

January 4, 2023

**Ms. Priti Kolte**

House No 4, Springfield Ladies Hostel PG,  
Behind Amrita Hotel, Baner, Maharashtra, Pune

**Mobile:** +91 9730692856

**E-Mail ID:** pritikolte007@gmail.com

**Offer Letter**

Dear Priti,

This is further to our discussions and interview held at Head Office-Pune. We are pleased to inform you that you have been selected and hereby offered a position with **SoftTech Engineers Limited**, brief details of which are as follows:

**Designation** : Accounts Executive  
**Appointment Date** : On or Before Monday, January 9, 2023  
**Compensation** : Rs. 3,50,000/- CTC per annum (Three Lakhs and Fifty Thousand Only)  
**Location** : Pune

This offer stands valid till January 9, 2023.

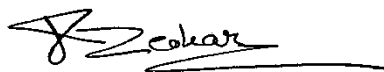
On your joining you must furnish the following.

1. Relieving letter from all the previous employers (If applicable)
2. Salary Certificate/Tax Deduction Certificate from your previous employer. (If applicable)
3. Attested copies of all certificates (School, College & Professional Education)
4. 3 Passport size photographs.
5. Photo Identity Proof (Pan Card/ Aadhar Card/ Passport)
6. Medical fitness certificate. (From Family Doctor)

The offer is subject to, satisfactory verification of all documents and certificates submitted by you, as per your profile shared with SoftTech.

Yours truly,

**For, SoftTech Engineers Limited**



**Rahul Deokar**  
**General Manager Human Resources**



**SoftTech Engineers Limited**

CMMi/3, ISO 9001: 2015

CIN: L30107PN1996PLC016718

Registered Office : SoftTech Towers, S NO 1/1A/7 8 15 16 17 Plot No. B,C,D, 1-Baner,  
Opp. Royal Enfield Showroom, Baner Road, Pune: 411045

T : +91 20 67183711 | enquiries@softtech-engr.com | www.softtech-engr.com



| <b><u>SALARY ANNEXURE</u></b>                      |                    |                  |
|--|--------------------|------------------|
| <b>Employee Name</b>                               | Priti Kolte        |                  |
| <b>Designation</b>                                 | Accounts Executive |                  |
| <b>Grade</b>                                       | A2                 |                  |
| <b>W.E.F</b>                                       | 09-Jan-23          |                  |
|  |                    |                  |
| <b>Particulars</b>                                 | <b>Per Month</b>   | <b>Per Annum</b> |
| <b>Basic</b>                                       | 8,750              | 1,05,000         |
| <b>Flexible Component:</b>                         |                    |                  |
| * Housing Rent Allowance (HRA)                     | 3,500              | 42,000           |
| * Academic Pursuit Reimbursement                   | 1,000              | 12,000           |
| * Dress and Attire Reimbursement                   | 5,000              | 60,000           |
| * Telephone / Broad Band Reimbursement             | 1,000              | 12,000           |
| * Medical Reimbursement                            | 1,250              | 15,000           |
| * Magazines/Periodicals/Newspaper                  | 3,466              | 41,592           |
| * Special Allowance                                | 2,625              | 31,500           |
|  |                    |                  |
| <b>Bonus</b>                                       | 948                | 11,370           |
| <b>Gross Salary (A)</b>                            | <b>27,539</b>      | <b>3,30,462</b>  |
|  |                    |                  |
| <b>Less: Deduction (B)</b>                         | <b>1,829</b>       | <b>21,944</b>    |
| EPF - Employee's Contribution                      | 1,629              | 19,544           |
| Professional Tax                                   | 200                | 2,400            |
|  |                    |                  |
| <b>Net Payable salary (A-B) - Subject to Taxes</b> | <b>25,710</b>      | <b>3,08,518</b>  |
|  |                    |                  |
| <b>RETIRALS (C)</b>                                |                    | <b>19,544</b>    |
| EPF - Employer's Contribution                      | 1,629              | 19,544           |
| <b>TOTAL COST TO THE COMPANY (A+C)</b>             | <b>INR</b>         | <b>3,50,007</b>  |

*[Handwritten Signature]*



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Insurance | Risk Management | Consulting

**Private & Confidential Date:**

16-August-2023

**Ms Shraddha Dilip Katari**

**Address:** Yerwada Pune

**Appointment Letter**

**Dear Shraddha,**

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

**1. Date of Joining**

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **18<sup>th</sup> August 2023**. In case your DOJ is after the payroll cutoff date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

**2. Salary**

Your gross compensation will be **Rs. 2,60,368/- (Rupees Two Lakhs Sixty Thousand Three Hundred and Sixty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

**3. Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs. 9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to 200% of your Performance Incentive. Your incentive payout will happen **monthly**.

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspaces IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

GSC/AFOL/Ver1.1



*S. Katari*



#### **4. Salary Review**

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

#### **5. Leave**

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

#### **6. Retirement**

The retirement age is 58 years.

#### **7. Probation & Confirmation:**

You will be on probation **for 6 months** from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months, it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **30 days'** notice by either party.

#### **8. Other Work**

Your position is a **Full-time employment** with the Company, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

#### **9. Working Hours**

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

#### **10. Responsibilities**

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

#### **11. Travel**

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.



*S. Kataria*



## **12. Confidential Information**

- 12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been :
- previously published or disclosed to the general public;
  - previously available without restrictions; and
  - which information the company desires to protect against unrestricted disclosure or use.
- 12.2 Confidential information" will however, not include information that:
- is or enters the public domain through no fault of yours;
  - is known and has been reduced into tangible form by you prior to the time of disclosure;
  - is independently developed by you without access to or use of the proprietary information;
  - is generally made available to you by the Company without restriction on disclosure; or
  - is disclosed by you with the Company's written consent
- 12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise
- 12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.
- 12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.
- 12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.
- 12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, inter alia, injunctive relief.



*J. Vatar*



**13. Intellectual Property Rights**

- 13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.
- 13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.
- 13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration

**14. Protection of Interest**

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

**15. Past Records**

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

**16. Termination Notice**

On successful completion of the service agreement /Probation your employment is terminable by One months **(30 days)** notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving **the one months'** notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company.

**17. After Termination**

On termination of employment, you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.



*S. Kataria*



**18. Abandonment**

You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job."

**19. Conditional Offer**

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

**20. Consent for Sharing of Data**

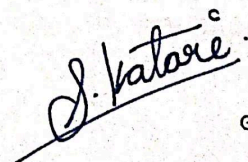
Subject to applicable law, you, by signing this agreement, give your consent to the holding and processing of Personal data provided by you to GSC for all purposes relating to your employment including, but not limited to:

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits.
- Providing and administering benefits (including if relevant, pension and medical insurance)
- 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, HM Revenue & Customs and Contributions.
- Agency providing information to future purchasers of the Company or of the business in which you work; and
- Transferring information concerning you to a country or territory outside your country of residence

**21. Obligations after Employment**

On termination of your employment you agree that you will not, either directly or indirectly for a period of 12- months following your last day of employment on your own behalf or on behalf of another person.

- Seek, canvas, solicitor accept from any person who was Client or Potential Client of the GSC, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.
- Seek to persuade any Client or Potential Client of GSC, or of any Associated Company, not to conduct or renew any financial services or insurance business with GSC, or any Associated Company, or to terminate such business.
- You agree that the compensation payable under this agreement is sufficient consideration for this clause, and the time and character limitations are reason able and will not impair your ability to earn a living.





'Associated Company' means any member of the Gallagher Service Center LLP and Arthur J. Gallagher & Co. group of companies and includes any individual, corporation, partnership, limited liability company, association, trust or other entity that directly or indirectly controls, or is controlled by GSC or Arthur J. Gallagher & Co.

