibility:	As per applicable programmes run by the company time to time.
Group Personal Accident Policy:	As per the Company Policy and shall be effective from the date of your endorsement in the said policy.
Other Condition:	Two years service agreement

**Employees not falling under ESIC will be covered under companies' Medicclaim policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.

**Professional Tax as per rules shall be deducted if applicable in state.

ANNEXURE-II

Terms and Conditions of attached Offer CUM Appointment letter ref. no. MT/A12689/AAF/1705748008656200 dated 22-Jan-2024 is as follows:

1. **Performance Payments:** You shall be eligible for a performance bonus/incentive (depending on the type of your role/work) based on the performance appraisal at completion of one year from the date of joining. The performance payment is an annual amount depending on the rating that one receives during the annual appraisals. The payment is calculated considering four factors: basic salary, grade, performance of the Management Trainee (i.e., the rating) and performance of the Company (a Company factor is decided every year depending on the performance of the Company in the previous financial year). Depending on the type of work, in some cases this may be replaced by an incentive plan where incentives are paid monthly.
2. **Travel Allowances:** The Employees undertaking travel on official business are entitled to certain travel allowances depending on their grade. The details of these allowances/policies are available with the Human Resources and Administration Department.
3. **Provident Fund:** You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on our appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Company contributing a like amount. The settlement of the Provident Fund account and other matters connected thereto will be governed by the Provident Fund rules applicable to you.
4. **Probation:** You will be on probation for a period of One Year (Twelve Months) beginning from the date of joining the company. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the period by a written notice of 30 days if your performance or conduct, at the discretion of the management does not come up to its expectations. You can resign from the company's service during the probationary period by giving 30 days' written notice. Please note, post completion of your probation, your notice period will be governed by the exit policy of the company as would be applicable to your grade of that time.
5. **Remuneration:** The agreed remuneration shall be paid monthly to you through transfer of funds into your bank account as per the details of the same submitted by you while joining the company. In case you do not hold any bank account, you need to open a Bank account with any of the partner bank(s) of company for said salary transfer. Please also note, that in future due to some reason if you require to get change your bank details with us for said purpose; you would have to submit the fresh bank account details to the HR Department and get approved the same as per applicable procedures.
The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Company shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you. It is agreed and understood that the remuneration payable by the Company to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Company. You shall not be automatically entitled to receive from the Company or its group companies or affiliates any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Company. Payment if any of the above nature will be solely at the Company's discretion. The Company shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any, and all amounts as may be owed by you to the Company, including advances and loans.

6. **Service subject to rules:** Your services would be governed by the Company's policies, rules, and regulations in force for the time being and from time to time. You agree to comply with all the Company policies, rules and procedures as may be applicable to the employees of the Company from time to time.

During the period of your employment with the Company, you shall not engage yourself in any other profession, employment, occupation, consultancy, or any other business and shall endeavour your best to promote the Company's interests.

7. **Transfer & Deputation:** Your services may be transferrable to any of the Company's establishments, divisions and/or associates/affiliates situated in any part of India. On your transfer/deputation, you will be governed by the Company policies, rules, and regulations applicable to the establishment in which you are posted.

8. **Withholding of increments:** The increments in your grade will not be automatic but will be subject to satisfactory work, regular attendance, and good conduct.

9. **Termination:** Your provisional training can be terminated by you at any time, for any reason whatsoever or without assigning any reason, by providing prior written notice of 01 (One) month to the Company. The Company may terminate your training with the Company at any time without providing any reason, by providing prior written notice of 01 (One) month or by providing 01 (One) month remuneration in lieu of the written notice.

The company may ask you to leave or terminate you on account of integrity or found guilty of data security violation or any act against the interest of the organization. In such cases immediate relieving without any notice & any payment would be processed.

You are agree that, at the time you leave the employment of the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its affiliates, successors or assigns. You shall have no right to retention of the assets or documents of the Company.

10. **Notification to new employer:** Upon termination of your employment with the Company for any reason, whatsoever you hereby grant consent to notification by the Company to any subsequent employer(s) your rights and obligations under this appointment letter.
11. **Certificates and Testimonials:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources Department.
12. **Change in Status:** You should keep the Company informed about any change in your address, educational qualifications, and marital status.
13. **Declaration under Companies Act:** In accordance with sub-section (2A) of Section 314 of the Companies Act 1956, you are requested to make a declaration whether you are in any way related to or have business connections with any of the Directors of the Company.
14. **Weekly Working:** Your working week will be as per the practice followed in the establishment/department/ section in which you are posted. [The Company shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays].

15. **15. Leave(s):** You will be entitled to leave in accordance with the leave rules of the The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.
16. **Public Holidays:** The Public Holidays observed by the Company are subject to adjustment or reduction from time to time.
17. **Secrecy:** You shall, always, maintain complete secrecy about the Company's business affairs, inventions, special techniques, secret processes and the like which may come to your knowledge during the period of your employment including but not limited to all analyses, forecasts, reports, studies, agreements, and other documents whether prepared by you or a third party. You shall keep and render a faithful account of all properties of the Company entrusted to you in the course of your employment with the Company. During the period of your employment, you shall not, without the written authority of the Company, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Company.
18. **Inventions:** All work products developed or invented by you in the course of performance of your employment with the Company shall belong to the Company. You hereby assign and agree to assign to the Company all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Company. You shall not retain any rights or interest in any property, materials, products, data, or documents created in the course of your employment with the Company. Both during and after the termination of your employment with the Company, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Company for further and better protecting the Company's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Company.
Both during and after the term of your employment with the Company, you agree not to publish, directly or indirectly, except with the prior written consent of the Company, any information in relation to any intellectual property, confidential information, or trade secrets of the Company.
19. **Data Protection:** For the purposes of the data protection by signing of this letter, you consent to the Company and such other persons and entities designated by the Company collecting, holding and processing personal data relating to you whether provided to the Company or otherwise received by the Company for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes; providing information to future purchasers of the Company or of the business(es); surveillance where criminal activity is suspected; monitoring e-mail/internet usage; transferring information about you to a country or territory outside India.
20. **Confidentiality:** All proprietary information regarding the Company and / or its affiliates will be always regarded and preserved as confidential and you shall refrain from publishing or disclosing any part of it for his / her own benefit or for the benefit of others, in any way by any means whatsoever, unless expressly permitted in writing by the Company.

21. **Non-Disparagement:** Always while dealing with the customers or prospective customers of the Company, you shall represent yourself as an employee of the Company, and all agreements entered by you with them shall be for and on behalf of the Company. You shall not make any communication or engage in any conduct that is or can reasonably be construed as disparaging of the Company or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products, or services.
22. **Remedies:** In the event of a breach or a threatened breach the Company shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.
23. **Agreement not to Solicit Employees, Suppliers and Customers:** During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Company or any of its affiliates to cease to supply or restrict or vary the terms of supply. During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Company or any of its affiliates to cease to procure such products and/ or services during the term of your employment and after termination of your employment with the Company, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Company or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.
24. **Prohibitions under FCPA and PCA:** During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act. As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer, or receive cash, gifts or "anything of value" to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

Acknowledgement and Acceptance:

I hereby accept this offer-cum-appointment on the above-mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules was read and understood by me before signing this letter.

I shall join my duties by dated: _____

Name: _____

Signature: _____

Dated: _____

ANNEXURE-III

List of Mandatory Joining Documents: -

1. Graduation/ Post-Graduation Final Year/ Sr. Secondary /Secondary Marksheet/Certificate.
2. Appointment Letter/Offer letter from the Previous Employer.
3. Last three months' salary slip.
4. Accepted or stamped resignation of last employer.
5. Relieving Letter from the last two employers signed & stamped.
6. Identity Proof and Address Proof (PAN Card & Aadhar Card (Mandatory), Voter ID, Driving License, Passport).
7. 05 numbers Passport Size Photos.

I hereby confirm the date of Joining of 01-Mar-2024 as stated above.

Name of reporting Manager: Gurvinder Singh

Signature:

Branch Name: MUMBAI THANE

Employee Code:

Dated:



OFFER DOCUMENT

Date:12-Jan-2024

Dear

Ritesh Rajesh Shinde

,Pune,

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

Other terms and conditions are mentioned as below:

Start Date:

Your employment with the Company will begin no later than **20-Jan-2024** and will continue in accordance with terms of this offer letter.

Remuneration:

Your annual remuneration on a cost-to-company (CTC) will be **INR 350004/-p.a.**

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

Location:

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

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

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

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

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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



Enclosure I

Ritesh Rajesh Shinde

Particulars	Per Month	Per Annum
Basic	14810	177720
HRA	7000	84000
Special Allowance	743	8916
Fixed Salary	22553	270636
Statutory Bonus	2962	35544
Gross Salary (1)	25515	306180
Company Benefits		
Employer's Contribution to PF	1800	21600
Gratuity	712	8544
Medical Insurance	1140	13680
Employers Contribution to ESIC	0	0
Total benefit (2)	3652	43824
Cost to Company (1+2)	29167	350004

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

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




Ashish Bansal
Vice President

BLUESTONE

BlueStone Jewellery and Lifestyle Pvt. Ltd.

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

Contact

www.linkedin.com/in/sanket-sutar-1882301a4 (LinkedIn)

Top Skills

- Strategy
- Presentations
- Problem Solving

Sanket Sutar

Navigating ERP Solutions for Seamless Business Growth | Inside Sales
Pune, Maharashtra, India

Experience

Rialtes
Inside sales trainee
October 2024 - Present (1 month)
Pune, Maharashtra, India

Dista
Inside Sales Representative intern
April 2024 - October 2024 (7 months)
Pune, Maharashtra, India

Salespin
Business Development Intern
September 2023 - November 2023 (3 months)
Pune, Maharashtra, India

Education

SKN Sinhgad School of Business Management,Ambegaon BK. Pune
Master of Business Administration - MBA · (November 2022 - November 2024)

Smt Kashibai Navale college of Commerce
Bachelor's degree, Finance, General · (2019 - 2022)

Ref.: MT/A12689/AAF/1705749808656100

Date: 29-Aug-2024

To,
Suraj Parasram

Rohokale.

Email: Suraj.r@gmail.com

Address: Bharati vidyapeeth Pune.

Subject -: Offer CUM Appointment letter for the post of MANAGEMENT TRAINEE

Dear Suraj Parasram Rohokale,

This is with reference to your application for the above-mentioned position and our further discussions with you; we are pleased to offer you an appointment as Management Trainee at our MUMBAI THANE Branch at the MT in our CREDIT-1901 Department; subject to the fulfilment of the following terms and conditions:

1. Your Basic+DA salary along with other allowances is in accordance with the Company's rules that are in force for the time being, and from time to time shall be as per the enclosed Annexure- Please note that the Management reserves the right to restructure or change your compensation at any time on its sole discretion.
2. That, your provisional appointment is subject to:
 1. Based on our discussion and mutual consent on the terms and conditions related to your provisional employment; you would require signing this Offer-cum-Appointment Letter on joining as token of your acceptance.
 2. This provisional appointment shall be subject to your medical report declaring you "Physically & Mentally Fit" from any Doctor/Medical Practitioner not having below the MBBS Degree. For this you will have to undergo a 'Medical Examination'.
 3. This provisional training/employment shall be subject to the successful completion of your graduation/post-graduation (if pursuing) and submission of necessary documents (marksheets/degrees) to the concerned person at HR Department of the Company.
 4. d) Your appointment will be subject to the satisfactory fulfillment of terms and conditions set out in Annexure- This appointment cum offer letter is provisional and shall be subject to the successful reference checks. Upon successful fulfillment and satisfaction of all the terms and conditions mentioned in this Offer cum Appointment letter along with all its annexures, within Seven days from the date of this letter, this provisional appointment shall become absolute. In case of your failure to fulfil any or all these terms and conditions within the aforesaid period of Seven days from the date of this letter, this Offer cum Appointment letter shall be treated null and void.
3. At the time of interview/appointment or any later stage, if it is found that you have submitted/furnished wrong/forged documents/information in such a case your Offer cum Appointment letter shall also be treated null and void.
4. You are requested to submit the documents before joining but not later than Seven days from the date of this Offer cum Appointment letter, as per the enclosed Annexure- Till such time, the above documents are submitted to our satisfaction, this offer cum appointment is to be considered as provisional.

Therefore, in view of all the above you are hereby advised to report for joining to Mr./Ms. Gurvinder Singh at our MUMBAI THANE-2712014 Branch Office on or before dated 01-Mar-2024. The office timings are 09:30AM to 06:30PM including Lunch Break. The detailed address of said Branch Office is mentioned below:

Aavas Financiers Limited

MUMBAI THANE-2712014
MUMBAI THANE

5. This offer cum appointment is valid subject to your joining on or before dated 01-Mar-2024 and post this date it shall be treated null and void.

Please sign and return the duplicate of this letter to HR Department as token of your acceptance of the offer cum appointment within Seven days from the date of this letter on the terms and conditions mentioned above as well as in the Annexure. We look forward to your mutually rewarding career with Aavas Financiers Limited.

Yours faithfully,
For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

ANNEXURE-I
AAVAS FINANCIERS LIMITED

NAME: Suraj Parasram Rohokale
DESIGNATION: MANAGEMENT TRAINEE
DEPARTMENT: CREDIT-1901

GRADE: MT
DOJ: 01-Mar-2024
LOCATION: MUMBAI THANE

Component	Monthly	Yearly
BASIC and DA	14310	171720
HRA	7155	85860
Education Allowance	200	2400
Special Allowance	10755	129060
Statutory Bonus	1192	14304
Gross Before	33612	403344
EMPLOYEE PF CONTRIBUTION	1800	21600
Net Take Home	31812	381744
EMPLOYER PF CONTRIBUTION	1950	23400
GRATUITY	688	8260
MEDICLAIM	1250	15000
Total Fixed CTC	37500	450004
Total Annual CTC	37500	450004



Note:

Appraisal:	Your performance appraisal will be done on completion of one Year from your date of Joining as per company policy.
Monthly Target:	As per the Company Policy.
Performance Bonus/Incentive:	As per company policy with effect from Date of Joining.
Mediclaime Policy:	As per the Company Policy.
Conveyance:	Conveyance Expense will be reimbursed for official purpose visits and will be reimbursed as per company policy.
CUG Limit:	As per the Company Policy.
Foreign Tour Eligibility:	As per applicable programmes run by the company time to time.
Group Personal Accident Policy:	As per the Company Policy and shall be effective from the date of your endorsement in the said policy.
Other Condition:	Two years service agreement

****Employees not falling under ESIC will be covered under companies' Mediclaime policy. Calculation based on Rs.1250/- per month & remaining month in a financial year.**

****Professional Tax as per rules shall be deducted if applicable in state.**

ANNEXURE-II

Terms and Conditions of attached Offer CUM Appointment letter ref. no. MT/A12689/AAF/1705748008656200 dated 22-Jan-2024 is as follows:

1. **Performance Payments:** You shall be eligible for a performance bonus/incentive (depending on the type of your role/work) based on the performance appraisal at completion of one year from the date of joining. The performance payment is an annual amount depending on the rating that one receives during the annual appraisals. The payment is calculated considering four factors: basic salary, grade, performance of the Management Trainee (i.e., the rating) and performance of the Company (a Company factor is decided every year depending on the performance of the Company in the previous financial year). Depending on the type of work, in some cases this may be replaced by an incentive plan where incentives are paid monthly.
2. **Travel Allowances:** The Employees undertaking travel on official business are entitled to certain travel allowances depending on their grade. The details of these allowances/policies are available with the Human Resources and Administration Department.
3. **Provident Fund:** You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on our appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Company contributing a like amount. The settlement of the Provident Fund account and other matters connected thereto will be governed by the Provident Fund rules applicable to you.
4. **Probation:** You will be on probation for a period of One Year (Twelve Months) beginning from the date of joining the company. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the period by a written notice of 30 days if your performance or conduct, at the discretion of the management does not come up to its expectations. You can resign from the company's service during the probationary period by giving 30 days' written notice. Please note, post completion of your probation, your notice period will be governed by the exit policy of the company as would be applicable to your grade of that time.
5. **Remuneration:** The agreed remuneration shall be paid monthly to you through transfer of funds into your bank account as per the details of the same submitted by you while joining the company. In case you do not hold any bank account, you need to open a Bank account with any of the partner bank(s) of company for said salary transfer. Please also note, that in future due to some reason if you require to get change your bank details with us for said purpose; you would have to submit the fresh bank account details to the HR Department and get approved the same as per applicable procedures.
The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Company shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you. It is agreed and understood that the remuneration payable by the Company to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Company. You shall not be automatically entitled to receive from the Company or its group companies or affiliates any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Company. Payment if any of the above nature will be solely at the Company's discretion. The Company shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any, and all amounts as may be owed by you to the Company, including advances and loans.