'Client' means any person to whom you have sold any financial or insurance services or products on behalf of GSC or any Associated Company, or who you knew was provided with such services or products, at any time during the 12 months before your effective date of termination (or whilst you were employed if less than 12 months).

'Potential Client' means any person with whom you had contact at any times in the period of 12 months immediately preceding the termination of your employment, who has communicated an interest to the GSC or any Associated Company in purchasing.

## **22. Non-Compete**

You covenant and agree that, in the course of your employment with GSC, you would have access to confidential information of GSC and the Group Company and its clients, proprietary contents, privileged information and technical knowhow, which information if known to people or entities outside GSC and the Group Company (including but not limited to competitive businesses) may cause irreparable damages and losses to GSC and the Group Company. You hereby agree that during the term of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in India or abroad, on behalf of any Competitive Business, perform any services or duties which are substantially similar to your services or duties with GSC. The direct competitors of the Company that you shall not perform duties with, are:

- Willis Towers Watson
- AON
- Marsh

In the event of you joining any company having similar lines of business as GSC or the Group Company or direct competitors, to perform any services or duties which are substantially similar to your employment with GSC, you irrevocably agree that GSC and the Group Company shall be entitled to equitable and monetary relief. You hereby without any condition irrevocably agree to pay a sum as specified by GSC towards liquidated damages to GSC and the Group Company. This is over and above any other dues payable by you to GSC.

"Competitive Business" means any person, company or entity which competes or proposes to compete with GSC or the Group Company.

## **23. Non Solicitation**

You are covenant and agree that during the course of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of GSC, with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with GSC or otherwise act contrary to the interests of GSC



*S. Kataria*





#### 24. Jurisdiction

This agreement shall be governed by and construed in accordance with the laws of the Republic of India and subject to exclusive jurisdiction of the courts in Pune and no other courts shall have the jurisdiction to entertain and try any matters relating to or arising from and out of the provisions of this letter.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,  
For Gallagher Service Center LLP

Azeem Asgher  
Senior Business Leader - Human Resource

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Shradha Kataru  
S. Kataru.

Candidate's Name & Signature.

16/08/2023  
Pune.

Place & Date.



Ref: GASPL/HR/37899

DOJ: 06-Jul-2023

**PRIVATE AND CONFIDENTIAL**

**Dear Sayali Dattatray Borhade,**

In our continuous pursuit for Talent, we look for Professionals driven by Vision, Passion and Action to achieve their Individual and our organizational goals. Based on your profile and various rounds of discussion it has been observed that you display the Qualities required to be an **Affinitian**.

We are pleased to give you an offer of appointment and would be happy to have you as a part of our team. This offer was made after considering your education, total experience, relevant experience, professional / technical / process exposure, functional & HR feedback and finally the internal parity.

**Employment Title**

We are pleased to offer you the post of “**Junior Associate- Paginator**” in Management Grade **O1** of Global Advertisement Services Pvt. Ltd.

**Work Location**

Initially you shall be based at our Pune Office Location however; the Company reserves the right to transfer you to any other location where the Company has office or newly established office, client locations as per the requirement of the business. Your services are transferable at short notice, to any department or your services may be seconded to any other Company or any other place where work of Company is carried out, as may be necessary. In the event of transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable to the establishment in which you are transferred. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting

**Compensation Package**

Your compensation package will be as detailed in **Annexure A**. The compensation package shall be governed by Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

If entitled, you shall become a member of Provident Fund and Employees' Pension Scheme, Employee State Insurance Scheme and other statutory Employee Welfare / Benefit Schemes presently applicable and as may be modified from time to time.

Employee's contribution towards statutory and other company initiated welfare / benefit schemes will be deducted from the monthly salary. Any modification in the same will be applicable to you from time to time.

**Job Description**

Global Advertisement's entrepreneurial framework provides Team Members the ability to perform different roles based on their capability and available opportunities. Distinct career tracks have been defined and

**Global Advertisement Services Private Limited**

**CIN: U74999PN2010PTC135492**

6<sup>th</sup> Floor, Wing 3, Cluster 'D',

EON Kharadi Infrastructure Pvt. Ltd. IT & ITES Special Economic Zone,

Plot 1, Survey No 77, Kharadi Knowledge Park, MIDC, Kharadi, Pune, Maharashtra 411014

Tel: 020 66120333

AffinityX.com





equivalence established for those playing specialist roles in Technology / Domain / Process / Design / Production areas.

Your role will be assigned upon joining. Although your normal work will consist of duties assigned to you from time to time, you may be at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care. You will also be bound to discharge duties assigned by your superiors from time to time.

### **Training Period**

As per the operational requirements and your role, you shall be required to go through New Hire Training (NHT) and On Job Training (OJT) facilitated by Learning and Development and Operations team. The training duration, schedule, content, periodic assessment and final assessment will be set as per operational requirement and shall be governed by policies and guidelines of the organisation.

The assessments shall be conducted on parameters like quality, productivity, attendance and behaviour. During or after the assessment if the performance/behaviour is found to be below expected standards, it might result to disciplinary action and/or dismissal from services

### **Shift Working**

You would be required to work in any shift with staggered weekly off. These shift timings are subject to change and the company has the right to change as and when required.

### **Probation**

You will be on Probation for a period of Six months from the date of joining; the period of probation may be extended further if necessary in writing, unless expressly confirmed in writing the probation period will continue.

Your confirmation in service of the Company after probation period will depend on your performance and conduct being as per the norms of the Company. The decision of the Company with regards to extension of probation, confirmation or otherwise shall be final and binding.

There would be periodic review of performance during and at the end of probation period. Performance below expectation can result anytime in separation from the services.

### **Performance review**

Your continuation/ confirmation/ increment/ promotions will depend on outcome of periodical performance appraisal conducted by management of our Company.

If it is found during review that your performance is not up to expectation, you can be put under performance improvement plan and during Performance Improvement Plan if you do not perform to the expectation, it may result in your separation from services.

### **Leave**

You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time.

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### **Compliances**

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of returns. The Company may withhold from any compensation or benefits payable to you, all Central, State or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

### **Code of Conduct**

You shall at all times during your employment, continuation and association comply with the service regulations, code of conduct Policies and Guidelines of the Company presently applicable and as may be modified from time to time

### **Retirement**

The normal age of your retirement shall be 58 years and accordingly it is the conditions of employment that you will be automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard.

### **Termination**

#### **a) On Probation**

It is understood and agreed that this engagement during or on completion of probation may be terminated by either party by giving to the other at any time, notice in writing of **45 days**. The termination shall take effect at the end of such notice period.

Termination during probation with immediate effect may be made either party by paying to the other an amount equivalent to **45 days** of Gross Salary in lieu of notice. In the event the termination of probation with notice is at the instance of the Employee the Company at its sole discretion reserves the right to relieve the employee on any date during the date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.

#### **b) After Confirmation**

It is understood and agreed that this engagement after confirmation may be terminated by either party by giving to the other at any time, notice in writing of **90 days**. The termination shall take effect at the end of such notice period.

Termination with immediate effect may be made either party by paying to the other an amount equivalent to **90 days** of Gross Salary in lieu of notice. In the event the termination of probation with notice is at the instance of the Employee the Company at its sole discretion reserves the right to relieve the Employee on any date during the date during the notice period by waving the notice period in full or part without paying any amount towards the balance notice period.

### **Termination on Disciplinary / Performance Issues**

At the sole discretion of the Company your services are liable to be terminated during probation or any time after confirmation without any notice or salary in lieu thereof in the event of non – performance, negligence in work, absenteeism, producing wrong / forged credentials / declaration to obtain employment with the Company or in the event of your involvement in any serious misconduct, misdemeanor or any offence or that

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may or may not be directly connected with the business of the Company. Upon the termination of your employment, you will return to the Company all documents and any other articles and/or copies thereof belonging to the Company which may at the time be in your possession. For any act of yours which constitutes a misconduct or serious misconduct, Company shall be entitled to take appropriate action as per Disciplinary Action Policy against you including termination of services.

#### **Abandonment of services:**

If with your own conduct you abstain from showing up for services or show no interest to continue serving the company, it shall be presumed that you have abandoned your employment on your own accord and shall lose lien on your employment.

#### **Handover of duties and responsibilities**

At the time of separation, you are required to handover your duties and responsibilities to whom the reporting authority directs and the detailed handover note need to be signed by your reporting authority.

#### **Reservation of Rights**

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company. The Company at all times reserves rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company. In the event of your leaving the employment of the Company without settling the accounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

#### **Confidential Information**

You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, process, books, records and documents, technical information concerning the process, client list, procurement procedures, pricing techniques and credit and financial data, employee's salary, Company's rules and regulations) all comprise confidential business information and trade secrets, vital to the business of the Company.

You hereby agree that you will not, at any time during or after your employment with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, our Company. For the purpose of this paragraph, the term "Company" shall also include all affiliate / clients of our Company.

Any disclosure which has not been expressly authorized by the Company shall be called 'unauthorized disclosure'. For the purpose of this paragraph, the term "Company" shall also include all affiliate / clients of our Company. Unauthorized Disclosure and use of confidential information constitutes a serious misconduct and our Company shall be entitled to take appropriate disciplinary action against you including termination of service. Disclosure and use of confidential information of our Company after the termination of your relationship with our Company shall entitle our Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you

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shall inform our Company either before or immediately thereafter the nature and extent of disclosures made and circumstances under which those disclosures were required to be made by you.

### **Intellectual Property**

All works developed by you during the course of your employment with our Company, shall belong exclusively to our Company and you hereby assign the ownership of copyrights of such works and those any other derivative works, to our Company. You will promptly provide to our Company a complete written disclosure for each such work identifying the features or concepts you or our Company believe to be new or different. You grant to our Company an irrevocable, non-exclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, use, have used, sell, license or transfer items of such works and to practice and have practiced methods pertaining to such works. You are specifically made aware that you will not be liable to any compensation for such acts or yours, and that any rewards which our company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

### **Indemnity**

You shall indemnify our Company against any loss, damage, proceeding which our Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and or gross dereliction of duties on your part. You should also indemnify the company against any loss, damage, proceedings which company may suffer due to any third party claim of plagiarism or infringement of intellectual property rights of a third party. Such indemnity shall not prejudice the right of our Company to terminate your services on such count or the right of our Company to seek other remedies which our Company may have to make good the loss, damage.

### **Severability**

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by court of law.

### **Governing laws and Jurisdiction**

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement will be within the jurisdiction of Pune.

### **Relationship with Directors**

You will declare your relationship, if any, with any of the Directors of the Company in terms of Section 6 of The Companies Act, 1956. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of your becoming so.

### **Credential Verification**

Your appointment will be subject to the satisfactory verification of the following

- a) Reference Check by Company appointed third party



**Global Advertisement Services Private Limited**

**CIN: U74999PN2010PTC135492**

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Plot 1, Survey No 77, Kharadi Knowledge Park, MIDC, Kharadi, Pune, Maharashtra 411014

Tel: 020 66120333

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- b) Verification of credentials related to educational qualification, previous experience, and previous salary statement.

### Other Terms and Conditions

- During your employment, you will be subject to the service Rules regulations applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by our Company subsequently in the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of our Company as presently applicable and as may be amended from time to time.
- You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any same, similar or any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to our Company or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi-judicial proceeding(s) you shall immediately inform our Company the details thereof.
- You shall not at any time use your association with our Company to gain unfair advantage for personal purposes.
- You shall not appoint or cause to appoint any of your direct or indirect relatives as employees / consultants / trainees / retainers / vendors of the company. If any of your direct or indirect employees are already engaged or about to be engaged in our Company in above mentioned capacity, you have to inform the same in writing to Human Resources Department failing to which the Company shall be constrained to take suitable action.
- You shall not communicate in writing to any client or prospective client or any outside authorities on any process details or any matters which requires confidentiality without the prior written approval and authority of our company. You shall not distribute any circular or writing Concerning our Company without the prior written approval of our Company. If any claim shall be brought against our Company

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as a consequence of any unauthorized action or communication or statement of yours or in any other form or for such action caused by you, all costs, loss or damages arising there from shall be borne by you.

- You will undertake and agree that all the company's property, assets, articles and effects of any nature whatsoever which shall come into your possession during the course of your employment or otherwise shall be the absolute property of the company. You shall keep such property or assets in good condition and order and will on demand at any time during your employment or at the cessation thereof for any cause or whatsoever, deliver the same to the company. In the event of your failure to account for such properties or assets aforesaid to the satisfaction of our company, our company shall be entitled to deduct from your dues the value of all such properties or assets as well as to take such other action or proceedings in this regards as the company may deem proper
- You shall keep the company informed in writing, of any change of address, surname, nominees failing which any notice/letter/mail sent by our company to your address / name / nominees / your email address declared at the time of appointment shall be sufficient for the purpose of this contract.
- We have a Quality Management System compliant with ISO 9001 and an Information Security Management System compliant with ISO 27001. You shall abide by the Quality policy and Information security policy in force and comply with the requirements of the QMS and ISMS.

### **Use of Company's Assets**

Protection of the Company's assets is a key responsibility of every person associated with our Company. In the course of your employment with our Company you will be allowed to use the Assets and resources of our Company as per the requirements of your employment. You will be responsible for the proper use, protection and conservation of our Company's assets and resources. You must safeguard such assets against loss, damage, misuse or theft. Care should be taken to ensure that assets are not misused, misappropriated, loaned to others or sold without appropriate authorization. This includes Company properties, assets, proprietary manufacturing process, engineering designs, process technology, application knowledge, financial data, strategies, trade secrets, corporate information and other Company rights. Company assets are to be used solely to pursue and achieve Company goals and not for personal benefit.

The Company has developed procedures and control for usage and protection of company's asset. All are personally responsible for compliance of the procedures.

You shall indemnify the Company if there is any loss or damage of the Company's assets and such loss arises out of your improper usage of the Asset or non - compliance of the procedures.

### ***Use of Internet***

1. Based on the business requirements, "Internet" connection may be provided to you.



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2. This facility is not to be used for private chats, seeking employment or generally browsing. You should ensure that usage of this facility for personal work is restricted to after office hours.
3. You should not visit sites which are pornographic, obscene, objectionable in nature or which are detrimental and objectionable to individuals, colleagues / co-workers or to our Company or to any nation. Disciplinary action would be taken against those found visiting such sites.

**Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.**

Human Resources are the most important asset of our organization and we take this opportunity to welcome you to the organization and look forward to having you a mutually rewarding, exciting career with us.

**For Global Advertisement Services Private Ltd.,**



**Shweta Gajria**  
**Vice President – Human Resources & Facilities**



**Global Advertisement Services Private Limited**

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**Acknowledgement and Acceptance**

I have read all the terms and conditions mentioned in this appointment letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding on me during the course of my employment. I have also understood and agree that any change in service rules in future will be binding on me.