6. **Service subject to rules:** Your services would be governed by the Company's policies, rules, and regulations in force for the time being and from time to time. You agree to comply with all the Company policies, rules and procedures as may be applicable to the employees of the Company from time to time.

During the period of your employment with the Company, you shall not engage yourself in any other profession, employment, occupation, consultancy, or any other business and shall endeavour your best to promote the Company's interests.

7. **Transfer & Deputation:** Your services may be transferrable to any of the Company's establishments, divisions and/or associates/affiliates situated in any part of India. On your transfer/deputation, you will be governed by the Company policies, rules, and regulations applicable to the establishment in which you are posted.
8. **Withholding of increments:** The increments in your grade will not be automatic but will be subject to satisfactory work, regular attendance, and good conduct.
9. **Termination:** Your provisional training can be terminated by you at any time, for any reason whatsoever or without assigning any reason, by providing prior written notice of 01 (One) month to the Company. The Company may terminate your training with the Company at any time without providing any reason, by providing prior written notice of 01 (One) month or by providing 01 (One) month remuneration in lieu of the written notice.
- The company may ask you to leave or terminate you on account of integrity or found guilty of data security violation or any act against the interest of the organization. In such cases immediate relieving without any notice & any payment would be processed.
- You are agree that, at the time you leave the employment of the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its affiliates, successors or assigns. You shall have no right to retention of the assets or documents of the Company.
10. **Notification to new employer:** Upon termination of your employment with the Company for any reason, whatsoever you hereby grant consent to notification by the Company to any subsequent employer(s) your rights and obligations under this appointment letter.
11. **Certificates and Testimonials:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources Department.
12. **Change in Status:** You should keep the Company informed about any change in your address, educational qualifications, and marital status.
13. **Declaration under Companies Act:** In accordance with sub-section (2A) of Section 314 of the Companies Act 1956, you are requested to make a declaration whether you are in any way related to or have business connections with any of the Directors of the Company.
14. **Weekly Working:** Your working week will be as per the practice followed in the establishment/department/ section in which you are posted. [The Company shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays].

15. **15. Leave(s):** You will be entitled to leave in accordance with the leave rules of the The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.
16. **Public Holidays:** The Public Holidays observed by the Company are subject to adjustment or reduction from time to time.
17. **Secrecy:** You shall, always, maintain complete secrecy about the Company's business affairs, inventions, special techniques, secret processes and the like which may come to your knowledge during the period of your employment including but not limited to all analyses, forecasts, reports, studies, agreements, and other documents whether prepared by you or a third party. You shall keep and render a faithful account of all properties of the Company entrusted to you in the course of your employment with the Company. During the period of your employment, you shall not, without the written authority of the Company, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Company.
18. **Inventions:** All work products developed or invented by you in the course of performance of your employment with the Company shall belong to the Company. You hereby assign and agree to assign to the Company all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Company. You shall not retain any rights or interest in any property, materials, products, data, or documents created in the course of your employment with the Company. Both during and after the termination of your employment with the Company, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Company for further and better protecting the Company's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Company.
Both during and after the term of your employment with the Company, you agree not to publish, directly or indirectly, except with the prior written consent of the Company, any information in relation to any intellectual property, confidential information, or trade secrets of the Company.
19. **Data Protection:** For the purposes of the data protection by signing of this letter, you consent to the Company and such other persons and entities designated by the Company collecting, holding and processing personal data relating to you whether provided to the Company or otherwise received by the Company for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes; providing information to future purchasers of the Company or of the business(es); surveillance where criminal activity is suspected; monitoring e-mail/internet usage; transferring information about you to a country or territory outside India.
20. **Confidentiality:** All proprietary information regarding the Company and / or its affiliates will be always regarded and preserved as confidential and you shall refrain from publishing or disclosing any part of it for his / her own benefit or for the benefit of others, in any way by any means whatsoever, unless expressly permitted in writing by the Company.

21. **Non-Disparagement:** Always while dealing with the customers or prospective customers of the Company, you shall represent yourself as an employee of the Company, and all agreements entered by you with them shall be for and on behalf of the Company. You shall not make any communication or engage in any conduct that is or can reasonably be construed as disparaging of the Company or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products, or services.
22. **Remedies:** In the event of a breach or a threatened breach the Company shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.
23. **Agreement not to Solicit Employees, Suppliers and Customers:** During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Company or any of its affiliates to cease to supply or restrict or vary the terms of supply. During the term of your employment with the Company and thereafter, you shall not personally or through an agent, company or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Company or any of its affiliates to cease to procure such products and/ or services during the term of your employment and after termination of your employment with the Company, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Company or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.
24. **Prohibitions under FCPA and PCA:** During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act. As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer, or receive cash, gifts or "anything of value" to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

Yours faithfully,

For & on behalf of Aavas Financiers Limited



Anshul Bhargava
Chief People Officer

Acknowledgement and Acceptance:

I hereby accept this offer-cum-appointment on the above-mentioned terms and conditions and agree to abide by the Rules & Regulations of the Company as are in force from time to time. The current issue of the Rules was read and understood by me before signing this letter.

I shall join my duties by dated: _____

Name: _____

Signature: _____

Dated: _____

ANNEXURE-III

List of Mandatory Joining Documents: -

1. Graduation/ Post-Graduation Final Year/ Sr. Secondary /Secondary Marksheet/Certificate.
2. Appointment Letter/Offer letter from the Previous Employer.
3. Last three months' salary slip.
4. Accepted or stamped resignation of last employer.
5. Relieving Letter from the last two employers signed & stamped.
6. Identity Proof and Address Proof (PAN Card & Aadhar Card (Mandatory), Voter ID, Driving License, Passport).
7. 05 numbers Passport Size Photos.

I hereby confirm the date of Joining of 01-Mar-2024 as stated above.

Name of reporting Manager: Gurvinder Singh

Signature:

Branch Name: MUMBAI THANE

Employee Code:

Dated:

OFFER LETTERDear **Mr. Vaibhav Sanjay Nimsatkar**

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
 Date of Joining : **12-Jul-2024**
 Functional Band : **Front Liner/Business Development**
 Department : **SALES**
 Division : **CSD**
 Salary : **As Per Annexure 'A'**
 Reporting Branch : **MUMBAI**
 Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **12-Jul-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
 KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
 Mathura Road, New Delhi - 110044
 Ph. : 011-41846800 | response@ceasefire.in
 www.ceasefire.in | SMS : Fire to 53030

Registered Office :

602, "Doli Chamber", 6th Floor, Behind
 Strand Cinema, Colaba, Mumbai - 400005, India
 Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108



Annexure - A

NAME : **Vaibhav Sanjay Nimsatkar:**
DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**
DOJ : **12-Jul-2024**

Particulars	Amounts(Rs.)	
	Fixed Component	
Basic		15100
House Rent Allowance		7063
Advance Statuary Bonus		4481
Sub Total A		26644
	Reimbursement	
Sub Total B		0
	Variable Component	
Monthly Performance Linked Reimbursement*		4090
Sub Total B1		4090
Gratuity****		726
Sub Total C		726
Total Salary Package (A+B+B1+C)		31460
Total Salary Package Per Annum		377520
Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
Total	150	1800
Total TH	30584	367008
	Additional Perks	

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

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CIN No. U29193MH2002PTC136108

Connect SERVICES
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

कैश-मेमो

ઘોઘા. અમર ખોસલે
 Mo. 9665170971



कृषीधन

वॉटर सप्लाय

आमच्याकडे पाण्याचे टँकर भरून योग्य दरात मिळतील

पुणे-सोलापूर हायवे, गणेश सिमेंट अर्टिकल शेजारी, कोंडी, ता. उ. सोलापूर.

श्री. _____	बिल नं. 18
गाडी नं. _____	दिनांक : / / २०

तपशील	लिटर	दर	रक्कम
(टिप : २४ तास सेवा उपलब्ध)		एकूण	

पार्टीची सही

कृषीधन वॉटर सप्लाय करिता

Dear Mr,Saurabh Shinde

You are Selected as Assistant in our organization,

As an Assistant your Salary will be 20000/- Gross PM

Kindly find attached Joining Documents Check-list and submit the Hard Copy details with Rotary attestation .

In case of any query, feel free to call .

Note: 1.Kindly reply to mail of your acceptance

2.Medical Certificate should be fill by prescribe Doctor Only , details are below,

Dr.Vilas V. Shirhattikar

Clinic: Near Wagh Netralaya,[Ghole Road](#)
[Pune-411005'](#)

Contact : 02025535166/9923951946

Thanks and Regards,
Vaishnavi Chamalwar
Assistant - HR

Lokmanya Multipurpose Cooperative Society Ltd.,
Zonal Office -C.T.S. [No. 967/10, Senapati Bapat Road,](#)
Near Ratna Hospital, Pune - 411016.
Office: (020) 25683000 (Ext.) 229

OFFER LETTERDear Mr. **Suraj Rajendra Lande**

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
 Date of Joining : **12-Jul-2024**
 Functional Band : **Front Liner/Business Development**
 Department : **SALES**
 Division : **CSD**
 Salary : **As Per Annexure 'A'**
 Reporting Branch : **MUMBAI**
 Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **12-Jul-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

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 Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108

Connect
 SERVICES
 +91 9540 666 666
 +91 1800 120 3473
 +91 120 4223473

Annexure - A

NAME : **Suraj Rajendra Lande:**
DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**
DOJ : **12-Jul-2024**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
Sub Total A	26644
Reimbursement	
Sub Total B	0
Variable Component	
Monthly Performance Linked Reimbursement*	4090
Sub Total B1	4090
Gratuity****	726
Sub Total C	726
Total Salary Package (A+B+B1+C)	31460
Total Salary Package Per Annum	377520
Deductions	
Employee Welfare Trust	150
Total	150
Total TH	30584
Additional Perks	
	Annual TH
	1800
	1800
	367008

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law."Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements."

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

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EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

July 29, 2024

Hi Abhijeet,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **August 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: swapnilhiwrale2000@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi
Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Abhijeet Palaspagar	Designation	Assistant Store Manager	
Department	Express Stores	Date of Joining	August 01, 2024	
Annual Salary	INR 350,000			
Breakup of Annual Salary (All figures are in INR)				
Component	Monthly	Annually	Remarks	
Basic Salary	14,583	175,000	Taxable component	
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents	
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)	
Gross Salary	27,365	328,400		
Retrial Benefits				
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary	
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary	
Other Statutory Deductions*				
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month	
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month	
Total Salary	29,166	350,000		

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.



**Nourishing
farms**



To,
Dear Mr. Karansinh Barge
Mobile: +91 7507945055

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as **Business Analyst**. You are required to join us latest by 12th August 2024. You will be based at our Pune Office.

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

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

We look forward to your arrival as an employee of our organization and are confident that your contribution will take us further in our journey towards becoming a leading player in Healthy Food industry. We assure you of our support for your professional development and growth.

Your detailed appointment letter will be issued at the time of joining. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us.

Sincerely,
For M/s Nourishing Farms, LLP


CO-Founder & CEO



📍 S No. 210/3 4, Plot No 105,
Wakad, Pune- 411057
GST - 27AASINB291N125

✉ info@nourishingfarms.in
☎ +91 726688 3344

Item	Details	Training (6 Months)	Probation (6 months)
	Name	Sanket Laxman Katkar	
	Designation	Management Trainee	Sales Engineer
	Division	AC CT CC	AC CT CC
	Location	Pune	
	Monthly Salary Heads	Amount in INR	Amount in INR
	Basic	25807	30769
	Education Allowance	0	0
	House Rent Allowance	12904	15385
	Special Allowance	5241	6248
	Leave Travel Assistance	2581	3077
	Monthly Salary Heads total p.m.	46533	55479
A	Monthly Salary Heads total p.a.	558396	665748
	Retiral Benefits		
	Provident Fund	37162	44307
	Gratuity	25797	30757
B	Total Retiral Benefits	62959	75064
	Annual Benefits		
	Variable Pay Opportunity	15484	18461
E	Cost to Company	636839	759273
Company Car		Yes, As per company policy	Yes, As per company policy

Item	Details	Training (6 Months)	Probation (6 months)
	Name	Purvesh Patil	
	Designation	Management Trainee	Sales Engineer
	Division	AC CT CC	AC CT CC
	Location	Pune	
	Monthly Salary Heads	Amount in INR	Amount in INR
	Basic	25807	30769
	Education Allowance	0	0
	House Rent Allowance	12904	15385
	Special Allowance	5241	6248
	Leave Travel Assistance	2581	3077
	Monthly Salary Heads total p.m.	46533	55479
A	Monthly Salary Heads total p.a.	558396	665748
	Retiral Benefits		
	Provident Fund	37162	44307
	Gratuity	25797	30757
B	Total Retiral Benefits	62959	75064
	Annual Benefits		
	Variable Pay Opportunity	15484	18461
E	Cost to Company	636839	759273
Company Car		Yes, As per company policy	Yes, As per company policy



Ref-BMES/OFR/10-23

Date: 30-Oct-23

To,

Snehal Bhosale,
Jijamata Chowk,
Near Ambegaon ,
Pune - 411041

Subject: Offer letter

Dear Snehal,

This has reference to your application and the subsequent interview you had with us. In this connection, we are pleased to offer you employment in our organization as **Research Analyst**. You are expected to join us on or before **1st November 2023** from our Viman Nagar office premises (1st Floor, Novotel, Nagar Road, Viman Nagar, Pune-411014, Maharashtra) subject to Government guidelines failing to which this offer letter stands canceled unless otherwise extended in writing.

This offer is subject to a positive outcome of the BMES Reference Check with your previous employer as well as timely submission of all required documents not limited to valid proof of address, relieving letter and others.

Please find below the list of documents to be submitted at the time of joining. The below mentioned must be submitted on the first day of joining:

- Pan Card and Aadhar Card (Mandatory)
- Address Proof – Electricity Bill or Telephone Bill or Driving License or Rent Agreement (any one of them)
- Last Employment relieving letter.
- Last Employment – last 3 months' salary slips.
- One passport size photograph.
- Educational certificates

Kindly revert to the email as a token of your acceptance.

Yours Sincerely,

For **Boyd & Moore Executive Search India Pvt. Ltd.,**

Heena Balan
Manager – HR
Signature: Heena

Snehal Bhosale
Candidate
Signature:

Date:

Date:

This is computer generated and does not require signature.

Contact

www.linkedin.com/in/vaishnavi-palakal-253b51228 (LinkedIn)

Top Skills

Critical Thinking
Financial Analysis
Easily Adaptable

Vaishnavi Palakkal

Process Associate - US Operations
Pune, Maharashtra, India

Summary

Proven ability to quickly learn business processes and new technologies.

Ability to deliver under pressure & pressing deadlines

Ability to understand functional requirements and design documents.

Good interpersonal skills, quick learner, result oriented, hard working with a quest and eager to learn new technologies and undertaking challenging tasks & responsibilities.

Education

Savitribai Phule Pune University

Bachelor of Business Administration - BBA, Business Marketing · (July 2019 - April 2022)

Mary Matha High School & Jr. College. Mhaswad

School & College · (June 2004 - February 2019)

Management Trainee

Date: November 23, 2023

Dear Kajal Shinde,

Congratulations !

We are thrilled and eager to welcome you to HomeFirst as a Management Trainee, the first step in your road towards your journey as a **Relationship Manager**.

We believe that our team is our biggest strength and we take pride in hiring only the best and the brightest.

Your date of joining is **03/02/2024** and the duration would be for a period of 6 months or earlier. This duration may be extended depending on your performance.

You will be provided ₹ **25,000** per month as a stipend along with travel reimbursement (at actuals) and performance-based incentives.

You will be entitled to leaves only for academic reasons which will be leave without pay and you need to inform the exam schedule as soon as it is released.

Either party shall be entitled to terminate the said arrangement by giving 1 Months' notice or in-lieu of such notice, a sum equal to the gross stipend amount for the notice period at management's discretion.

Regards,

Team HomeFirst



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

July 29, 2024

Hi Parag,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **August 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: swapnilhiwrale2000@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi
Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Parag Bhalerao	Designation	Assistant Store Manager
Department	Express Stores	Date of Joining	August 01, 2024
Annual Salary	INR 350,000		
Breakup of Annual Salary (All figures are in INR)			
Component	Monthly	Annually	Remarks
Basic Salary	14,583	175,000	Taxable component
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)
Gross Salary	27,365	328,400	
Retrial Benefits			
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary
Other Statutory Deductions*			
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month
Total Salary	29,166	350,000	

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.

STRICTLY PRIVATE & CONFIDENTIALDate: **August 12, 2024**

Bhushan hemant metkar
Sairaj Building Ganesh nagar
Pune Maharashtra,

Subject: Offer Letter**Dear Bhushan ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Keshav Mahadev Saste**.
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

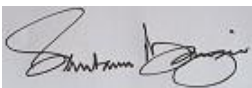
We would expect you to join latest by Aug 12, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.**Authorized Signatory**

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Aug 12,2024**

Name:	Bhushan hemant metkar		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location:	Pune-1
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediciam policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

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Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com

LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

CIN: U66010PN2001PLC015959

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

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CIN: U66010PN2001PLC015959

OFFER LETTER

Date: - 05th October 2024

Chetan Dhumal,
At post Dhumalwadi,
Girvi, Satara-415523

Dear Chetan,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of Sales Executive in our organization.

You will be paid a total remuneration CTC of Rs.18,000 (Rupees Eighteen Thousand Only) per month.

As a member of Proprise Property Consulting Pvt Ltd., we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice and results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

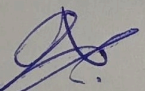
This is an Offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 01st October 2024. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For, Proprise Property Consulting Pvt Ltd.


HR Manager

Shraddha Kalamkar



PROPRISE Property Consulting Pvt Ltd

301, Sai Empire, Baner, Pune-411045, M-9112001494

STRICTLY PRIVATE AND CONFIDENTIAL**Date: 06th Jul 2024****Name: Pallavi Dashrathsing Hajari****OFFER LETTER FOR APPRENTICESHIP****Dear Pallavi Dashrathsing Hajari,**

With reference to your application for an apprenticeship with **Bajaj Finance Limited**, as part of our apprenticeship program, we are pleased to offer you apprenticeship opportunity with us. Below are the conditions you will have to abide by as part of the Apprenticeship process.

1. PERIOD OF APPRENTICESHIP

Your Apprenticeship will start from **08th Jul 2024** and continue till **07th Jul 2025**. Please note that Bajaj Finance Limited reserves the right to terminate your Apprenticeship during the course of the above period at any time, at its sole discretion, without prior notice and assigning any reasons. In the event of your failure to join on the designated date, this offer shall stand rescinded.

2. PROJECT AND REPORTING MANAGER

You will be assigned to a role at **Bajaj Finance Limited** and you will be responsible to work as per the delivery expectations set by your Reporting Manager. The objective of this Apprenticeship is to engage you meaningfully on a role suited your skill sets which are aligned to business needs as well as ensure that you get sufficient learning in the process.

3. HOURS AND PLACE OF WORK

You will be based out of your home Location. You will be required to work during the office hours or as per work requirements and effectively carry out all responsibilities and obligations assigned to you during your Apprenticeship by the supervising manager. Your work timings will be as per the work timings of the company where you are mapped for this Apprenticeship.

4. TRAINING AND ASSESSMENT

You will be enrolled to soft skills and technical skills training program as per the apprenticeship law. You are expected to attend all training sessions mandatorily that will be held in-person or virtually and complete the assessments in them. Completion of the trainings and assessments is mandatory for certification.

5. STIPEND

During the tenure of your Apprenticeship, you shall be entitled for a stipend of **Rs. 11,000/-** per month, payable on a pro-rata basis. This amount shall be subject to tax deductions at source and other withholdings as per applicable law. You shall not be entitled to any benefits other than the stated stipend.

6. EXCLUSIVITY

During your Apprenticeship, you shall not undertake an Apprenticeship or employment with any company other than **Bajaj Finance Limited**, without the prior written permission of **Bajaj Finance Limited**.

BAJAJ FINANCE LIMITEDwww.bajajfinserv.in/corporate-bajaj-finance

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune - 411 014, Maharashtra, India

Corporate Office Extn.: 3rd Floor, Panchshil Tech Park, Viman Nagar, Pune - 411 014, Maharashtra, India

Tel: +91 20 7157 6403 | Fax: +91 20 7157 6364

Registered Office: C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Corporate ID No.: L65910MH1987PLCO42961



7. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

7.1 It will be your responsibility to maintain secrecy and confidentiality of all information made available to you during your Apprenticeship and not disclose any Confidential Information, at any time either during or post the apprenticeship period, in any manner and for any purpose whatsoever to any third party, without the prior written consent of **Bajaj Finance Limited**

“**Confidential Information**” includes all information which is communicated to or obtained by you (written, oral, whether in the form of data, knowledge, techniques, processes, systems, formulae, designs, statistics, records, policies, documentation, trade secrets, know-how, designs, drawings, photographs, software, equipment, ideas, methods, research, development business and financial information, business and marketing plans) relating to **Bajaj Finance Limited** & its group companies, its affiliates or their businesses and their past, current or prospective clients, customers and suppliers and their respective businesses, and further includes without limitation, all the intellectual property of **Bajaj Finance Limited** & its group companies and the Work Product.

7.2 You hereby agree that work of every nature and in every form or media, prepared, produced, developed, or designed by you during your Apprenticeship, whether alone or with others (“**Work Product**”) shall be for the benefit of **Bajaj Finance Limited** & its group companies and will belong to and be the absolute property of **Bajaj Finance Limited** & its group companies.

7.3 All Confidential Information including without limitation materials containing Confidential Information and any and all copies, translations, interpretations and adaptations thereof, obtained by you shall immediately upon **Bajaj Finance Limited**’s request or upon termination or completion of your Apprenticeship, be either returned to **Bajaj Finance Limited** and/or destroyed as per the requirements of **Bajaj Finance Limited**.

7.4 This clause shall survive the completion or termination of your Apprenticeship.

8. GOVERNING LAW AND JURISDICTION

8.1 This offer letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

9. RESIGNATION OR TERMINATION FROM SERVICE

Apprenticeship is subject to the policies of the Company and the terms and conditions of this Letter, be terminated by either party by serving 90 days (Ninety Days) written notice to the other party. In the event of a shorter notice period than 90 days, you must submit a written consent signed by you to your manager and HR requesting for early relieving. If you fail to submit the written consent or do not fulfill the notice period, the organization will have the right to withhold your full and final settlement. If your employment is terminated by you for any reason prior to the completion of Notice period, then recovery will be applicable on pro rata basis and Apprenticeship completion letter will be issued post recovery as applicable. You hereby authorize the Company to deduct from your stipend (including any other overheads if applicable and pay in lieu of notice period) all debts or sums owed by you to the Company.

In case you join and leave the organization within 15 days, you will not be eligible for any payout from the organization.

In the event of absconding – absence in office without intimation to the manager for 3 or more business days, you will be marked as “Joined and Left” or “Involuntary Exit” and payroll will be withheld.

BAJAJ FINANCE LIMITED

www.bajajfinserv.in/corporate-bajaj-finance

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Registered Office: C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Corporate ID No.: L65910MH1987PLCO42961



10. FULL AND FINAL SETTLEMENT

Upon successfully completing the notice period as agreed with the manager and acknowledged by the HR, your Full and Final Settlement will be processed into your salary account within 15 business days of your last working day.

You will be eligible for full and final settlement only in the event of a voluntary exit.

11. LEAVE POLICY

You will be entitled for 2 (Two) leave per month prorated as per your date of joining during your Apprenticeship period.

Leaves taken will be adjusted during the full and final settlement. In case you exhaust your leave count, leaves taken over and above the eligible limit will be account as **Leave without Pay**. There will be no payout for leaves accrued in the full and final settlement.

During the notice period, you will be eligible to avail a maximum of 2 days per month.

12. MISCELLANEOUS

12.1 By accepting this offer, you agree that throughout your Apprenticeship, you will comply with all policies and practices expected from you during your Apprenticeship and any applicable laws including in relation to data privacy. In the event of any non-compliance of **Bajaj Finance Limited** policy(ies)/practice(s), **Bajaj Finance Limited** reserves the right to take appropriate actions against you including informing your educational institution and/or current or prospective employer.

12.2 This Apprenticeship may lead to full time offer of employment of the company provided you complete the apprenticeship as per the required performance parameters and qualify on other assessments as per company policy.

12.3 Please note that this letter of Apprenticeship shall not under any circumstances be deemed to be an offer of employment provided by **Bajaj Finance Limited**. You hereby agree that you shall have no right to claim or demand employment with **Bajaj Finance Limited**.

For Bajaj Finance Limited

Thomas Augustine

Email : thomas.augustine@bajajfinserv.in
Issued by : Professional DigiSign Pvt. Ltd.
Reason : Digitally signed TDS certificate as per Information Technology Act, 2000.
Date : 2024.07.07 12:35:07 +05:30

Thomas Augustine

Head – Human Resources

Signature & Name: _____

Date : _____

BAJAJ FINANCE LIMITED

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Corporate ID No.: L65910MH1987PLC042961



STRICTLY PRIVATE & CONFIDENTIALDate: **August 12, 2024****Pruthviraj Mahadev Patil****Saisiddhi Appartment.****ganesh nagar Pune****Subject: Offer Letter****Maharashtra,****Dear Pruthviraj ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Keshav Mahadev Saste**.
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

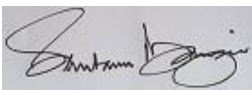
We would expect you to join latest by Aug 12, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.**Authorized Signatory**

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Aug 12,2024**

Name:	Pruthviraj Mahadev Patil		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location:	Pune-1
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediciam policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com

LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

CIN: U66010PN2001PLC015959

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

SAI SAURABH MEDICAL

In Premises Daryav Skin Clinic, Lahanuji Nagar, WARDHA
CASH MEMO D.L.No.20-MH-WAR-553972, 20C-MH-WAR-553973, (M)7030084446

Pt.No & Add: SUNANDA PALVE, WARDHA
Dr.No & Add: SAVITA MURKEY

Inv.No.:A/4269
Date: 14/10/24

GST%	QTY.	NAME OF DRUG	PACK	MFG	SLF.	HSNCode	BATCH NO.	EXP.DT.	AMOUNT
12%	1	ZYDIP C CREAM	20GM	KLM	3004	BD405	05/26	148.00	
12%	1	KZ CREAM	30GM	H&H	300490	HH267	06/26	240.00	
12%	30	DSLRO - 10 MG TAB	10TAB	HHE		BT301375	11/25	210.00	
18%	1	TINIWASH SOAP	75GM	CUT		M009	04/26	150.00	

Items: 4 GET WELL SOON

Please confirm from Doctor before use.

Money will be refunded if overcharged by oversight.

Subject to WARDHA jurisdiction only.

TOTAL Rs. 748.00

Less 37.00

711.00

Sign. of B.P.

SAI SAURABH MEDICAL

In Premises Daryav Skin Clinic, Lahanuji Nagar, WARDHA
CASH MEMO D.L.No.20-MH-WAR-553972, 20C-MH-WAR-553973, (M)7030084446

Pt.No & Add: SUNANDA PALVE, WARDHA
Dr.No & Add: SAVITA MURKEY

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12%	1	ZYDIP C CREAM	20GM	KLM	3004	BD405	05/26	148.00	
12%	1	KZ CREAM	30GM	H&H	300490	HH267	06/26	240.00	
12%	30	DSLRO - 10 MG TAB	10TAB	HHE		BT301375	11/25	210.00	
18%	1	TINIWASH SOAP	75GM	CUT		M009	04/26	150.00	

Items: 4 GET WELL SOON

Please confirm from Doctor before use.

Money will be refunded if overcharged by oversight.

Subject to WARDHA jurisdiction only.

TOTAL Rs. 748.00

Less 37.00

711.00

Sign. of B.P.



Ref-BMES/OFR/10-23

Date: 25-Oct-23

To,

Tushar Mahajan,
Sai Complex,
Katraj,
Pune - 411042

Subject: Offer letter

Dear Tushar,

This has reference to your application and the subsequent interview you had with us. In this connection, we are pleased to offer you employment in our organization as **Research Analyst**. You are expected to join us on or before **1st November 2023** from our Viman Nagar office premises (1st Floor, Novotel, Nagar Road, Viman Nagar, Pune-411014, Maharashtra) subject to Government guidelines failing to which this offer letter stands canceled unless otherwise extended in writing.

This offer is subject to a positive outcome of the BMES Reference Check with your previous employer as well as timely submission of all required documents not limited to valid proof of address, relieving letter and others.

Please find below the list of documents to be submitted at the time of joining. The below mentioned must be submitted on the first day of joining:

- Pan Card and Aadhar Card (Mandatory)
- Address Proof – Electricity Bill or Telephone Bill or Driving License or Rent Agreement (any one of them)
- Last Employment relieving letter.
- Last Employment – last 3 months' salary slips.
- One passport size photograph.
- Educational certificates

Kindly revert to the email as a token of your acceptance.

Yours Sincerely,

For **Boyd & Moore Executive Search India Pvt. Ltd.,**

Heena Balan

Manager – HR

Signature: Heena

Tushar Mahajan

Candidate

Signature:

Date:

Date:

This is computer generated and does not require signature.

OFFER LETTERDear **Mr.Sujit Mote**

Mit College Of Management (Mitcom)

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
 Date of Joining : **20-Jul-2024**
 Functional Band : **Front Liner/Business Development**
 Department : **SALES**
 Division : **CSD**
 Salary : **As Per Annexure 'A'**
 Reporting Branch : **MUMBAI**
 Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **20-Jul-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das

Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
 KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
 Mathura Road, New Delhi - 110044
 Ph. : 011-41846800 | response@ceasefire.in
 www.ceasefire.in | SMS : Fire to 53030

Registered Office :

602, "Doli Chamber", 6th Floor, Behind
 Strand Cinema, Colaba, Mumbai - 400005, India
 Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108

Connect
 SERVICES
 +91 9540 666 666
 +91 1800 120 3473
 +91 120 4223473

Annexure - ANAME : **Sujit Mote**DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**DIVISION : **CSD**DOJ : **20-Jul-2024**

Particulars

Amounts(Rs.)