***As a token of acceptance, I have hereby signed the duplicate of this letter.***

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_



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**Annexure A**

**COMPENSATION ENTITLEMENT SHEET**

**Date of Joining:** 06-Jul-2023

**Name :** Sayali Dattatray Borhade

**Position Description** Junior Associate - Paginator

**Grade Description** O1

**Location** Pune

**Copy Distribution**

Original : Employee

Copy 1 : Personal File

| Sr. No. | Components  | INR (Per Month) | INR (Per Annum) |
|---------|---|-----------------|-----------------|
| 1       | Basic   | 14,076          | 168,912         |
| 2       | HRA   | 5,630           | 67,565          |
| 3       | Skill Development Allowance                           | 772             | 9,265           |
| 4       | Leave Travel Allowance                                | 0               | 0               |
| 5       | Statutory Bonus                                       | 2,816           | 33,792          |
| 6       | <b>Gross Remuneration</b>                             | <b>23,294</b>   | <b>279,534</b>  |
| 7       | Meal Allowance  | 0               | 0               |
| 8       | Fuel and Vehicle Maintenance Reimbursement            | 0               | 0               |
| 9       | <b>Gross Remuneration including reimbursement (A)</b> | <b>23,294</b>   | <b>279,534</b>  |
| 10      | Employer cont. to Provident Fund                      | 1,689           | 20,269          |
| 11      | Gratuity  | 677             | 8,125           |
| 12      | MLWF  | 6               | 72              |
| 13      | <b>Statutory Contributions (B)</b>                    | <b>2,372</b>    | <b>28,466</b>   |
| 14      | <b>Total CTC (A) + (B)</b>                            | <b>25,666</b>   | <b>308,000</b>  |

**Below are the other costs the organization will bear & payouts you will be eligible within the current policy framework of the organization.** The figures are calculated on maximum eligibility & are for illustration purposes only.

| Sr. No. | Components                                   | INR (Per Month) | INR (Per Annum) |
|---------|--|-----------------|-----------------|
| I       | *ESIC Cost - Employer's contribution         | 0               | 0               |
| II      | ** Night Shift Allowance (Rs 100 per day)    | 2,200           | 26,400          |
| III     | ***Broadband/ Internet Reimbursement (upto ) | 1,000           | 12,000          |
| IV      | ****Pay for Performance (upto)               | 7,500           | 90,000          |
| V       | <b>Other Payouts ' (C)</b>                   | <b>10,700</b>   | <b>128,400</b>  |

|    |  |               |                |
|----|--|---------------|----------------|
| 15 | <b>Total Remuneration (A) + (B)+ (C)<br/>(Total CTC with other payouts at maximum)</b> | <b>36,366</b> | <b>436,400</b> |
|----|--|---------------|----------------|

**Other Benefit:** Over and above Total Remuneration, employees are covered under a Group Personal Accident (GPA) Policy, Mediclaim policy & Group Term Life Insurance according to rules of the company.

Mediclaim : 2,00,000 Family Floater

**Accidental Death (AD)** In case of an accidental death while in employment the employee is covered to a maximum amount of 60 times of monthly gross.

**Term Life Insurance:** In case of death while in employment the employee is covered to a maximum amount of 36 times of monthly gross.



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## Important Notes

1. \*ESIC – The coverage is as per the Employee State Insurance Act 1948. Employees having a gross salary up to INR 21000 per month are covered under ESIC. Employer contribution is 3.25% of gross salary & Employee contribution is 0.75% of gross salary
2. \*\*Night Shift Allowance is payable to O1 to T2 Grade employees in operations who have their work hours in the shifts window of 5 PM - 10 AM IST. The calculation shown above is done considering 22 days night shift working.
3. \*\*\*As per the Broadband Reimbursement Policy, the employees will be given a predetermined amount to cover the approximate monthly cost of the use of the internet service for the Company's business use during the permitted work from home. The maximum monthly reimbursement will be INR 1000 per employee upon submission of the monthly invoice. The Broadband service must be minimum 30 Mbps or more of a wired broadband data service
4. \*\*\*\*Employees covered under Pay for Performance (P4P). The incentive will be governed by the Pay for Performance Plan, the maximum Annual incentive is INR 90000.
5. Transport deduction shall be done as per the grade, in case you avail the facility. This deduction will be done from the monthly remuneration.
6. Employee's contribution towards statutory obligations and contribution to non-statutory welfare/employee benefit schemes will be made from the monthly gross remuneration of employee.
7. Bonus will be paid as per the Payment of Bonus Act, 1965.
8. Gratuity will be paid as per the Payment of Gratuity Act, 1972.
9. The organization reserves the rights to amend the policy with proper communication to employees. This might result in a change in the eligibility for allowances/reimbursements.
10. Income Tax liability is an employee's responsibility.

For Global Advertisement Services Pvt. Ltd.

I accept



Shweta Gajria

Vice President – Human Resources & Facilities

Signature (Sayali Dattatray Borhade)



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Name : Mrunali Balu Kamble  
Emp ID : 19142

Department : Email Verification  
Designation : Research Analyst Data Practice

| S.No.    | Particulars                        | Amount     |              | Remark                            |
|----------|------------------------------------|------------|--------------|-----------------------------------|
|          |                                    | Monthly    | Annually     |                                   |
| <b>A</b> | <b>EARNINGS - FIXED COMPONENTS</b> |            |              |                                   |
| 1        | Basic                              | Rs. 10,750 | Rs. 1,29,000 | Monthly Bank Transfer - Payroll   |
| 2        | HRA                                | Rs. 5,375  | Rs. 64,500   | Monthly Bank Transfer - Payroll   |
| 3        | Conveyance Allowance               | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll   |
| 4        | Food Allowance                     | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll   |
| 5        | Management Allowance               | Rs. 1,599  | Rs. 19,188   | Monthly Bank Transfer - Payroll   |
| 6        | PF - EMPLOYERS CONTRIBUTION        | Rs. 1,290  | Rs. 15,480   | Employers Contribution towards PF |
| 7        | Project Allowance                  | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll   |
| 8        | Attendance Bonus                   | Rs. 2,000  | Rs. 24,000   | Bonus linked to Attendance        |
| 9        | Bonus Linked Incentives (Variable) | Rs. -      | Rs. -        | Based on Performance              |

|          |                        |            |              |                                 |
|----------|------------------------|------------|--------------|---------------------------------|
| <b>B</b> | <b>OTHER BENEFITS</b>  |            |              |                                 |
| 1        | Medical Reimbursement  | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll |
| 2        | Car Hire Reimbursement | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll |
| 3        | Uniform Reimbursement  | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll |
| 4        | Helper Reimbursement   | Rs. -      | Rs. -        | Monthly Bank Transfer - Payroll |
| 5        | Gratuity               | Rs. 486    | Rs. 5,832    | As per the Gratuity Act         |
|          | <b>Sub Total (A+B)</b> | Rs. 21,500 | Rs. 2,58,000 |                                 |

|          |                               |           |            |                                     |
|----------|-------------------------------|-----------|------------|-------------------------------------|
| <b>C</b> | <b>DEDUCTION</b>              |           |            |                                     |
| 1        | PF - EMPLOYERS CONTRIBUTION   | Rs. 1,290 | Rs. 15,480 | Employers Contribution towards PF   |
| 2        | PF - EMPLOYEES CONTRIBUTION   | Rs. 1,290 | Rs. 15,480 | Employees Contribution towards PF   |
| 3        | ESIC - EMPLOYERS CONTRIBUTION | Rs. -     | Rs. -      | Employees Contribution towards ESIC |
| 4        | ESIC - EMPLOYEES CONTRIBUTION | Rs. -     | Rs. -      | Employees Contribution towards ESIC |
| 5        | Gratuity                      | Rs. 486   | Rs. 5,832  | As per the Gratuity Act             |
| 6        | PROFESSIONAL TAX              | Rs. 200   | Rs. 2,500  | EmployeeS Contribution towards PT   |
|          | <b>TOTAL DEDUCTIONS</b>       | Rs. 3,266 | Rs. 39,192 |                                     |

|  |                              |            |              |  |
|--|------------------------------|------------|--------------|--|
|  | <b>Monthly Gross (A+B-C)</b> | Rs. 18,234 | Rs. 2,18,808 |  |
|--|------------------------------|------------|--------------|--|

|          |                                |  |  |  |
|----------|--------------------------------|--|--|--|
| <b>D</b> | <b>Tax Deduction at Source</b> |  |  |  |
|----------|--------------------------------|--|--|--|

Your compensation is a confidential matter between you and the Organization.  
Any breach of this confidentiality will be treated with seriousness

For,  
XDBS Private Limited

Accepted By

Upasna Khanna  
Chief People Officer - Human Resource

Name : Mrunali Kamble  
Date :



**11` Confidential**

**Date: 01 Oct 2023**

Name : Mrugnyani Matkar  
Staff No. : 20104698 Station  
: Pune

Dear **Mrugnyani**,

**Congratulations! On your selection as Lead Associate - Quality,**

It gives us immense pleasure to announce that effective **01 Oct 2023** you are selected as a **Lead Associate - Quality**. The future holds a lot of promise and we are happy to have you as part of our team.