Fixed Component

Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
Sub Total A	26644

Reimbursement

Sub Total B	0
--------------------	----------

Variable Component

Monthly Performance Linked Reimbursement*	4090
Sub Total B1	4090
Gratuity****	726
Sub Total C	726
Total Salary Package (A+B+B1+C)	31460
Total Salary Package Per Annum	377520

Deductions**Monthly TH****Annual TH**

Employee Welfare Trust	150	1800
Total	150	1800
Total TH	30584	367008

Additional Perks**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.**Leave Encashment:** As per company's leave policy.**LTA:** To be claimed post completion of 1 year of service with the company.**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

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CIN No. U29193MH2002PTC136108

Connect
SERVICES
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

OFFER LETTER

Dear **Mr. Swaroop Chaudhari**
Mit College Of Management (Mitcom)

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining : **01-Jul-2024**
Functional Band : **Front Liner/Business Development**
Department : **SALES**
Division : **CSD**
Salary : **As Per Annexure 'A'**
Reporting Branch : **MUMBAI**
Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Jul-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

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Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108



Annexure - A

NAME : Swaroop Chaudhari

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE

DIVISION : CSD

DOJ : 01-Jul-2024

Particulars

Amounts(Rs.)

Fixed Component

Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
Sub Total A	26644

Reimbursement

Sub Total B	0
--------------------	----------

Variable Component

Monthly Performance Linked Reimbursement*	4090
Sub Total B1	4090

Gratuity****	726
Sub Total C	726

Total Salary Package (A+B+B1+C) 31460

Total Salary Package Per Annum 377520

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
Total	150	1800
Total TH	30584	367008

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law. "Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements."

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das

Human Resource

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CIN No. U29193MH2002PTC136108



+91 9540 666 666
+91 1800 120 3473
+91 120 4223473



Blink Commerce Private Limited
(formerly known as Grofers India Private Limited)

Registered & Corporate Address: Plot No.
64 H, Sector 18, Gurugram, Haryana - 122001

CIN: U74140HR2015FTC055568

www.blinkit.com

0124 4673 366

contact@blinkit.com

August 16, 2024

Hi Vishal,

Welcome to **Blinkit ("Company")**.

We are excited to offer you a full-time position as **Assistant Store Manager** in the **Express Stores team** at our **Pune office**. Your joining date will be **September 01, 2024**.

Principle terms of your employment with the Company are given under this employment agreement ("**Agreement**") as follows:

- a. **Compensation:** Your annual salary ("**salary**") will be **INR 350,000 (Rupees Three Lakh Fifty Thousand only)** which shall be paid to you every month on the last working day of the month, after applicable deductions. **This is further detailed in Annexure I - Salary Annexure.**
- b. **Working days / hours:** You will be required to work for the number of days in a week in accordance with Company policy or as per the periodic rosters applicable to your department. Your shift duration and timings may change from time to time based on the business requirement and will be communicated to you, in writing.
- c. **Conduct:** You shall comply with the duties, responsibilities and Company policies including the Company Code of Conduct. You will also comply with reasonable instructions as may be given by the Company and not act in any manner that would conflict with the interests of the Company.
- d. **Confidentiality:** During your employment you will have access to confidential and price sensitive information about the Company. You agree that you will not disclose such information directly or indirectly, to any person or entity outside the organization under any circumstances without the prior written approval of your reporting manager.
- e. **Overseas Citizenship of India (OCI):** It is your duty to disclose to the Company if you are holding an OCI at the time of your joining.
- f. **Termination:** Your employment may be terminated at any time either by the Company or yourself by providing a written notice of either 1 month or a lesser duration as may be mutually agreed between your reporting manager and yourself. The Company can terminate your employment immediately, if you are found guilty of any misconduct, violate any company policy or breach the terms of this Agreement. In such cases, the Company reserves the right to hold back the notice pay and/or your salary.
- g. **Notices:** Unless otherwise stated, notices shall be given in writing and shall be given by electronic mail. If to the Company: hr@blinkit.com. If to the Employee: shitolehubhamrajendra@gmail.com.

The foregoing terms shall be read along with the terms and conditions detailed under Annexure II - Legal Terms.

We are delighted to welcome you to the Company!

For & on behalf of Blink Commerce Private Limited

Mehak Joshi
Authorized Signatory

If the foregoing terms and conditions along with the terms and conditions of Annexure are acceptable to you, please confirm this by signing in the acceptance section below. Please note, a digitally signed copy of this agreement received by e-mail will create a valid and binding obligation of the party executing with the same force and effect as it would have with a physical signed copy (original) thereof.

Acceptance:

I have read the terms of my employment with the Company and confirm my acceptance of the same. I hereby also declare that I will abide by the Company policies at all times during my employment with the Company.

Name:

Signature:



Annexure I - Salary Annexure

Name	Vishal Yegare	Designation	Assistant Store Manager	
Department	Express Stores	Date of Joining	September 01, 2024	
Annual Salary	INR 350,000			
Breakup of Annual Salary (All figures are in INR)				
Component	Monthly	Annually	Remarks	
Basic Salary	14,583	175,000	Taxable component	
House Rent Allowance (HRA)	7,291	87,500	Taxable component; partially tax exempted if you are staying on rent, subject to submission of required documents	
Special Allowance	5,491	65,900	Taxable component; partially tax exempted under the flexi benefit plan (refer to note #4 for further details)	
Gross Salary	27,365	328,400		
Retrial Benefits				
Employee's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the gross salary	
Employer's Share of Provident & Pension Fund	1,800	21,600	Deducted per month from the total salary	
Other Statutory Deductions*				
Labour Welfare Fund (employee contribution)	100	1,200	Deducted per month from gross salary, subject to location. Maximum deduction: INR 100/month	
Professional Tax	208	2,496	Deducted per month from gross salary, subject to location. Maximum deduction: INR 208/month	
Total Salary	29,166	350,000		

*Any other statutory deductions apart from the above mentioned will be adjusted from the salary as per their applicability

Important points to note:

1. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
2. You will be eligible for Gratuity, under the provisions of Payment of Gratuity Act, 1972
3. All the above components and benefits are as per company's policies, which are subject to change from time to time
4. You have the following tax saving flexible benefits options to choose from. The amount you choose will be deducted from your Special Allowance. You can opt in for these post joining, while declaring your investments: LTA (Leave Travel Allowance); Mobile / Telephone Allowance; Voluntary Provident Fund; Newspapers and Periodicals Allowance; Children Education and Hostel Allowance; Vehicle Running and Maintenance Expenses
5. If you commence employment after the 15th of a month, your salary for the month of joining will be processed with the following month's payroll



Annexure II - Legal Terms

Please read the below terms carefully:

1. **Leaves:** In a calendar year, you are entitled to 18 days of paid leave and 7 days of casual leave, both accrued monthly and 7 days of wellness leave accrued annually. These leaves will be applicable to you on a pro-rata basis from your date of joining. Over and above this there is a provision for 180 days of parental leave, and 10 days of period leave (for all female and transgender employees). You will be able to access more details in the Leave Policy post you join.
2. **Non-compete:** During your employment with the Company, and 12 months thereafter, you will not seek employment with any organization or enter into a business activity yourself that is directly or indirectly engaged in the same/similar business as the Company and its subsidiaries.
3. **Non-Solicitation:** During your employment with the Company and 12 months thereafter you shall not (i) influence any employee to leave their employment with the Company and/or solicit them for employment opportunities with third parties; (ii) influence any customers, agents, vendors, users, service providers or clients of the Company to terminate or otherwise cease their relationship with the Company.
4. **Full Disclosure:** Prior to accepting the Agreement you will disclose to the Company or your recruiter, in writing, any of your ongoing business(es), companies where you may be listed as a partner/director, any ongoing contractual obligations, including any professional contracts, employment contracts, governmental engagements, freelance projects or volunteer work.
5. **Exclusivity:** During your employment with the Company, you will not undertake any other new employment/venture of any nature, whatsoever.
6. **Background Verification:** Your employment will be subject to satisfactory verification of your credentials and background verification conducted by the Company or its service providers. The Company reserves the right to initiate appropriate action including termination of your employment based on any adverse findings uncovered during such background verification.
7. **Personal data:** As a part of the conditions of your employment, you hereby grant to the Company permission to collect, retain and process your personal information such as name, residential address, phone number, date of birth, age, sex. In case there is any change in your information, you must notify the Company immediately. You agree that we may share your information with third-party service providers for the purposes of conducting your background verification check and provision of services/benefits related or pursuant to your employment with the Company.
8. **Company's Proprietary Right:** You agree that the Company is the sole owner of all inventions, discoveries, software, designs, ideas, developments, processes, improvements, copyrightable material, and trade secrets discovered, conceived or created by you in connection with your employment at the Company, whether discovered or created alone or in conjunction with others, whether at the Company's premises or not.
9. **Return of Company Assets:** Upon termination of your employment with the Company (however it arises), you are obligated to forthwith return all assets of the Company within your possession (without any loss or damage).
10. **Dispute Resolution and Governing Law:** Parties shall endeavor to amicably resolve all disputes arising hereunder. If the dispute is not resolved amicably, the courts at New Delhi shall have the exclusive jurisdiction to preside on matters and/or settle any claim arising hereunder.
11. **Survival of Covenants:** All restrictive covenants contained in the Agreement and this Annexure II [including this clause 9 (Survival of Covenants), clauses 2 (Non-compete), 3 (Non-solicitation), 6 (Company's Proprietary Rights), 7 (Return of Company Assets), 8 (Dispute Resolution and Governing Law) and 10 (Unauthorized Disclosure)] shall survive the termination of your employment at the Company.
12. **Unauthorized Disclosure:** You agree that unauthorized use or disclosure of any information related to the Company that is either shared with you or discovered or created by you in connection with your employment shall constitute a breach of trust and confidentiality. Even the terms and conditions of this Agreement are confidential and are not to be disclosed by you in any manner to any person or entity outside the organization. In the event of breach of confidentiality, the Company reserves the right to take appropriate action in accordance with its policies.



Classification: Confidential

Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

Classification: Confidential

6 July 2024

Ms.Mansi Pandav,
Laxmi Chowk
Warje,- 411043

Dear Ms.Mansi Pandav,

We are pleased to inform you that we are hereby making an offer of appointment to you, and are outlining terms and conditions in relation to your employment with us. Your date of joining with Asian Paints Ltd will be 16 August 2024. This offer may be withdrawn by the Company in case of your inability to join on the Joining Date and any delay shall not be accommodated.

DESIGNATION : EXECUTIVE I - RETAIL SALES

GRADE : N/T3

REMUNERATION : The salary details applicable to you will be:

Headings	Amount (INR)
Basic	21000
HRA *	11000
Interim Allowance	2500
Education Allowance	200
Consolidated Allowance	1120
Conveyance Allowance	27900
Monthly Gross	63720
Gratuity	1010
Employer's contribution towards PF	2520
CTC per month	67250
LTA (per annum)	8000
Bonus (per annum)	39000
CTC per annum	854000

*HRA for Mumbai/ Delhi – 11000; Bengaluru, Hyderabad, Secunderabad, Pune, Chennai, Kolkata – 10500;Others - 10000

Confidential

Classification: **Confidential**

eSigned using Aadhaar (Leegality.com -
wLvmStQ) Dhruvraj Dhananjay Shinde

Sachin Singh

Date: Mon Jul 08 13:17:34 IST
2024



Date: Mon Jul 08 14:08:34 IST
2024



Classification: Confidential

Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

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A list indicating the privileges, benefits and the terms and conditions governing your compensation mentioned above is enclosed in the Annexure shared with you along with the offer. The contents of this annexure as amended from time to time shall be deemed to form part of the terms of your employment. It would be deemed that you have read, understood and accepted the same as part of the terms of your employment.

The Company has policies and procedures in respect of holidays, leave, benefits, maternity, disciplinary, capability and grievance etc which are applicable to you. All policies and circulars of the Company as amended from time to time shall be deemed to form part of the terms of your employment.

The aforementioned annexure mentioning the privileges, benefits and terms and conditions governing your compensation as well as all company policies, circulars are accessible in specific groups on the internal company portal for the employees.

1) POSTING AND FUTURE TRANSFER

- 1.1 Your joining location will be MUMBAI-BHIWANDI
- 1.2 You may be posted at/ transferred to any other place of business of the Company, at the sole discretion of the management. Such place of business may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot, or office, existing or new. You shall not be entitled to any monetary benefit or compensation by virtue of such transfer.

2) TIMINGS

You will adhere to the timings prevalent in the place of business where your services are made use of.

3) PROBATION

You will have a period of probation which is six months ("**Probation Period**"), starting from the Joining Date. This Probation period may be extended to a further three months period ("**Extended Probation Period**") based on your performance during the Probation Period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of Probation period or Extended Probation period, as the case may be, your services will stand automatically terminated.

4) MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's medical Consultant.

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5) BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the Company are subject to submission of correct details to the company during the application process and clearance of background verification check done by the Company. Your employment into the services of the company is contingent upon completion of graduation/post-graduation degree with minimum 50% marks overall.

6) RESIGNATION / TERMINATION OF SERVICES

- 6.1 During the Probation Period or Extended Probation Period, as the case may be, this appointment may be terminated by either party by giving 15 days written notice or 15 days gross salary in lieu of such notice.
- 6.2 Subsequent to the confirmation of your employment, this appointment may be terminated by either party by giving three months notice ("**Notice Period**") in writing to the other party ("**Notice of Termination**"). In the event you resign to join organisation/s conducting business in products and services similar to that of the Company and/or its group companies, you are required to inform the same in the said Notice of Termination.
- 6.3 Should you desire an early exit and not serve the entire Notice Period, you may submit a request in writing for the same along with proper justification to VP / GM – HR and by undertaking to make payment of the amount equivalent to the gross salary for such unexpired Notice Period. The Company may consider such a request for approval at its sole discretion. Receipt of payment in lieu of the unexpired Notice Period as aforementioned from you shall be a prerequisite for issuing a waiver of the unexpired Notice Period in writing by the company.
- 6.4 In the event of cessation of employment due to any reason whatsoever within twelve months from the Joining Date, the employee, during the notice period, agrees and undertakes to repay any notice pay buyout (if any) along with applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws. In the event the employee for any reason whatsoever fails to repay such notice pay buyout to the Company during the Notice Period, then the Company shall, from the employees' outstanding dues at the time of full and final settlement, adjust the notice pay buy out (if any) along with the applicable tax provided by the Company and any other taxes applicable on such recovery as per prevailing laws
- 6.5 Notwithstanding anything contained herein, this letter of appointment shall stand terminated with

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immediate effect without notice and no salary or any other amount or other benefits will be paid to the employee, if the Company is of the opinion that the employee has

- (i) Committed a fraud, embezzlement or misconduct;
- (ii) Engaged in unethical business conduct;
- (iii) breached any statutory duty or conducted any act or omission adversely affecting the goodwill, reputation, credit, operations, or business of the Company;
- (iv) neglected or materially breached his/her duties as an employee or been disobedient;
- (v) unauthorised disclosure of any confidential information of the Company; or
- (vi) violated Company's rules or Company's code of conduct or Company's policy.
- (vii) submitted false details in the employment application

The Company's decision in this regard shall be final and the employee agrees to pay damages to the Company for such acts or omissions committed by him / her.

- 6.6 If an employee absents himself / herself without prior written permission from duty for more than ten consecutive days then the Company shall have the option to treat the employee to have resigned. In such a scenario, if the Company exercises such an option then it shall be presumed that the employee has provided three months' notice of termination (which the Company shall be entitled to waive, fully or partly, at its sole discretion). Upon the expiry of the three months' notice (unless waived by the Company) the services of the employee would be deemed to be terminated, and exit formalities will be initiated. Should you desire an early exit, the procedure as laid down in clause 6.3 needs to be followed
- 6.7 The employee shall return to the Company, upon request and in any event, at cessation of the employment or notice thereof, all documents, security pass, keys, computer hardware and software, storage disks, notes and minutes of meetings, client/supplier/dealer/vendor lists, diaries, address books, computer prints, plans, projections, documentation in whatever form and other tangible items in his/her possession or control which belong to the Company or which contain or refer to any Proprietary and Confidential Information (as defined below) together with any property belonging to the Company.