Based on the above your annual compensation is revised to **INR 241,755/- (INR Two Lakhs Forty One Thousand Seven Hundred Fifty Five Only)** .The detail breakup of the salary is attached with this letter. The revised compensation is effective **01 Oct 2023**

The other terms & conditions of appointment will, however remains the same. Please return a signed copy of this letter for records.

We look forward to even greater contribution from you in the future.

**Best wishes for the new role.**

Yours truly,  
**IGT Solutions Pvt. Ltd.**



**Chander Prakash Gurnani**  
**Senior Vice President - GRO**



## CTC DETAILS

Name Mrugnyani Matkar Emp ID 20104698  
 Job Title Lead Associate - Quality Band 1C

|                                | Monthly (INR) | Annual (INR)   | Remarks |
|--------------------------------|---------------|----------------|---------|
| <b>Payroll</b>                 |               |                |         |
| Basic                          | 10,073        | 120,878        |         |
| HRA                            | 6,868         | 82,419         |         |
| Ex-gratia                      | 1,400         | 16,800         |         |
| <b>Total Payroll Salary(A)</b> | <b>18,341</b> | <b>220,097</b> |         |
| ESIC Contribution              | 596           | 7,153          |         |
| PF                             | 1,209         | 14,505         |         |
| <b>Grand Total (A+B+C+D+E)</b> | <b>20,146</b> | <b>241,755</b> |         |

\*\* The Variable Pay component in the structure above, is payable at a performance level of 100%, as defined in the KRA Sheet of the current financial year.

\*\* The pay out of variable pay (wherever applicable) depends on individual and company performance.

\*\*Variable Pay Clause - You are entitled for the variable pay if you are an active employee of IGT as on the 31st March of the year

\*\* The Variable Pay component in the structure above, is payable at a performance level of 100%, as defined in the KRA Sheet of the current financial year.







**Clean Harbors India LLP**

10<sup>th</sup> Floor, The Skyview Tower 20,  
Raidurgam (V), Serilingampally (M),  
RR (D), Hyderabad - 500081, Telangana, India.

Contact Number: +91 40 6829 0000

Mail ID: [contact.CHI@cleanharbors.com](mailto:contact.CHI@cleanharbors.com)

CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

**Strictly Confidential**

September 07, 2023

CHIOFR/22#1126

**Namrata Chandrashekhar Shelake**

namratashelke910@gmail.com

Sr. No: 16, Manaji Baug, Elephistion Road  
Opp Kirlskar Company, Bopodi, Pune City  
Pune - 411003  
Maharastra, India

**Sub: Offer of employment with Clean Harbors India**

Dear Namrata:

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

**Offer Details:**

1. **Position** : Junior Associate
2. **Band** : A
3. **Start Date** : September 25, 2023
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 7th Floor, Smartworks Coworking Spaces Private Limited, M-Agile, Pan Card Club Road, Baner, Pune - 411045, Maharashtra, India
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Pune
8. **Annual Compensation** : ₹300,000 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Santu Das

**Other Benefits:**

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

*"People and Technology Creating a Safer, Cleaner Environment"*





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

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

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

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

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

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

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







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

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

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

\_\_\_\_\_  
Agreed and Executed  
**Namrata Chandrashekhar Shelake**



**APPENDIX- A**

| <b>ANNEXURE 1 - SALARY STRUCTURE</b> |                                       |                         |
|--------------------------------------|---------------------------------------|-------------------------|
| Name                                 | <b>Namrata Chandrashekhar Shelake</b> |                         |
| Designation                          | Junior Associate                      |                         |
| Band                                 | A                                     |                         |
| Date of Joining                      | September 25, 2023                    |                         |
| <b>Component</b>                     | <b>Amount Per Month</b>               | <b>Amount Per Annum</b> |
| <b>Fixed Components</b>              |                                       |                         |
| Basic                                | 12,500                                | 150,000                 |
| HRA                                  | 5,000                                 | 60,000                  |
| Special Allowance                    | 4,200                                 | 50,400                  |
| <b>Flexi Kitty Components</b>        |                                       |                         |
| LTA                                  | 1,000                                 | 12,000                  |
| Phone & internet                     | 500                                   | 6,000                   |
| Meal Voucher                         |                                       |                         |
| <b>Total Gross Salary</b>            | <b>23,200</b>                         | <b>278,400</b>          |
| Employer PF                          | 1,800                                 | 21,600                  |
| <b>Retiral Benefits</b>              | <b>1,800</b>                          | <b>21,600</b>           |
|                                      |                                       |                         |
| <b>Total Compensation</b>            | <b>25,000</b>                         | <b>300,000</b>          |

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

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

Agreed and Executed  
**Namrata Chandrashekhar Shelake**





## **Subject: Offer Letter**

**Dear Shivani Rahul Shelke,**

We are pleased to confirm that you have been appointed to work for Rise N Shine Investment as "Assistant Manager in Operations".

**Date of Joining:** Your appointment will effective from 18 Aug 2023 or any other date mutually agreed upon in writing.

### **Job duties are to:**

- Acquiring new business and developing relationships with the existing clients
- Work with the team to develop proposals that speak to the client's needs, concerns, and objectives.
- Client Acquisition as per targets and cross selling of 3rd party products (MF, Insurance, SIP etc.)
- Regular portfolio review of client.
- To improve and maintain the client activity ratio by activating clients across the segments
- Prepare or interpret for client's information like investment performance reports, financial document summaries, or income projections
- Contact clients periodically to define any changes in their financial status
- Manage client portfolios, keeping client plans up-to-date
- Investigate available investment opportunities to define compatibility with client financial plans
- Provide regular updates to immediate superiors as and when required

### **Financial Offer:**

**Salary:** Annually Compensation package on a total fixed cost (TFC) basis Rs. 1,80,000 (Rupees One Lakh Eighty Thousand Only (6 Months provisions time will be increased as per the Performance))

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





**Working Days:** Monday – Saturday 09:30am to 6:00pm

**Hours of Work:** During such hours as the company may from time to time reasonably require him/ her to work. You will be required to work for a minimum 51 hours per week.

If you are unable to attend for work, the Employee must advise the reporting manager or any team member of the company of the reason by 9:00 AM on the day of absence

**Confidentiality and Non-Solicitation:**

As a condition of employment, you agree (1) during and after your employment with Rise N Shine Investment you will keep data confidential, any of the trade secrets or business information and not use for your benefit or disclose to any third party; (2) during your employment with Rise N Shine you will not permit your personal interests to conflict, or appear to conflict, with the interests of this company or any of its clients; and (3) during your employment and for a period of twelve months following termination of your Employment, you will not directly or indirectly solicit any employee or any client to do Business with another company that is in direct competition.

This Agreement represents our mutual complete understanding of your employment terms at SDS and supersedes any prior agreement (oral or written) that you may have, but does not constitute an agreement for employment for any specific period of time. You agree that any disputes relating to your employment will be filed and heard under the law as otherwise required by law.

1. A total twenty paid leaves will be available to you on an annual basis apart from thirteen mandatory national holidays. In emergency case you will have to inform the company at least a day before of a working day through phone call or email only, your leaves will be calculated on appropriate basis through the end of the calendar year (1st January- 31st December).
2. Once your service is confirmed, if you desire to resign, you are required to give a month notice to the company with the appropriate handover.
3. Upon accepting this offer, it is expected that you will not interview with another company and or accept any other offers, and will decline other offers previously accepted.
3. You are expected to abide by all the guidelines and policies of the company as shared with via Handbook. All the rules and practices of the company will be applicable to you till a change in the effect and is communicated to you.
4. If you have any questions or would like more detailed discussion on the terms above, please do not hesitate to contact the department, kindly sign this offer letter signifying your acceptance to the above-mentioned terms and conditions.



**SERVICE POLICY:**

1. The appointment is initially for a period of 1 year that can be extended further subject to your performance in the organization. In the event of such extension, you will begin annual increments as per the rules.
2. You will not accept and undertake another job, full time or part, from any other agency, without prior approval of the competent authority.

**RESIGNATION/ TERMINATION:**

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:

1. She/ He is guilty of misconduct
2. She / He is negligent in the discharge of her/ his duties; or
3. Become bankrupt or made any arrangement or composition with or for the benefit of your creditors or;
4. Been found inefficient or lower performer as compared to other employees of your category.

**ACCEPTANCE OF OUR OFFER:**

Please confirm your acceptance of this contract of Employment by signing and returning the duplicate copy

We welcome you, and look forward to receiving your acceptance and to working with you.  
With best wishes and warm regards

Your Sincerely,

For Rise & Shine Investment

For Rise & Shine  
  
Proprietor

Accepted and Agreed

Authorized Signatory

**Rise & Shine investment**

Office No-206, Winners Window, Behind Vaishali Hotel, F.C Rd  
Pune 411004 Maharashtra







**LETTER OF APPOINTMENT**

To ,

**Apurva Bhagwan Moze**

**Congratulations!**

With reference to your application and subsequent interview with us, we are pleased to appoint you as a **Telecaller in Konexions Back Office Services Pvt.Ltd.** our organization on the following terms and conditions.

Date of Joining: You have joined us on- 29.05.2023

**Designation:** Associate

**Salary:** Your Monthly Total Employment Cost to the company would be Rs.12000/-In hand plus

You are supposed to sign the **bond of 6 months** after completing your training period for 30 days. If you fail to complete your bond your current month's salary will not go to be released and if you want to discontinue your service after 6 months then you have to serve the notice period for 45 Days if again you are failed to do the same then again, your salary will not go to be released.

**Place/Transfer:** Your present place of work will be at **Office No 5010, A Block, 5<sup>th</sup> floor, Solitaire Business Hub, near Viman Nagar Police Station, VIMAN NAGAR, Pune -411014** but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

As per the clause in the company, the notice period to be served is one and half month i.e. 45 days. So that means that employee 'A' would be working 45 days as his notice period states and then he gets dues. In this period, he would be assisting in the smooth transition of his work and responsibilities to the person who takes over his role.

An employment contract can be terminated at any time by either party; it could be a resignation or dismissal, redundancy or retirement. For a notice to be effective it should be in writing and specify the date of termination.

Absence for a continuous period of 3 days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.



**KONE X IONS BACK OFFICE SERVICES PVT LTD**

5th Floor, Block-A, Solitaire Business Hub, Sr. No.207, Opp. NECO Garden Society, Clover Park, Viman Nagar, Pune, Maharashtra 411014.

**Email :** info@jumbokonexionsventures.com

**Web :** www.jumbokonexionsventures.com

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. This categorically made clear that if you leave this within period of 45 days after completion/certification of your training program, for any reasons what so ever on your own then the management is not liable to pay any dues this categorically made clear that if you leave the job during probation period for any reason what so ever on your own. Then the management shall forfeit 15 days wages of yours.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

For Konexions Back-office Services Pvt.Ltd.



Authorized Signatory (HR)

(Read, Understood & Accepted)

## KONE X IONS BACK OFFICE SERVICES PVT LTD

5th Floor, Block-A, Solitaire Business Hub, Sr. No.207, Opp. NECO Garden Society, Clover Park, Viman Nagar, Pune, Maharashtra 411014.

Email : [info@jumbokonexionsventures.com](mailto:info@jumbokonexionsventures.com)

Web : [www.jumbokonexionsventures.com](http://www.jumbokonexionsventures.com)

# **KONEXIONS BACK OFFICE SERVICES PVT.LTD**

## **LETTER OF APPOINTMENT**

**To,**  
Mayuri Naidu,  
**Congratulations!**

With reference to your application and subsequent interview with us, we are pleased to appoint you **as a Telecaller in Konexions Back Office Services Pvt.Ltd.** our organization on the following terms and conditions.

**Lob's: - Fibe**

**Date of Joining: You have joined us on- 23.01.2023**

**Designation:** Associate

**Salary:** Your Monthly Total Employment Cost to the company would be Rs.**15000** /-In hand plus Incentivesbased on target achievement.

You are supposed to signed the **bond of 6 months** after completing your training period for 30 days. if you fail to complete your bond your current month's salary will not going to be released and if you want to discontinue your service after 6 months then you have to serve the notice period for 30 Days if again you are failed to do the same then again, your salary will not be going to be released

**Place/Transfer:** Your present place of work will be at **Office No 5010 , A Block, 5<sup>th</sup> floor, Solitaire Business Hub,near Viman Nagar Police Station ,VIMAN NAGAR ,Pune -411014** but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

As per the clause in the company, the notice period to be served is one and half month i.e. 45 days. So that means that employee 'A' would be working 45 days as his notice period states and then he gets dues. In this period, he would be assisting in the smooth transition of his work and responsibilities to the person who takes over his role. An employment contract can be terminated at any time by either party; it could be a resignation or dismissal, redundancy or retirement. For a notice to be effective it should be in writing and specify the date of termination.

Absence for a continuous period of 3 days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.



## **KONEXIONS BACK OFFICE SERVICES PVT.LTD**

2. You will be required to maintain most secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. This categorically made clear that if you leave this with- in period of 45 days after completion/certification of your training program, for any reasons what so ever on your own then the management is not liable to pay any dues this categorically made clear that if you leave the job during probation period for any reason what so ever on your own. Then the management shall forfeit 15 days wages of yours.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

**For Konexions Back-office Services Pvt.Ltd.**

**Authorized Signatory (HR)**

**(Read, Understood & Accepted)**

Mayuri Naidu





01<sup>st</sup> September 2022

**Ms.Revati Khanna,**

**Dear Revati ,**

This has reference to the discussion we had with you. It is our pleasure to offer you a position of **" Executive - Front Office"** in our organization. Your place of posting would be **Pune**. This offer is made subject to your medical fitness certification by our Doctor on the panel of the Company.