7) RETIREMENT

You will retire from the services of the Company on attaining the age of 58 years.

8) DISCIPLINE

- 8.1 It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this Company or engaging in any part time

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business, allied, similar, connected or incidental to the Company's business is strictly forbidden.

All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the management. Breach of this condition shall be treated as misconduct liable to disciplinary action which may inter alia include dismissal / termination of your services without any compensation.

- 8.2 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at time of your Joining Date or as subsequently modified or amended or replaced and in force from time to time.
- 8.3 You will not, at any time during the employment with the Company, enter into any service, either directly or indirectly as an employee, agent, consultant, advisor, proprietor, partner, officer or otherwise engage in or take up employment with any other organization.
- 8.4 You will not, at any time during the employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.5 You will not, for a period of six months after the cessation of your employment with the Company, either directly or indirectly on your account or in conjunction with or on behalf of any other person or entity, solicit or entice away or attempt to solicit or entice away:
- (i) any client, supplier, vendor or partner of the Company and/or its associated or subsidiary companies;
 - (ii) any employee from the Company and/or its associated or subsidiary companies.
- 8.6 You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.
- 8.7 Each of the provisions in Clauses 8.1 to 8.6 shall be construed as a separate and independent provision and if one or more provisions is found to be void or unenforceable, the validity of the remaining restrictions shall not be affected.

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9) CONFIDENTIALITY

9.1 You acknowledge that in the ordinary course of your employment you will be exposed to information about the Company's business, clients and suppliers which amounts to a trade secret,

is confidential or is commercially sensitive and may not be readily available to others engaged in a similar business to that of the Company, or to the general public and which, if disclosed, would be likely to cause significant harm to the Company. You therefore agree that the provisions of clause 9.2 are necessary and reasonable to protect the legitimate interests of the Company.

9.2 You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority or any one any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("**Proprietary and Confidential Information**") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, business plans or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.

10) INTELLECTUAL PROPERTY

10.1 Patents

- (i) During the course of your employment, the Company may have made available or shared with you, intellectual property of the Company or its licensor, including materials with Company's trade name, trademarks, service marks, copyrights, brand, label, shape of goods, packaging, get-up, colour-scheme and any combination thereof, formulations, equipment, machinery, technical drawings, techniques, works of authorship, analysis, designs, developments, devices, methods, methods of doing business etc, which you acknowledge and agree that these shall remain the exclusive property of the Company.
- (ii) In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the Company during the course of your employment with the Company, all the rights to exploit

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such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company. You shall, whenever requested so to do by the Company whether during or after the termination of employment hereunder, execute all required applications, assignments documents, and agreements and shall do all things which the Company may deem necessary for this purpose. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.

- (iii) You shall give full information as to the exact mode of working and usage of all the inventions, and also all such explanation and instructions to the employees identified by the Company. You hereby irrevocably appoint the Company to be your attorney in your name and on your behalf to execute documents, to use your name and to do all things which may be necessary or desirable for the Company to obtain for itself or its nominees the full benefit of the provisions of clause 10.1.(ii) and a certificate in writing, signed by any director or the secretary of the Company, that any instrument or act which falls within the authority hereby conferred shall be conclusive evidence that such is the case so far as any third party is concerned.

10.2 Copyright & Designs

- (i) You will promptly disclose to the Company and no-one else all copyright works or designs originated, conceived, written or made by you alone or with others during your employment under this contract except only those works originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment and will hold them on trust for the Company until such rights are fully and absolutely vested in the Company.
- (ii) You hereby assign to the Company, by way of future assignment, all copyright, design right and other proprietary rights (if any) in perpetuity or for the full terms thereof throughout the world in respect of all copyright works and designs originated, conceived, written or made by you during your employment under this contract except only those works or designs originated, conceived, written or made by you wholly outside your normal working hours and which are wholly unconnected with your employment.
- (iii) You hereby irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on you under any law for any work in which copyright or design is vested in the Company whether by clause 10.2.(ii) or otherwise.
- (iv) You will, at the request and expense of the Company, do all things necessary or desirable to

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substantiate the rights of the Company under clauses 10.2.(ii) and 10.2.(iii)

- 10.3 All works executed by you in the course of discharging your duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute “works made for hire”.
- 10.4 You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.

11) DATA PROTECTION

11.1 You consent to the Company and any and/or its associated or subsidiary companies:

- (i) collecting and processing your personal data as defined in the data protection laws for any purpose relating to your employment with the Company and for compliance with applicable laws, regulations and procedures;
- (ii) transferring, storing and processing of personal data in and outside of India for the above purposes;
- (iii) disclosing any personal data to (a) third party service providers, contractors, agents and consultants who provide administrative or other services to the Company for any of the abovementioned purposes and we shall be obliged to observe similar confidentiality duties as required by the Company; and (b) law enforcement agencies pursuant to any applicable legal requirement.

11.2 Your personal data will be kept confidential.

11.3 You may request access to and correction of your personal data by contacting your [manager or HR representative].

12) GOVERNING LAW

This letter of appointment shall be governed by the laws of India.

13) JURISDICTION

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Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T : (022) 62181000
F : (022) 62181111
www.asianpaints.com

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This letter of appointment is subject to the exclusive jurisdiction of the Courts in Mumbai.

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,
For **Asian Paints Limited**

Sachin Singh
General Manager - Human Resources

Name: Ms.Mansi Pandav

Signature:

Date:

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OFFER LETTERDear **Ms.Vaishnavi Jagtap**

Mit College Of Management (Mitcom)

Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**
 Date of Joining : **1-Aug-2024**
 Functional Band : **Front Liner/Business Development**
 Department : **SALES**
 Division : **CSD**
 Salary : **As Per Annexure 'A'**
 Reporting Branch : **MUMBAI**
 Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
 KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
 Mathura Road, New Delhi - 110044
 Ph. : 011-41846800 | response@ceasefire.in
 www.ceasefire.in | SMS : Fire to 53030

Registered Office :

602, "Doli Chamber", 6th Floor, Behind
 Strand Cinema, Colaba, Mumbai - 400005, India
 Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108



Annexure - A

NAME : Vaishali Jagtap

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE

DIVISION : CSD

DOJ : 01-Aug-2024

Particulars

Amounts(Rs.)

Fixed Component

Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
Sub Total A	26644

Reimbursement

Sub Total B	0
--------------------	----------

Variable Component

Monthly Performance Linked Reimbursement*	4090
Sub Total B1	4090
Gratuity****	726
Sub Total C	726
Total Salary Package (A+B+B1+C)	31460
Total Salary Package Per Annum	377520

Deductions**Monthly TH****Annual TH**

Employee Welfare Trust	150	1800
Total	150	1800
Total TH	30584	367008

Additional Perks**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.**Leave Encashment:** As per company's leave policy.**LTA:** To be claimed post completion of 1 year of service with the company.**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law. "Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements."

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

B1/ H1, 2nd Floor Mohan Cooperative Industrial Estate,
Mathura Road, New Delhi - 110044
Ph. : 011-41846800 | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :

602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108



+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

STRICTLY PRIVATE & CONFIDENTIALDate: **August 12, 2024****Shweta Katkade****Ambar Park Soc..****Pune Maharashtra,****Subject: Offer Letter****Dear Shweta ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Keshav Mahadev Saste**.
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

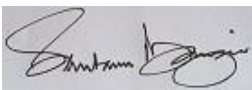
We would expect you to join latest by Aug 12, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.

Authorized Signatory

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789 Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Aug 12,2024**

Name:	Shweta sanjay katkade.		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location: Pune-1	
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789 Toll Free
no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789 Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

अमरावती न्यायालय के अंतर्गत
GST No. 27ANZPD03256012U ■ 2577547

जे. रतीनाल वातजी धोराजीवाला

खिना चौक, अमरावती

ता. / /

1101

अमरावती न्यायालय के अंतर्गत
GST No. 27ANZPD03256012U ■ 2577547

जे. रतीनाल वातजी धोराजीवाला

खिना चौक, अमरावती

ता. / /

1100

अमरावती न्यायालय के अंतर्गत
GST No. 27ANZPD03256012U ■ 2577547

जे. रतीनाल वातजी धोराजीवाला

खिना चौक, अमरावती

ता. / /

1039

26-06-2024

Harshada Ramchandra Bansode.

Aditya Niwas Padmavati,

Pune

-411037

Dear Harshada,

Congratulations!

With reference to your application and subsequent discussions you have had with us, we are pleased to extend to you this offer of employment in Equitas Small Finance Bank Ltd. Upon acceptance of this offer and on your appointment with the bank, you shall be designated as **Business Development Officer** in Grade **EB01 - Officer - II** based at **Pune**. The break-up of the proposed Annual Cost to Company (CTC) is given in **Annexure 1**.

This CTC is subject to review on a periodic basis based on your and the bank's performance and other criteria as may be decided by the bank from time to time. You may be entitled to variable pay based on your role, your performance and overall performance of the bank. The same shall be communicated specifically in writing. Any such variable pay is subject to necessary approvals from the management of the bank. All payments made to you are subject to deduction of taxes and any other statutory deductions as may be applicable from time to time as per existing laws.

You shall be on probation for a period of 6 (six) months from the date of your employment. Your probation may be extended by a maximum period of 3 (three) months if your performance during the probation period is not satisfactory. During the probationary period, either you or the bank may terminate your employment by giving 90 (Ninety) days' notice in writing.

The Bank at its sole discretion may consider adjusting salary (notice pay) in lieu of notice period. Post completion of the probation period and based on satisfactory performance, you will be confirmed in the services of the bank. As a confirmed employee, either you or the bank may terminate your employment by giving 90 (ninety) days' notice in writing.

You shall devote your whole time and attention exclusively to the business and affairs of the bank and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.

This offer and employment subsequent to your acceptance of the terms in this letter is made to you subject to the following:

- The bank receiving satisfactory feedback from at least two professional references from your previous organizations, with one referee being your reporting manager from any of your previous employers.
- Self-declaration of sound health and medical fitness.
- Submission of documents as given in Annexure 2.

If at any time, in the opinion of the bank, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter, or it is discovered at any time that any of your background or credentials that you have mentioned in your application or references turns out to be false or wrong, your services may be terminated without notice.

You shall be bound by the terms and conditions of your appointment, internal policies, processes and procedures as well as code of conduct and confidentiality norms of the bank as may be applicable from time to time.

You are requested to join us on or before **01-07-2024**.

Kindly confirm your acceptance of this offer by signing a duplicate copy of this letter and return the same within 7 (seven) days from the date of this offer, failing which this offer shall stand withdrawn.

This offer letter is confidential and you agree and undertake to keep this letter and the contents thereof strictly confidential. You shall keep confidential all information about the bank shared with you during the interview.

We look forward to your joining us and wish you a meaningful and enriching career with Equitas Small Finance Bank Limited!

Yours sincerely,

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Harshada Ramchandra Bansode)

Date - 01-07-2024

Disclaimer: This is an electronically generated offer and does not require a signature.

ANNEXURE 1

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed CTC (A)	20968	251604
Provident Fund Employer Contribution	1560	18719
HRA	6408	76890
Basic	13000	155995
Total CTC	20968	251604

Please Note :

- 12% of Basic shall be deducted towards PF contribution of the Employee as per Employee's Provident Funds and Miscellaneous Provisions Act 1952.
- Profession Tax shall be deducted as per the PT Act 1975 wherever applicable depending on each state.
- Income Tax shall be deducted as per Income Tax Act prevalent wherever applicable.
- Gratuity shall be payable as per payment of Gratuity Act 1972.
- You shall be covered under the Group Medical Insurance Policy of the bank.
- Subject to fulfillment of conditions as laid down by the bank from time to time, you shall be eligible for staff loans.

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Harshada

Ramchandra

Bansode)

Date: 01-07-2024

Disclaimer: This is an electronically generated offer and does not require a signature.

ANNEXURE – 2

SL.No	Documents	Requirement
1	Resume	Freshers: Latest complete resume with education details and project details (if any) Lateral: Latest complete resume with education and all employment details (mentioning month and year of joining and leaving) - Mandatory
2	Proof of Education	All Certificates and/or Final Mark Sheets for education mentioned in the uploaded resume: - 10th (SSLC) or its equivalent - 12th (+2 / HSLC) or its equivalent - UG Degree / Diploma - PG Degree / Diploma - Professional Degree & Other certifications (if any)
3	Proof of Employment	Freshers: Not Applicable Lateral: i. Relieving Letter (RL) from last two employers or all previous employers covering last five years of experience, whichever is longer. – Mandatory ii. Proof of acceptance of resignation from immediate previous employment – Mandatory
4	Photograph	Recent Colour Passport Size Photo
5	PAN	Scanned copy of PAN card / Form 60 (if PAN is not available)
6	Aadhaar	Recent E-Aadhaar Card downloaded not earlier than 15 days prior to date of submission. E-Aadhaar should not be password protected and should be fully visible (i.e. no masking of information).
7	Proof of Address	Any of the below documents. 1. E-Aadhaar 2. Valid Passport 3. Valid Driving Licence 4. Latest Telephone Bill / LPG Gas Bill / Electricity Bill (not older than last 3 months) 5. Valid Rental Agreement
8	Pay Slips	Freshers: Not Applicable Lateral: Last three months' pay slips from immediate previous employer.
9	Statutory Forms	Form – 2 (Nomination Form for Provident Fund) Form – 11 (Declaration Form for Provident Fund) Form – F (Nomination Form for Payment of Gratuity) Please note: Link to download these forms shall be sent to you. You are requested to fill up, sign and upload the forms.
10	Driving Licence	Valid driving license for Two-wheeler / Four-wheeler.



July 15, 2024

Yogesh Jitendra patil
Pune

Dear Yogesh

We take great pleasure in inviting you to be an integral part of AST Pvt. Ltd.

Congratulations! on being selected for the position of **Project Trainee** at **AST Pvt. Ltd.** We are enclosing herewith your letter of appointment, which may kindly be sent to us with your signature on each page as a token of acceptance by **July 15, 2024**.

In the event of your acceptance of this offer letter, your date of commencement of employment will be on or before **July 28, 2024**. A joining date earlier to this is also welcome. For any queries related to joining, please contact:

Radhika Bellure

Application Software Technologies Pvt. Ltd

Phone: +919545641418 **E Mail:** rbellure@astcorporation.com

As a part of the joining process, you are requested to bring the following documents along with the originals on the day of joining.

- a)** Signed offer letter with AST Pvt. Ltd
- b)** Pan card
- c)** Aadhar Card
- d)** Passport
- e)** Driving license
- f)** Current address proof (Rental agreement / Electricity Bill/ Other)
- g)** Graduation and /or Post Graduation marksheets and final certificate
- h)** 2 passport photos

AST/ODC-HR/2024/54



APPLICATION SOFTWARE TECHNOLOGIES PVT. LTD.

We look forward to you having a long and fruitful relationship with AST Pvt. Ltd.

Yours sincerely,
For **AST Pvt Ltd**

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

Vidya Khedekar
SVP, Head-Offshore Delivery Center

AST/ODC-HR/2024/54

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



July 15, 2024
Yogesh Jitendra patil
Pune

Dear Yogesh,

We have pleasure in appointing you in our Company as **Project Trainee**. Please note that the employment terms contained in this letter are subject to Company policy. Your date of appointment is effective from the date of joining which shall be **July 28, 2024**.

1. COMPENSATION

You will be eligible to receive the following:

- a) Your yearly compensation will be an amount of **INR 5,32,817 (Five Lakh Thirty Two Thousand Eight Hundred and Seventy Rupees) per annum**, as calculated on a cost to Company basis. With acceptance to this offer letter, you also agree to sign a loyalty bond for 18 months. In case there is breach of contract on your part, the Company is liable to claim INR 2 lacs from your end for the loss endured by the Company.

The Compensation is detailed in the Salary Structure Sheet along with this Letter. The applicable taxes will be deducted from your Compensation on a monthly basis as mandated by any laws or regulations of the Central Government or State Government as may be applicable.

Salary Components	Monthly (INR)	Yearly (INR)
Basic	18,750	2,25,000
H.R. A	7,500	90,000
Conveyance	1,600	19,200
Medical Reimbursement Allowance	1,250	15,000
Education Allowance	200	2,400
LTA	1,250	15,000
City Compensatory Allowance	5,150	61,800
Co's Contribution to PF	1,800	21,600
Total Fixed CTC (A)	37,500	4,50,000
Variable Salary (100% Pay-out) (B)		45,000
Potential CTC (Fixed + Variable at 100%) (A+B)	37,500	4,95,000
Additional Cost (Annualized) (C)		
Health Insurance	1,000	12,000
Gratuity Provision	901	10,817
Life Insurance	1,250	15,000
Total (C)	3,151	37,817
Total Cost to Company (A+B+C)	40,651	5,32,817

AST/ODC-HR/2024/54

The actual pay out of variable components will vary based on the Company, Unit / Department and individual performance. Please note that you are currently not eligible for payment of the variable component(s) for a given valuation period of 18 months. After successful completion of above mentioned valuation period, you shall be eligible for the variable component. The variable component is paid out yearly.

- b) As mentioned in Cost to Company (CTC), you will be entitled to Group Medclaim insurance for self and 2 dependents.
- c) The salary cycle is from 25th to 24th of every month. Your salary will be reviewed periodically as per Company policy.
- d) Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- e) Please note that your compensation is personal to you and you are requested not to share details of the same with others.

2. OTHER BENEFITS

You will be entitled to the following:

- a) Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b) Perquisites, if any, as applicable to your category of employees and / or based on functional requirements as determined by the company.
- c) Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

3. TERMS AND CONDITIONS OF EMPLOYMENT INTRODUCTION

Terms and conditions of employment are applicable to employees in AST India at the various locations within/outside India.

- a) Employees are required to submit all relevant documents at the time of joining as per the checklist provided at the time of joining. Failure to submit necessary documents as per the applicable timelines may lead to strict disciplinary action including termination of services.
- b) The company reserves the right to carry out reference verifications or background checks prior to the new hire joining the company or during employment. Such background checks and reference verifications, amongst others, would include past employment and salary, criminal records, countries resided in or worked in etc.
- c) Your base location will be Pune office. The company may require you to work at other company locations and at customers' sites, both inside or outside India. The company will seek to give you reasonable notice of extensive travel requirements and to consider your personal circumstances where appropriate.
- d) AST also provides one-week accommodation in Pune from the date of joining and covers commute expense to Pune for non- Pune candidates.

- e) Appointment in the Company is based on the information furnished by employees. The Company reserves the right to revoke an appointment, if at any time it is observed that the information so furnished is factually incorrect, relevant documents are not authentic or have not been submitted or information has been withheld, suppressed, misstated, unstated, understated or misrepresented.
- f) Employees are deemed to have been confirmed immediately on joining the Company. Employees who join the Company, as Trainees may be absorbed into the regular rolls with or without probation, after successful completion of their training period.
- g) Remuneration packages of employees are strictly confidential between the individual employee and the Company; and the contents of the package shall neither be discussed nor divulged to anyone in any manner.
- h) Compensation structure may be altered/ modified at any time without prior notice. Salary, allowances and all other payments/ benefits shall be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source.
- i) Depending on business exigencies, Company shall also have the option of assigning employees to areas / responsibilities which may not necessarily be within their core competencies. The company will seek to give you reasonable time of the change and to consider your personal circumstances where appropriate.
- j) For the purpose of contribution to Provident Fund, Gratuity, encashment of leave and notice pay, salary would mean 'Basic Pay' only and all computations will be made based on such Basic Pay. Payment of Gratuity and contribution to Provident Fund will be as per the provisions of the Payment of Gratuity Act 1972 and Employees Payment of Provident Fund Act, 1952 respectively.
- k) Relocation reimbursement if paid needs to be refunded to the company if the employee leaves the company before successful completion one-year service.
- l) During employment with the Company, employees shall, always, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to their knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. Employees shall neither disclose nor cause the disclosure of any such data / information in any manner whatsoever. Employees shall also be responsible for the protection and furtherance of the Company's best interests at all times, including after they cease to be in the Company's employment.
- m) Notice period for employees shall be 2 months.
- n) Employment with the company can be terminated by either party by serving prior written notice.
- o) The company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent salary in lieu of the un-served notice period.
- p) The company further reserves the right to:
 - 1. Terminate with sooner effect by tendering equivalent salary in lieu of the notice period.
 - 2. Terminate with immediate effect without serving written notice or payment in lieu of notice, where such termination is on account of disciplinary action against the employee.

- q)** Where the employee does not serve the requisite notice period as per the last working day agreed upon by top management, such exit would be treated as unclear exit. The employee does not have the right to exit with sooner effect by tendering equivalent salary in lieu of any part of the applicable notice period.
- r)** The age of superannuation is 60 years for all employees on the permanent rolls of the Company. Employees shall continue the Company's rolls till and including the last day of the financial year in which they complete the age of 60 years. Continued service with the Company beyond the age of 60 will be solely as per the discretion of the management.
- s)** Employees are not permitted to undertake employment or enter any other type of association anywhere else, even on part-time basis whether for any consideration or not. Contravention of this shall lead to termination of the employees' services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention shall also be deemed as voluntary termination / resignation by the employee, without giving the required notice.
- t)** Any acts of commission or omission that are detrimental to the business or reputation of the company such as bribery, forgery, fraud, pilferage, theft, abandoning project, misuse of drugs and alcohol on company premises, etc., will be termed as misconduct. In the case of an employee indulging in misconduct, the company reserves the right to terminate his or her services with immediate effect and is not liable to pay any compensation for the notice period.
- u)** All employees whether permanent or temporary or on contract, shall always comply with the provisions of the Information Security Policies and Procedures of the Company and which shall extend beyond the normal working hours, whether inside or outside the office premises. Employees are also expected to classify and manage all data under their control and ownership as per the Company's policies. Non conformation with the Information security policies and procedures copying software and other proprietary material in use or stored by the Company & noncompliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of the Company.
- v)** Rules of the Company governing all the matters specified above and on matters such as designation, emoluments and the structure thereof, working hours, etc. are subject to change without any prior notice. Company's decisions on all such matters shall be final and binding on the employee.
- w)** On acceptance of separation notice, you will immediately handover all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects before relieved or shall not make or retain any copies of these items.



APPLICATION SOFTWARE TECHNOLOGIES PVT. LTD.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely,
For **AST Pvt Ltd**

A handwritten signature in black ink, appearing to read 'Vidya', is written above the printed name.

Vidya Khedekar
SVP, Head-Offshore Delivery Center

I agree to accept employment on the terms and conditions mentioned in the above letter



Apprenticeship Offer cum Appointment Letter

Date: June 05, 2024

**Candidate Name: Ms Vaishnavi
laxman walgude**

Candidate ID: 1345236

Address: Sinhgad Road Pune.

Dear Vaishnavi,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

A handwritten signature in black ink, appearing to read "S Shetty".

Offered By: Sagar Shetty

Designation: Program Manager- Human Resources

Date: **June 05, 2024**

Dear Vaishnavi,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**June 08 2024**" and will continue until "**June 08 2025**".

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

1. Work Location

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

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

2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

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

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

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during

your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

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

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no.

4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

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

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

5. Domain-based Specialized Training

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

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

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

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

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

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

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

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

responsibilities; or

- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

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

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

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

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

8. Working Hours

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

9. Conflict of Interest

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

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

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

10. Non – Disclosure

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

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

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

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

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

12. Jurisdiction

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

13. Applicable Company rules and regulations

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

14. Change in Terms and Conditions of your employment



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

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

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

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is fluid and cursive.

Offered By: Sagar Shetty

Designation: Program Manager– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

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

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

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

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty

Designation: Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:

STRICTLY PRIVATE & CONFIDENTIALDate: **Nov 21, 2024****Kiran Vijaykumar patil.****At post Natambi Bhor,
Pune
Maharashtra,****Subject: Offer Letter****Dear Kiran ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Manish Kapile**
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

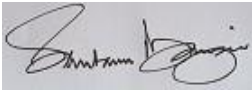
We would expect you to join latest by Nov 21, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.**Authorized Signatory**

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Nov 21,2024**

Name:	Kiran Vijaykumar patil		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location: Pune-1	
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

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CIN: U66010PN2001PLC015959



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customer@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959



Add:- Zion Homes, Crossroads building,

4th floor, Office no- 409,Bhumkar Chowk,Wakad

Mob:- 9359810081/7666892887

Email:- Vikramsinha.zionhomes@gmail.com

Date:- 18/08/24

To,
**Mr Sarvesh
Suresh Shinde.**
Offer Letter.

With reference to your application and interview with us, we have selected you as for the role of Relationship Manager with Zion Homes. The joining will be on **09th September, 2024** (i.e., Thursday). As mutually discussed, and agreed you need to perform all the on-role job responsibility.

You will be paid CTC of **3.48 lakhs** (Allowances and incentives on the basis of performance to be calculated). Kindly submit photocopies of the below mentioned document on the day of joining.

- 2 passport size photographs
- Identity proof (Pan card and Aadhar card)
- Address proof (Ration card/Rent Agreement/Recent electricity bill)
- Certificate of educational credentials.

We welcome you to Zion family and look forward for a long and fruitful association. In case of any query feel free to contact.

Kind Regards,
Vikramsinha Patil
Managing Director





July 15, 2024
Balaji Madhukar
Dandime

Pune

Dear Balaji

We take great pleasure in inviting you to be an integral part of AST Pvt. Ltd. Congratulations! on being selected for the position of **Project Trainee** at **AST Pvt. Ltd.** We are enclosing herewith your letter of appointment, which may kindly be sent to us with your signature on each page as a token of acceptance by **July 15, 2024**.

In the event of your acceptance of this offer letter, your date of commencement of employment will be on or before **July 28, 2024**. A joining date earlier to this is also welcome. For any queries related to joining, please contact:

Radhika Bellure

Application Software Technologies Pvt. Ltd

Phone: +919545641418 **E Mail:** rbellure@astcorporation.com

As a part of the joining process, you are requested to bring the following documents along with the originals on the day of joining.

- a)** Signed offer letter with AST Pvt. Ltd
- b)** Pan card
- c)** Aadhar Card
- d)** Passport
- e)** Driving license
- f)** Current address proof (Rental agreement / Electricity Bill/ Other)
- g)** Graduation and /or Post Graduation marksheets and final certificate
- h)** 2 passport photos



APPLICATION SOFTWARE TECHNOLOGIES PVT. LTD.

We look forward to you having a long and fruitful relationship with AST Pvt. Ltd.

Yours sincerely,
For **AST Pvt Ltd**

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

Vidya Khedekar
SVP, Head-Offshore Delivery Center

AST/ODC-HR/2024/54

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

July 15, 2024
Balaji Madhukar
Dandime
Pune

Dear Balaji

We have pleasure in appointing you in our Company as **Project Trainee**. Please note that the employment terms contained in this letter are subject to Company policy. Your date of appointment is effective from the date of joining which shall be **July 28, 2024**.

1. COMPENSATION

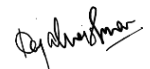
You will be eligible to receive the following:

- a)** Your yearly compensation will be an amount of **INR 5,32,817 (Five Lakh Thirty Two Thousand Eight Hundred and Seventy Rupees) per annum**, as calculated on a cost to Company basis. With acceptance to this offer letter, you also agree to sign a loyalty bond for 18 months. In case there is breach of contract on your part, the Company is liable to claim INR 2 lacs from your end for the loss endured by the Company.

The Compensation is detailed in the Salary Structure Sheet along with this Letter. The applicable taxes will be deducted from your Compensation on a monthly basis as mandated by any laws or regulations of the Central Government or State Government as may be applicable.

Salary Components	Monthly (INR)	Yearly (INR)
Basic	18,750	2,25,000
H.R. A	7,500	90,000
Conveyance	1,600	19,200
Medical Reimbursement Allowance	1,250	15,000
Education Allowance	200	2,400
LTA	1,250	15,000
City Compensatory Allowance	5,150	61,800
Co's Contribution to PF	1,800	21,600
Total Fixed CTC (A)	37,500	4,50,000
Variable Salary (100% Pay-out) (B)		45,000
Potential CTC (Fixed + Variable at 100%) (A+B)	37,500	4,95,000
Additional Cost (Annualized) (C)		
Health Insurance	1,000	12,000
Gratuity Provision	901	10,817
Life Insurance	1,250	15,000
Total (C)	3,151	37,817
Total Cost to Company (A+B+C)	40,651	5,32,817

AST/ODC-HR/2024/54



The actual pay out of variable components will vary based on the Company, Unit / Department and individual performance. Please note that you are currently not eligible for payment of the variable component(s) for a given valuation period of 18 months. After successful completion of above mentioned valuation period, you shall be eligible for the variable component. The variable component is paid out yearly.

- b) As mentioned in Cost to Company (CTC), you will be entitled to Group Mediciam insurance for self and 2 dependents.
- c) The salary cycle is from 25th to 24th of every month. Your salary will be reviewed periodically as per Company policy.
- d) Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- e) Please note that your compensation is personal to you and you are requested not to share details of the same with others.

2. OTHER BENEFITS

You will be entitled to the following:

- a) Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b) Perquisites, if any, as applicable to your category of employees and / or based on functional requirements as determined by the company.
- c) Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

3. TERMS AND CONDITIONS OF EMPLOYMENT INTRODUCTION

Terms and conditions of employment are applicable to employees in AST India at the various locations within/outside India.

- a) Employees are required to submit all relevant documents at the time of joining as per the checklist provided at the time of joining. Failure to submit necessary documents as per the applicable timelines may lead to strict disciplinary action including termination of services.
- b) The company reserves the right to carry out reference verifications or background checks prior to the new hire joining the company or during employment. Such background checks and reference verifications, amongst others, would include past employment and salary, criminal records, countries resided in or worked in etc.
- c) Your base location will be Pune office. The company may require you to work at other company locations and at customers' sites, both inside or outside India. The company will seek to give you reasonable notice of extensive travel requirements and to consider your personal circumstances where appropriate.
- d) AST also provides one-week accommodation in Pune from the date of joining and covers commute expense to Pune for non- Pune candidates.

- e) Appointment in the Company is based on the information furnished by employees. The Company reserves the right to revoke an appointment, if at any time it is observed that the information so furnished is factually incorrect, relevant documents are not authentic or have not been submitted or information has been withheld, suppressed, misstated, unstated, understated or misrepresented.
- f) Employees are deemed to have been confirmed immediately on joining the Company. Employees who join the Company, as Trainees may be absorbed into the regular rolls with or without probation, after successful completion of their training period.
- g) Remuneration packages of employees are strictly confidential between the individual employee and the Company; and the contents of the package shall neither be discussed nor divulged to anyone in any manner.
- h) Compensation structure may be altered/ modified at any time without prior notice. Salary, allowances and all other payments/ benefits shall be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes at source.
- i) Depending on business exigencies, Company shall also have the option of assigning employees to areas / responsibilities which may not necessarily be within their core competencies. The company will seek to give you reasonable time of the change and to consider your personal circumstances where appropriate.
- j) For the purpose of contribution to Provident Fund, Gratuity, encashment of leave and notice pay, salary would mean 'Basic Pay' only and all computations will be made based on such Basic Pay. Payment of Gratuity and contribution to Provident Fund will be as per the provisions of the Payment of Gratuity Act 1972 and Employees Payment of Provident Fund Act, 1952 respectively.
- k) Relocation reimbursement if paid needs to be refunded to the company if the employee leaves the company before successful completion one-year service.
- l) During employment with the Company, employees shall, always, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to their knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. Employees shall neither disclose nor cause the disclosure of any such data / information in any manner whatsoever. Employees shall also be responsible for the protection and furtherance of the Company's best interests at all times, including after they cease to be in the Company's employment.
- m) Notice period for employees shall be 2 months.
- n) Employment with the company can be terminated by either party by serving prior written notice.
- o) The company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent salary in lieu of the un-served notice period.
- p) The company further reserves the right to:
 - 1. Terminate with sooner effect by tendering equivalent salary in lieu of the notice period.
 - 2. Terminate with immediate effect without serving written notice or payment in lieu of notice, where such termination is on account of disciplinary action against the employee.