Your compensation package will be as follows:

1. You would be paid a gross cost to the Company (fixed component) of **Rs.450,028/-** per annum as per the enclosed Annexure – "A".
2. Company has the right to restructure the components of your salary; however your gross emoluments would be protected.
3. Your appointment will be subject to standard terms and conditions of the employment indicated in Annexure "B" and rules & regulations of the organisation as prevailing from time to time.
4. You will be on probation for a period of six months from the date of your joining, after which you will be confirmed if your work is found satisfactory. The probation period can be extended, if found necessary. You shall continue to be on probation, till your services are confirmed in writing by a Letter of confirmation. Probation period may also be extended for further period in case of non-submission of Mandatory documents as specified in clause 5 below.
5. You will join us on or before **02<sup>nd</sup> September 2022**. At the time of joining, you must bring along the original copies of the following mandatory documents along with the self attested photocopies for verification.
  - X<sup>th</sup>-XII<sup>th</sup>. Graduation / Post graduation (if applicable) marksheets of each year along with the original certificates as applicable (Mandatory)
  - Copy of the last pay slip. (Mandatory)
  - Photocopy of your passport along with Original (Mandatory)
  - PAN & PF Number if any.
  - 4 Passport size photographs with a red background. (Mandatory)
  - Company reserves rights to withheld your joining formalities in absence of any of the mandatory documents mentioned above.
6. You will sign the Proprietary Rights and Non-Disclosure Agreement at the time of joining the Organization.
7. The company reserves the right to carry out reference verifications or background checks of the period prior to your joining the company or any time even during the course of your training period with us. Such background checks and reference verifications, amongst others, would include - criminal records, countries resided in etc. The company reserves the right to carry out banned/illegal drugs/narcotics substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks banned/illegal drugs/narcotics substance screening tests and verifications are carried out by the company or a third party agency engaged by the company. Arising out of such verification

#013



**Nihilent Limited**

Regd. Office: 'D' Block, 4th Floor, Weikfield IT Citi Infopark, Nagar Road, Pune 411 014, India  
Tel. +91 20 39846100, Fax: +91 20 39846498  
CIN - U72900PN2000PLC014934  
www.nihilent.com



*Khanna*

or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or documents submitted by you are not correct, or banned/illegal drugs/narcotics substance screening test results are positive, the company shall, at its sole discretion be entitled to forthwith terminate and / or revoke your appointment with the company, without further reference in the matter. In addition to the Company's right to carry out the above verifications, you shall fill in and sign the Criminal Disclosure Declaration, in the attached form. In the event you have been accused, charged and/ or convicted for any criminal offence, at any time whether prior or subsequent to your joining the company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/ or convicted for any criminal offence your joining shall be subject to specific written confirmation from the Company. The company at its sole discretion reserves the right to terminate your apprenticeship training or take appropriate disciplinary action against you or revoke this offer letter. In the event of suppression of any facts, the Company shall be entitled to take such other action at any time as it may deem fit. The decision of the Company shall be final and binding on all.

Please let us know the earliest date you can join us and return the copy of this letter duly signed by you as a token of your acceptance of our offer.

Nihilent is a promising venture and will provide you a challenging and a rewarding professional environment with ample opportunities for career development. We look forward to your joining and a long association.

Please do not hesitate to call us for any clarifications you need.

Yours sincerely,

For Nihilent Limited

  
**Vivienne Roiz**  
**Senior Manager – Human Resources**

I accept the offer on stipulated terms & conditions and shall join duty on 2<sup>nd</sup> September 2022.

SIGNATURE: 

NAME: Revathi Khanna

DATE: 2<sup>nd</sup> September 2022.



Annexure - A

Name: Ms. Revati Khanna  
Designation: Executive - Front Office  
Grade: S2

| PARTICULARS        | Monthly | ANNUAL  |
|--------------------|---------|---------|
| Basic              | 17,297  |         |
| Bonus              | 3,000   |         |
| Conveyance         | 1,600   |         |
| HRA                | 6,919   |         |
| Medical Allowance  | 1,250   |         |
| Personal Allowance | 4,527   |         |
| Company PF         | 2,076   |         |
| Monthly Gross      | 36,669  | 440,028 |
| LTA                |         | 10,000  |
| Annual Gross       |         | 450,028 |

\*Includes Statutory Bonus (if applicable).

#013

Vivienne Roiz  
Senior Manager – Human Resources

*Revati*







Date : 1<sup>st</sup> July 2021.

To,  
Ms. Sakshi Dilip Thakare,  
D/o Mr Dilip Thakare,  
S no 55/5, Shanti Nagar, Galli no 7,  
Near Ganpati Mandir,  
Wanowrie,  
Pune, Maharashtra- 411040.

Dear Ms.Sakshi Thakare,

This has reference to our discussions; we are pleased to engage your services on Work Order basis with effect from 1<sup>st</sup> July 2021 on following terms and conditions.

- 1) This Work Order will be valid for a period of six months starting from 1<sup>st</sup> July 2021, can be extended with mutual consent.
- 2) You shall render the service as Associate - Accounts Trainee in Accounts Department for account receivable and accounts payable functions; reconcile and maintain daily transactions and complete data entry operations. In addition, you are also required to carry out any additional assignments as communicated to you by authorized representative of Tellme Digiinfotech Pvt Ltd from time to time.
- 3) You shall use our own infrastructure and facilities for performing the obligations under this work order. The Company may, at its discretion, offer its infrastructure and facilities to you for this purpose. In such event, the Associate / person(s) engaged by it shall visit the premises of the Company at its own risk and the Company shall not be responsible for any damage to the person and / or property of the Associate / person engaged by it while he / she was in the premises of the Company for the purpose of performing its obligations under the work order.
- 4) The total consideration payable to you will be Rs 12,500/- on monthly basis for the assignments completed based on the work order and the payment will be made in reasonable time after receipt of bill from you. The Company shall deduct applicable tax under the Income Tax Act, 1961 from the payment.
- 5) You will keep all our stationery and documents in proper condition and in safe custody and account for the same periodically. You will return unutilized stationary when the period of your contract expires. You will be responsible for safekeeping and returning in good condition of all the property of the company, which may be in your use, custody, care or charge. The Company shall have the right to deduct the money value of all such things from the amount payable to you.
- 6) You will, not while work order remains in subsistence and thereafter, neither directly nor indirectly, disclose to any person, natural or artificial, any confidential, technical and confidential proprietary for your personal purposes. Further it is also agreed that care of highest degree shall be exercised in safeguarding Tellme Digiinfotech Pvt Ltd information, confidential or otherwise, against loss, theft or other advertent / inadvertent disclosure, and you shall take all steps necessary to maintain confidentially during with Tellme Digiinfotech Pvt Ltd and thereafter.



CIN: U72900KA2016PTC098340

**TELLME DIGIINFOTECH PVT. LTD.**

DEVELOPMENT CENTRE: Office No.228, Akshay Complex, Dhole Patil Road, Pune, Maharashtra - 411001

REGD. OFFICE: No. 31, KHB Colony, Sector 707, 4th Phase, New Town, Yelahanka, Bangalore, Karnataka - 560064

PHONE: (020) 26160848 EMAIL: tellmedi@outlook.com WEBSITE: www.tellmeindia.com



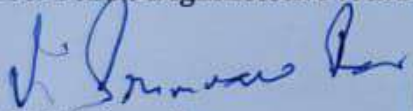


- 7) You shall not except, as authorized by the Company, at any time, copy, reproduce, summarize, quote, transmit, distribute or disclose to any other person or entity, directly, or indirectly, any technical, commercial or otherwise information, ideas, inventions, plans, strategies, data, policies, etc., which come into your possession, nor any such information will be used for personal benefit or advantage or for use or advantage of any outsider.
- 8) You shall not, during the currency of this contract and one year thereafter, work for / give consultancy to such organization, which could be considered to be a competitor to the business of Tellme Digiinfotech Pvt Ltd. The decision of Tellme Digiinfotech Pvt Ltd as to whether any party is competitor to Tellme Digiinfotech Pvt Ltd shall be final & binding on you.
- 9) It is hereby agreed that the Company shall be the sole and exclusive owner of all the work performed by you, in performance of this agreement, as also of all the rights including Intellectual Property rights therein will vest with the Company only. You hereby irrevocably assign all such rights in the work performed in favor of the Company. You also agree to sign any such deed of assignment whenever required by the Company.
- 10) All disputes arising between you and the Company shall first be tried to be settled in good faith within 30 (Thirty) days any dispute, controversy or claim arising out of, relating to or in connection with this work order. If the dispute does not get resolved through mutual negotiation, such dispute shall be referred to and finally resolved by arbitration in India in accordance with the Arbitration and Conciliation Act, 1996 (enacted in India), the arbitration proceedings shall be held at Pune. The Courts at Pune shall have exclusive jurisdiction to adjudicate in respect of any litigation between you and the Company.
- 11) You shall abide by the rules and regulations prevalent in the company, whenever you are in the company's premises in connection with the work order assignment.
- 12) Either side can terminate this work order by giving 15 days' notice in advance to the other party.

Please sign a copy of this work order as a token of the acceptance to the above terms and conditions.

Yours trully

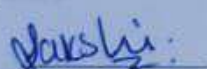
For Tellme Digiinfotech Pvt Ltd



V. Srinivasa Rao  
Director



Acceptance:

Sign: 

Name: Sakshi D. Thakare

Date: 6/8/21



CIN: U72900KA2016PTC098340

**TELLME DIGIINFOTECH PVT. LTD.**

**DEVELOPMENT CENTRE:** Office No.228, Akshay Complex, Dhole Patil Road, Pune, Maharashtra - 411001

**REGD. OFFICE:** No. 31, KHB Colony, Sector 707, 4th Phase, New Town, Yelahanka, Bangalore, Karnataka - 560064

**PHONE:** (020) 26160848 **EMAIL:** tellmedigi@outlook.com **WEBSITE:** www.youtellme.ai

**Human Resources**

Gr. 1st, 2nd and 3rd Floor, Wing 3, Cluster B  
M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park,  
Pune 411014

**Registered Office:**

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai - 400 063  
CIN No: U72900MH2009FTC192938  
T +91 22 2653 2160  
Email: csil@citi.com

**Citicorp Services India Private Limited**

05/09/2023

Esha Anil Jagtap

2/185 Ganeshnagar Yashwant chowk navi khadki near datta temple yerawada Pune - 411006

Pune, Maharashtra 411006

Dear Esha,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: PUNE
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 430,270

\* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, your initial appointment will be at Special Economic Zone Unit of the Company at EON, Kharadi, Pune. The effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.



*Esha*  
5.9.23



**Human Resources**

Gr. 1st, 2nd and 3rd Floor, Wing 3, Cluster B  
M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park,  
Pune 411014

**Registered Office:**

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai - 400 063  
CIN No: U72900MH2009FTC192938  
T +91 22 2653 2160  
Email: csil@citi.com

**Citicorp Services India Private Limited**

As a prerequisite for joining the employment, Citi will make confidential reference checks and background verification, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website and/or any third party authorized by Citi for this purpose ("Service Provider") for initiation of the above reference checks and background verification\*\*. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

\*\*not applicable for Citi inter-entity transfers

You hereby authorize Citi and/or the Service Provider, at any time, to verify any of your information and to conduct reference checks and other enquiries regarding your background, character and personal reputation. In this regard, you further authorize the disclosure of your personal information from Citi to the Service Provider, as may be required and agree to release Citi and its employees from liability on account of such disclosure.

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. You will also be required to declare any indebtedness, personal investments, and your involvement in any litigation and make such other declarations and undertakings that are required as per Citi's policies on joining, and during the course of your employment with Citi.

All intellectual property rights and goodwill generated, as a result of your employment with Citi, shall be for the benefit of and belong to Citi. You hereby unconditionally agree to assign all intellectual property rights of whatever nature that may arise under or in connection with the services you provide whilst in employment with Citi.

You will be eligible for other perquisites and benefits as applicable and available to employees in your grade from time to time, some of which are mentioned below:

- Group Mediciam Policy: Citi has a medical insurance policy for officers of your grade. To become eligible to participate in Citi's medical insurance policy you need to enroll yourself and your family (spouse/ domestic partner and 2 children up-to the age of 25) in the insurance policy. You also have the option of including your parents and parents-in-law subject to certain conditions. Further details about the policy will be available to you upon joining.
- Group Term Life Insurance Policy: All employees of Citi are beneficiaries of a Group Term Life Insurance Policy with death coverage benefit, as per its terms, in the event of the employee's death. The premium attributable to you will be entirely borne by Citi. Further details about the Policy will be available to you upon joining.
- Group Personal Accident Insurance Policy: All employees of Citi are beneficiaries of a Group Personal Accident Insurance Policy that provides benefit with claims arising out of any accident and/or upon permanent/partial/temporary disability, Loss of Job and many additional covers as per conditions which is defined by the scheme. Further details about the policy will be available to you upon joining.

Your compensation and terms of employment shall be subject to review in accordance with Citi's policies from time to time, at the sole discretion of Citi. Your monthly payments and your benefits shall be subject to deduction of income tax as per prevailing income tax rates and other statutory deductions as may be required, in accordance with applicable legislation in force from time to time.

*[Signature]*  
5.9.23





## Human Resources

Gr. 1st, 2nd and 3rd Floor, Wing 3, Cluster B  
M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park,  
Pune 411014

## Registered Office:

B6, 7th Floor of Nirlon Knowledge Park,  
Goregaon (East), Mumbai – 400 063  
CIN No: U72900MH2009FTC192938  
T +91 22 2653 2160  
Email: csil@citi.com



Citicorp Services India Private Limited

### Termination

- Citi reserves the right to terminate your employment immediately, at any time, in case you are unable to provide all suitable documentation required as a part of the joining process on the date of your joining the services of Citi.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you to Citi. However, if at any time, it should emerge that the particulars provided by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this Offer will be considered ineffective and would be liable to be terminated by Citi.
- Your employment may be terminated by either you, or by Citi. To so terminate, either party shall be required to give the other, **ninety (90) calendar days** written notice in advance of termination, or pay to the other the Monthly or prorated Payments in lieu of such notice period, though upon a termination of employment by you, you accept that Citi at its discretion, can require you to continue in service during the period of notice and need not necessarily accept Monthly Payments in lieu of notice from you. It is clarified that upon a termination of employment by you, and you are not required by Citi to continue in service, Citi is not obliged to make any Monthly Payments to you in lieu.
- Citi reserves the right to terminate your employment immediately, at any time, without making any Payments to you in lieu of notice, in case:
  - You are guilty of dishonesty, or serious or persistent misconduct, temporary/long absence from work without previous approval, absence from work citing wrong/false reasons or, you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe Citi's business, disciplinary and ethical code, guidelines and policies.
  - You absent yourself from the services of Citi without prior approval, or overstay sanctioned leave by fifteen consecutive days without prior intimation and approval, as you will be deemed to have abandoned service voluntarily.
  - If the outcome of background verification\*\* is found unsatisfactory.

\*\*not applicable for Citi inter-entity transfers

- Upon termination of this employment, you shall immediately return all Citi property in your possession to Citi. You will be relieved from services only after satisfactory hand-over of responsibilities, settlement of outstanding dues and service of notice period, and subject to any specific conditions mandated by relevant circumstances at the time.

### Retirement

You shall retire from the services of Citi upon completion of 60 years of age.

### Consent for Purpose of Collection

Without prejudice to the foregoing, you agree that any personal data provided by you or on your behalf to Citi from time to time prior to or in course of your employment with any Citi entity (if employment is subsequently offered to you) as well as all other personal data related to you will be used/ disclosed by Citi for legitimate purposes:

- To comply with any obligation imposed under any contract, law and/or regulation.
- Monitoring your financial transactions in all or any accounts held with Citi.
- Retention / preservation of your employment records with Citi for an indefinite period.
- Sharing of all or any of your details with any person, if any event or situation warrants such disclosure



*gjaft*  
5.9.23



**Human Resources**

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Email: csit@citi.com



Citicorp Services India Private Limited

**Governing Law**

Your employment (including these terms) shall be governed by and construed in accordance with the laws of India.

**Statutory Benefits**

The statutory benefits available to eligible employees in accordance with the provisions laid down under the Employee's Compensation Act, the Maternity Benefits Act, Employees' State Insurance Act and/or any statutory modification or re-enactment thereof for the time being in force would be applicable basis the specific criteria laid down under the respective Acts from time to time.

These terms, and your employment with Citi, is contingent upon your confirming written acceptance of the above terms and conditions of Citi within ten days of receipt of this