- q)** Where the employee does not serve the requisite notice period as per the last working day agreed upon by top management, such exit would be treated as unclear exit. The employee does not have the right to exit with sooner effect by tendering equivalent salary in lieu of any part of the applicable notice period.
- r)** The age of superannuation is 60 years for all employees on the permanent rolls of the Company. Employees shall continue the Company's rolls till and including the last day of the financial year in which they complete the age of 60 years. Continued service with the Company beyond the age of 60 will be solely as per the discretion of the management.
- s)** Employees are not permitted to undertake employment or enter any other type of association anywhere else, even on part-time basis whether for any consideration or not. Contravention of this shall lead to termination of the employees' services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention shall also be deemed as voluntary termination / resignation by the employee, without giving the required notice.
- t)** Any acts of commission or omission that are detrimental to the business or reputation of the company such as bribery, forgery, fraud, pilferage, theft, abandoning project, misuse of drugs and alcohol on company premises, etc., will be termed as misconduct. In the case of an employee indulging in misconduct, the company reserves the right to terminate his or her services with immediate effect and is not liable to pay any compensation for the notice period.
- u)** All employees whether permanent or temporary or on contract, shall always comply with the provisions of the Information Security Policies and Procedures of the Company and which shall extend beyond the normal working hours, whether inside or outside the office premises. Employees are also expected to classify and manage all data under their control and ownership as per the Company's policies. Non conformation with the Information security policies and procedures copying software and other proprietary material in use or stored by the Company & noncompliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of the Company.
- v)** Rules of the Company governing all the matters specified above and on matters such as designation, emoluments and the structure thereof, working hours, etc. are subject to change without any prior notice. Company's decisions on all such matters shall be final and binding on the employee.
- w)** On acceptance of separation notice, you will immediately handover all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects before relieved or shall not make or retain any copies of these items.



Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely,
For **AST Pvt Ltd**

Vidya Khedekar
SVP, Head-Offshore Delivery Center

I agree to accept employment on the terms and conditions mentioned in the above letter



July 15, 2024
Renuka Vijayrao
Mahalle

Pune

Dear Renuka

We take great pleasure in inviting you to be an integral part of AST Pvt. Ltd. Congratulations! on being selected for the position of **Project Trainee** at **AST Pvt. Ltd.** We are enclosing herewith your letter of appointment, which may kindly be sent to us with your signature on each page as a token of acceptance by **July 15, 2024**.

In the event of your acceptance of this offer letter, your date of commencement of employment will be on or before **July 28, 2024**. A joining date earlier to this is also welcome. For any queries related to joining, please contact:

Radhika Bellure

Application Software Technologies Pvt. Ltd

Phone: +919545641418 **E Mail:** rbellure@astcorporation.com

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APPLICATION SOFTWARE TECHNOLOGIES PVT. LTD.

We look forward to you having a long and fruitful relationship with AST Pvt. Ltd.

Yours sincerely,
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Vidya Khedekar
SVP, Head-Offshore Delivery Center

AST/ODC-HR/2024/54

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July 15, 2024
Balaji Madhukar
Dandime
Pune

Dear Balaji

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1. COMPENSATION

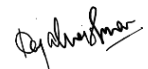
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AST/ODC-HR/2024/54



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- q)** Where the employee does not serve the requisite notice period as per the last working day agreed upon by top management, such exit would be treated as unclear exit. The employee does not have the right to exit with sooner effect by tendering equivalent salary in lieu of any part of the applicable notice period.
- r)** The age of superannuation is 60 years for all employees on the permanent rolls of the Company. Employees shall continue the Company's rolls till and including the last day of the financial year in which they complete the age of 60 years. Continued service with the Company beyond the age of 60 will be solely as per the discretion of the management.
- s)** Employees are not permitted to undertake employment or enter any other type of association anywhere else, even on part-time basis whether for any consideration or not. Contravention of this shall lead to termination of the employees' services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention shall also be deemed as voluntary termination / resignation by the employee, without giving the required notice.
- t)** Any acts of commission or omission that are detrimental to the business or reputation of the company such as bribery, forgery, fraud, pilferage, theft, abandoning project, misuse of drugs and alcohol on company premises, etc., will be termed as misconduct. In the case of an employee indulging in misconduct, the company reserves the right to terminate his or her services with immediate effect and is not liable to pay any compensation for the notice period.
- u)** All employees whether permanent or temporary or on contract, shall always comply with the provisions of the Information Security Policies and Procedures of the Company and which shall extend beyond the normal working hours, whether inside or outside the office premises. Employees are also expected to classify and manage all data under their control and ownership as per the Company's policies. Non conformation with the Information security policies and procedures copying software and other proprietary material in use or stored by the Company & noncompliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of the Company.
- v)** Rules of the Company governing all the matters specified above and on matters such as designation, emoluments and the structure thereof, working hours, etc. are subject to change without any prior notice. Company's decisions on all such matters shall be final and binding on the employee.
- w)** On acceptance of separation notice, you will immediately handover all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects before relieved or shall not make or retain any copies of these items.



APPLICATION SOFTWARE TECHNOLOGIES PVT. LTD.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely,
For **AST Pvt Ltd**

A handwritten signature in black ink, appearing to read 'Vidya', is written above the printed name.

Vidya Khedekar
SVP, Head-Offshore Delivery Center

I agree to accept employment on the terms and conditions mentioned in the above letter



Apprenticeship Offer cum Appointment Letter

Date: June 05, 2024

Candidate Name: Ms Monika
Randive.

Candidate ID: 1445256
Address: Vitthalwadi Pune.

Dear Monika

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

A handwritten signature in black ink, appearing to read "S Shetty", is located below the "Regards" text.

Offered By: Sagar Shetty
Designation: Program Manager- Human Resources

Date: **June 05, 2024**

Dear Monika,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**June 08 2024**" and will continue until "**June 08 2025**".

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

1. Work Location

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

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

2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

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

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

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during

your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

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

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no.

4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

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

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

5. Domain-based Specialized Training

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

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

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

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

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide to terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

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

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

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

responsibilities; or

- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

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

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

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

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

8. Working Hours

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

9. Conflict of Interest

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

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

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

10. Non – Disclosure

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

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

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

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

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

12. Jurisdiction

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

13. Applicable Company rules and regulations

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

14. Change in Terms and Conditions of your employment



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

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

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

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is fluid and cursive.

Offered By: Sagar Shetty

Designation: Program Manager– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

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

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

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

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty

Designation: Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:

STRICTLY PRIVATE & CONFIDENTIALDate: **Nov 21, 2024**

Jayshri Ram Kakde.
Chandrangan complex
Dhankawadi Pune 46,
Maharashtra,

Subject: Offer Letter**Dear Jayshri,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Relationship Manager - Emerging Banca, Institutional Business in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

- 1.** You shall be based at **Pune-1** .
- 2.** You will report to **Manish Kapile**
- 3.** The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by Nov 21, 2024. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

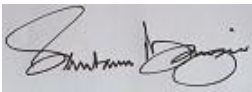
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.

**Authorized Signatory**

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customer@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**Date: **Nov 21,2024**

Name:	Jayshri Ram Kakde		
Department:	Emerging Banca		
Designation:	Executive		
Band:	GB2 A		
Location Code:	Pune-1	Location: Pune-1	
S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	8,000.00	96,000.00
2	Minimum HRA	4,000.00	48,000.00
3	Statutory Bonus	1,600.00	19,200.00
4	Flexible Benefits	10,882.00	130,584.00
	Sub Total (A)	24,482.00	293,784.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	385.00	4,620.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,185.00	26,220.00
	Total Fixed	26,667.00	320,004.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

301720/173517/Akshay Pundlik Suryawanshi/20250

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customer@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959



Apprenticeship Offer cum Appointment Letter

Date: June 05, 2024

**Candidate Name: Ms Supriya
Bhosale.**

Candidate ID: 1345244

Address: Sai apartment Pune.

Dear Supriya

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

A handwritten signature in black ink, appearing to read "S Shetty".

Offered By: Sagar Shetty

Designation: Program Manager- Human Resources

Date: **June 05, 2024**

Dear Supriya,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**June 08 2024**" and will continue until "**June 08 2025**".

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

1. Work Location

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

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

2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

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

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

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during

your training period.

4. Training

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

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no.

4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

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

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

5. Domain-based Specialized Training

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

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

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In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

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

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

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

responsibilities; or

- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

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

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

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

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

8. Working Hours

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

9. Conflict of Interest

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

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

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

10. Non – Disclosure

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

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

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

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

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

12. Jurisdiction

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

13. Applicable Company rules and regulations

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

14. Change in Terms and Conditions of your employment



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

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

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

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is fluid and cursive.

Offered By: Sagar Shetty

Designation: Program Manager– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

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

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

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

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty

Designation: Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:

26-06-2024

Prathamesh Santosh Gund.

Avdut Complex Bharati vidyapeeth,

Pune

-411046

Dear **Prathamesh**,

Congratulations!

With reference to your application and subsequent discussions you have had with us, we are pleased to extend to you this offer of employment in Equitas Small Finance Bank Ltd. Upon acceptance of this offer and on your appointment with the bank, you shall be designated as **Business Development Officer** in Grade **EB01 - Officer - II** based at **Pune**. The break-up of the proposed Annual Cost to Company (CTC) is given in **Annexure 1**.

This CTC is subject to review on a periodic basis based on your and the bank's performance and other criteria as may be decided by the bank from time to time. You may be entitled to variable pay based on your role, your performance and overall performance of the bank. The same shall be communicated specifically in writing. Any such variable pay is subject to necessary approvals from the management of the bank. All payments made to you are subject to deduction of taxes and any other statutory deductions as may be applicable from time to time as per existing laws.

You shall be on probation for a period of 6 (six) months from the date of your employment. Your probation may be extended by a maximum period of 3 (three) months if your performance during the probation period is not satisfactory. During the probationary period, either you or the bank may terminate your employment by giving 90 (Ninety) days' notice in writing.

The Bank at its sole discretion may consider adjusting salary (notice pay) in lieu of notice period. Post completion of the probation period and based on satisfactory performance, you will be confirmed in the services of the bank. As a confirmed employee, either you or the bank may terminate your employment by giving 90 (ninety) days' notice in writing.

You shall devote your whole time and attention exclusively to the business and affairs of the bank and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.

This offer and employment subsequent to your acceptance of the terms in this letter is made to you subject to the following:

- The bank receiving satisfactory feedback from at least two professional references from your previous organizations, with one referee being your reporting manager from any of your previous employers.
- Self-declaration of sound health and medical fitness.
- Submission of documents as given in Annexure 2.

If at any time, in the opinion of the bank, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter, or it is discovered at any time that any of your background or credentials that you have mentioned in your application or references turns out to be false or wrong, your services may be terminated without notice.

You shall be bound by the terms and conditions of your appointment, internal policies, processes and procedures as well as code of conduct and confidentiality norms of the bank as may be applicable from time to time.

You are requested to join us on or before **01-07-2024**.

Kindly confirm your acceptance of this offer by signing a duplicate copy of this letter and return the same within 7 (seven) days from the date of this offer, failing which this offer shall stand withdrawn.

This offer letter is confidential and you agree and undertake to keep this letter and the contents thereof strictly confidential. You shall keep confidential all information about the bank shared with you during the interview.

We look forward to your joining us and wish you a meaningful and enriching career with Equitas Small Finance Bank Limited!

Yours sincerely,

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Prathamesh Santosh Gund)

Date - 01-07-2024

Disclaimer: This is an electronically generated offer and does not require a signature.

ANNEXURE 1

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed CTC (A)	20968	251604
Provident Fund Employer Contribution	1560	18719
HRA	6408	76890
Basic	13000	155995
Total CTC	20968	251604

Please Note :

1. 12% of Basic shall be deducted towards PF contribution of the Employee as per Employee's Provident Funds and Miscellaneous Provisions Act 1952.
2. Profession Tax shall be deducted as per the PT Act 1975 wherever applicable depending on each state.
3. Income Tax shall be deducted as per Income Tax Act prevalent wherever applicable.
4. Gratuity shall be payable as per payment of Gratuity Act 1972.
5. You shall be covered under the Group Medical Insurance Policy of the bank.
6. Subject to fulfillment of conditions as laid down by the bank from time to time, you shall be eligible for staff loans.

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Prathamesh Santosh

Gund)

Date: 01-07-2024

Disclaimer: This is an electronically generated offer and does not require a signature.

ANNEXURE – 2

SL.No	Documents	Requirement
1	Resume	Freshers: Latest complete resume with education details and project details (if any) Lateral: Latest complete resume with education and all employment details (mentioning month and year of joining and leaving) - Mandatory
2	Proof of Education	All Certificates and/or Final Mark Sheets for education mentioned in the uploaded resume: - 10th (SSLC) or its equivalent - 12th (+2 / HSLC) or its equivalent - UG Degree / Diploma - PG Degree / Diploma - Professional Degree & Other certifications (if any)
3	Proof of Employment	Freshers: Not Applicable Lateral: i. Relieving Letter (RL) from last two employers or all previous employers covering last five years of experience, whichever is longer. – Mandatory ii. Proof of acceptance of resignation from immediate previous employment – Mandatory
4	Photograph	Recent Colour Passport Size Photo
5	PAN	Scanned copy of PAN card / Form 60 (if PAN is not available)
6	Aadhaar	Recent E-Aadhaar Card downloaded not earlier than 15 days prior to date of submission. E-Aadhaar should not be password protected and should be fully visible (i.e. no masking of information).
7	Proof of Address	Any of the below documents. 1. E-Aadhaar 2. Valid Passport 3. Valid Driving Licence 4. Latest Telephone Bill / LPG Gas Bill / Electricity Bill (not older than last 3 months) 5. Valid Rental Agreement
8	Pay Slips	Freshers: Not Applicable Lateral: Last three months' pay slips from immediate previous employer.
9	Statutory Forms	Form – 2 (Nomination Form for Provident Fund) Form – 11 (Declaration Form for Provident Fund) Form – F (Nomination Form for Payment of Gratuity) Please note: Link to download these forms shall be sent to you. You are requested to fill up, sign and upload the forms.
10	Driving Licence	Valid driving license for Two-wheeler / Four-wheeler.

26-06-2024

Nitin Mukund Badganchi.

Natu Farms,

Pune

-411046

Dear Nitin,

Congratulations!

With reference to your application and subsequent discussions you have had with us, we are pleased to extend to you this offer of employment in Equitas Small Finance Bank Ltd. Upon acceptance of this offer and on your appointment with the bank, you shall be designated as **Business Development Officer** in Grade **EB01 - Officer - II** based at **Pune**. The break-up of the proposed Annual Cost to Company (CTC) is given in **Annexure 1**.

This CTC is subject to review on a periodic basis based on your and the bank's performance and other criteria as may be decided by the bank from time to time. You may be entitled to variable pay based on your role, your performance and overall performance of the bank. The same shall be communicated specifically in writing. Any such variable pay is subject to necessary approvals from the management of the bank. All payments made to you are subject to deduction of taxes and any other statutory deductions as may be applicable from time to time as per existing laws.

You shall be on probation for a period of 6 (six) months from the date of your employment. Your probation may be extended by a maximum period of 3 (three) months if your performance during the probation period is not satisfactory. During the probationary period, either you or the bank may terminate your employment by giving 90 (Ninety) days' notice in writing.

The Bank at its sole discretion may consider adjusting salary (notice pay) in lieu of notice period. Post completion of the probation period and based on satisfactory performance, you will be confirmed in the services of the bank. As a confirmed employee, either you or the bank may terminate your employment by giving 90 (ninety) days' notice in writing.

You shall devote your whole time and attention exclusively to the business and affairs of the bank and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.

This offer and employment subsequent to your acceptance of the terms in this letter is made to you subject to the following:

- The bank receiving satisfactory feedback from at least two professional references from your previous organizations, with one referee being your reporting manager from any of your previous employers.
- Self-declaration of sound health and medical fitness.
- Submission of documents as given in Annexure 2.

If at any time, in the opinion of the bank, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter, or it is discovered at any time that any of your background or credentials that you have mentioned in your application or references turns out to be false or wrong, your services may be terminated without notice.

You shall be bound by the terms and conditions of your appointment, internal policies, processes and procedures as well as code of conduct and confidentiality norms of the bank as may be applicable from time to time.

You are requested to join us on or before **01-07-2024**.

Kindly confirm your acceptance of this offer by signing a duplicate copy of this letter and return the same within 7 (seven) days from the date of this offer, failing which this offer shall stand withdrawn.

This offer letter is confidential and you agree and undertake to keep this letter and the contents thereof strictly confidential. You shall keep confidential all information about the bank shared with you during the interview.

We look forward to your joining us and wish you a meaningful and enriching career with Equitas Small Finance Bank Limited!

Yours sincerely,

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Nitin Mukund Badganchi)

Date - 01-07-2024

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ANNEXURE 1

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed CTC (A)	20968	251604
Provident Fund Employer Contribution	1560	18719
HRA	6408	76890
Basic	13000	155995
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Please Note :

1. 12% of Basic shall be deducted towards PF contribution of the Employee as per Employee's Provident Funds and Miscellaneous Provisions Act 1952.
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3. Income Tax shall be deducted as per Income Tax Act prevalent wherever applicable.
4. Gratuity shall be payable as per payment of Gratuity Act 1972.
5. You shall be covered under the Group Medical Insurance Policy of the bank.
6. Subject to fulfillment of conditions as laid down by the bank from time to time, you shall be eligible for staff loans.

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Pallab Mukherji

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

(Nitin Mukund

Badganchi)

Date: 01-07-2024

Disclaimer: This is an electronically generated offer and does not require a signature.

ANNEXURE – 2

SL.No	Documents	Requirement
1	Resume	Freshers: Latest complete resume with education details and project details (if any) Lateral: Latest complete resume with education and all employment details (mentioning month and year of joining and leaving) - Mandatory
2	Proof of Education	All Certificates and/or Final Mark Sheets for education mentioned in the uploaded resume: - 10th (SSLC) or its equivalent - 12th (+2 / HSLC) or its equivalent - UG Degree / Diploma - PG Degree / Diploma - Professional Degree & Other certifications (if any)
3	Proof of Employment	Freshers: Not Applicable Lateral: i. Relieving Letter (RL) from last two employers or all previous employers covering last five years of experience, whichever is longer. – Mandatory ii. Proof of acceptance of resignation from immediate previous employment – Mandatory
4	Photograph	Recent Colour Passport Size Photo
5	PAN	Scanned copy of PAN card / Form 60 (if PAN is not available)
6	Aadhaar	Recent E-Aadhaar Card downloaded not earlier than 15 days prior to date of submission. E-Aadhaar should not be password protected and should be fully visible (i.e. no masking of information).
7	Proof of Address	Any of the below documents. 1. E-Aadhaar 2. Valid Passport 3. Valid Driving Licence 4. Latest Telephone Bill / LPG Gas Bill / Electricity Bill (not older than last 3 months) 5. Valid Rental Agreement
8	Pay Slips	Freshers: Not Applicable Lateral: Last three months' pay slips from immediate previous employer.
9	Statutory Forms	Form – 2 (Nomination Form for Provident Fund) Form – 11 (Declaration Form for Provident Fund) Form – F (Nomination Form for Payment of Gratuity) Please note: Link to download these forms shall be sent to you. You are requested to fill up, sign and upload the forms.
10	Driving Licence	Valid driving license for Two-wheeler / Four-wheeler.



Apprenticeship Offer cum Appointment Letter

Date: April 3, 2024

Candidate Name: Ms Arjun Krushna
Rathod

Candidate ID: 1345524

Address: Sai apartment Pune.

Dear Arjun

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

A handwritten signature in black ink, appearing to read "S Shetty".

Offered By: Sagar Shetty

Designation: Program Manager- Human Resources

Date: **April 3, 2024**

Dear Arjun,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**April 3, 2024**" and will continue until "**April 3, 2025**".

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

1. Work Location

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

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

2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

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

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

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during

your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

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

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no.

4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

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

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

5. Domain-based Specialized Training

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

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

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

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

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

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

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

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

responsibilities; or

- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

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

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

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

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

8. Working Hours

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

9. Conflict of Interest

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

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

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

10. Non - Disclosure

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

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

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

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

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

12. Jurisdiction

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

13. Applicable Company rules and regulations

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

14. Change in Terms and Conditions of your employment



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

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

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

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is fluid and cursive.

Offered By: Sagar Shetty

Designation: Program Manager– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

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

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

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

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty

Designation: Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:



Mr/Ms Abhishek Babasaheb Satpute
Amruta Soc Sinhgad road

Pune Maharashtra
411046

Subject: Offer for the Position of Executive - Operations. AFS Business

Dear Abhishek Babasaheb Satpute,

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

We are pleased to offer you the position of **Executive - Operations-Auto Sector - Stores & Linefeed**, in the **AFS Business** with **Mahindra Logistics Limited** at **MLL Office,Pune, Maharashtra, India, (West 2)**. You will be given a Letter of Appointment having all the terms and conditions on your joining. Your salary details are as per attached **Annexure A**.

Your appointment is subject to:

1. You are joining the services of the company on or before **13-08-2024**
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. We are receiving satisfactory reports from your references.

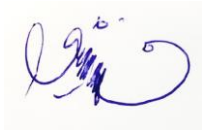
You need to submit documents on the day of joining as mentioned in **MLL Joining Kit Forms** attached along with the offer letter. Please refer to the attachment for further details.

You will be on probation for a period of six months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period, your services can be terminated with 30 days notice on either side. However, completion of six months of probation does not entitle you or result in automatic confirmation of your employment, unless the Company confirms your employment in writing.

Please confirm your acceptance of the above terms and conditions when you accept the offer. We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Please note that this offer is valid for 3 days from the offer release date. Your response is expected within this time frame to process the candidature ahead.

For **Mahindra Logistics Limited**



Edwin Lobo
Vice President - Human Resources
03-08-2024

Annexure A**Company:** Mahindra Logistics Limited**Grade:** L100**Designation:** Executive - Operations**Location:** MLL Office,Pune, Maharashtra, India, (West 2)**CTC:** 333,400

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	216,000	18,000
Hra	10,800	900
Balance Flexi Pay	23,076	1,923
Education Allowance	2,400	200
Monthly Earnings Total	252,276	21,023
Statutory Components		
Provident Fund	25,920	2,160
Gratuity	12,012	1,001
Statutory Components Total	37,932	3,161
Annual Allowances		
Annual Bonus	43,200	3,600
Annual Allowance Total	43,200	3,600
Variable Pay		
Total CTC	333,408	27,784
Reimbursements		
Mobile Reimbursement	6,000	500
Reimbursement Total	6,000	500
CTC Including Reimbursement	339,408	28,284

For **Mahindra Logistics Limited****Edwin Lobo****Vice President - Human Resources****03-08-2024**

Date: 3rd June ,2024

Tanajichauk Lonand
Maharashtra-

Dear Aniket Ganesh Shelar

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

Designation	Executive
Date of joining	7 June 2024
CTC on offer	INR 360000
Base Location	Pune-Chinchwad-1

We are pleased to offer you the position of “**Executive - Client Acquisition**” . We are confident that your skills, experience, and enthusiasm will make a valuable contribution to our team.

1. Your Annual Compensation shall be INR 360000 (Three Lakhs sixty thousand only). The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location. As informed, your place of posting shall be **Pune-Chinchwad-1**
3. You will be governed by the Company rules, as amended from time to time. You will be entitled to leave and other benefits in accordance with such rules applicable from time to time.
4. A detailed “Letter of Appointment” setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.
5. If you have any questions or require further clarification about the terms of this offer till your joining date, please do not hesitate to contact **Mahi @9068267879**

Please Note – Your **offer has been made based on the information furnished by you. We will verify the authenticity of such information using various means including services of background verification agencies. Company reserves the right to revoke the offer and your appointment at any time in case we discover discrepancies in your declarations.**

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

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

Sincerely yours,

For IndiaMART InterMesh Ltd.



MADHUP AGRAWAL
NATIONAL HEAD

Annexure – I

**Name- Aniket Ganesh
 Shelar
 Designation - Executive**

Salary - Breakup		
Component	Monthly (Rs)	Annual (Rs)
Basic	21010	252120
HRA	8990	107880
CTC	30000	360000

***Income Tax will be deducted from salary as per Government specified rules.**

***However, the total CTC will remain un-changed**

For IndiaMART Intermesh Ltd.



**MADHUP AGRAWAL
 NATIONAL HEAD**

FIXED TERM CONTRACT OF EMPLOYMENT

Dear **Anuja Prabhakar Pachpor**,

We are pleased to offer you employment in our organization as **ECA**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from **11 Apr 2024 to 12 May 2025**. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned Project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of the fixed contract, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components are as per the enclosure.
5. You will be eligible for leave as per the company policy, during the period of your contract of employment.
6. You will be entitled to all statutory benefits wherever applicable during the fixed period of contract.
- 7. The contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.**

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to wholeheartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.

With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

DEPUTATION

Dear **Anuja Prabhakar Pachpor**

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Asian Paints with effect from **11 Apr 2024**. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **11 Apr 2024**, be required to work at our client's office/premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of CIEL HR.
3. In the day to day functioning or responsibilities, you will receive instructions from Asian Paints and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Asian Paints.
5. You shall be bound to follow the working hours of Asian Paints.
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside our client and use such information only in connection with the service provided to Asian Paints.
7. 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 client. This arrangement is purely a contractual agreement between CIEL HR and Asian Paints for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Asian Paints or outside, and if you were at any indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Asian Paints entrusted to you in the due discharge of your duties and shall indemnify Asian Paints when there is a loss of any kind to the said property.
10. On termination of services or resignation, you shall return all intellectual property, confidential & proprietary information, including but not limited to any visiting cards, textual, visual and audio visual content, brand logos / identity, trademarks, pictures, website images, pamphlets, brand books and related electronic files, etc. of the company and / or its clients (collectively referred to as "Client Material") in your custody or control. Please be advised that appropriate legal action may be initiated against you, for any failure to return such Client Material or in case of any misuse or misrepresentation of the same and in case of any breach with respect of this clause.
11. The Company incurs considerable recruitment & onboarding costs and in case If you leave the company without serving at least 20% of your project tenure , then you are liable to pay 10% of the project CTC payable to you, to the company, as liquidated damages. The full and final settlement will be done only after the adjustment of this amount.

All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,
Yours truly,
For CIEL HR Services Pvt Ltd.
CEO

I hereby accept the above•mentioned terms and conditions

Signature:

Date:

Name	Anuja Prabhakar Pachpor	Location	Pune•Baramati
Designation	ECA	Employee Code	
Father Name	Prabhakar Pachpor.	DOB	19 Sep 2000
Period Of Employment	11 Apr 2024 to 12 May 2025		

Salary	Monthly CTC	Annual CTC
Basic	15000	180000
House Rent Allowance	6700	80400
Gross Earning	21700	260400
Employer PF	1800	21600
CTC	23500	282000
PF	1800	21600
Gross Deduction	1800	21600
Net Pay	19900	238800

Professional Tax (PT) deduction as per respective state government norms & Incometax (IT) deduction as per the norms of Incometax department. The statutory payments & deductions as and when applicable.

With warm regards,

Yours truly,
 For CIEL HR Services Pvt L
 CEO

I hereby accept the above•mentioned terms and conditions

Signature:

Date:

FIXED TERM CONTRACT OF EMPLOYMENT

Dear **Siddhi Rajendra Dhonde**,

We are pleased to offer you employment in our organization as **ECA**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from **11 Apr 2024 to 12 May 2025**. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned Project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of the fixed contract, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components are as per the enclosure.
5. You will be eligible for leave as per the company policy, during the period of your contract of employment.
6. You will be entitled to all statutory benefits wherever applicable during the fixed period of contract.
- 7. The contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.**

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to wholeheartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.

With warm regards,

Yours truly,
For CIEL HR Services Pvt Ltd.
CEO

I hereby accept the above-mentioned terms and conditions

Signature:

Date:

DEPUTATION

Dear **Siddhi Rajendra Dhonde**

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Asian Paints with effect from **11 Apr 2024**. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **11 Apr 2024**, be required to work at our client's office/premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of CIEL HR.
3. In the day to day functioning or responsibilities, you will receive instructions from Asian Paints and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Asian Paints.
5. You shall be bound to follow the working hours of Asian Paints.
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside our client and use such information only in connection with the service provided to Asian Paints.
7. 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 client. This arrangement is purely a contractual agreement between CIEL HR and Asian Paints for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Asian Paints or outside, and if you were at any indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Asian Paints entrusted to you in the due discharge of your duties and shall indemnify Asian Paints when there is a loss of any kind to the said property.
10. On termination of services or resignation, you shall return all intellectual property, confidential & proprietary information, including but not limited to any visiting cards, textual, visual and audio visual content, brand logos / identity, trademarks, pictures, website images, pamphlets, brand books and related electronic files, etc. of the company and / or its clients (collectively referred to as "Client Material") in your custody or control. Please be advised that appropriate legal action may be initiated against you, for any failure to return such Client Material or in case of any misuse or misrepresentation of the same and in case of any breach with respect of this clause.
11. The Company incurs considerable recruitment & onboarding costs and in case If you leave the company without serving at least 20% of your project tenure , then you are liable to pay 10% of the project CTC payable to you, to the company, as liquidated damages. The full and final settlement will be done only after the adjustment of this amount.

All the other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,
Yours truly,
For CIEL HR Services Pvt Ltd.
CEO

I hereby accept the above•mentioned terms and conditions

Signature:

Date:

Name	Siddhi Rajendra Dhonde	Location	Pune•Baramati
Designation	ECA	Employee Code	
Father Name	Rajendra Dhonde.	DOB	24 Aug 2000
Period Of Employment	11 Apr 2024 to 12 May 2025		

Salary	Monthly CTC	Annual CTC
Basic	15000	180000
House Rent Allowance	6700	80400
Gross Earning	21700	260400
Employer PF	1800	21600
CTC	23500	282000
PF	1800	21600
Gross Deduction	1800	21600
Net Pay	19900	238800

Professional Tax (PT) deduction as per respective state government norms & Incometax (IT) deduction as per the norms of Incometax department. The statutory payments & deductions as and when applicable.

With warm regards,

Yours truly,
 For CIEL HR Services Pvt L
 CEO

I hereby accept the above•mentioned terms and conditions

Signature:

Date: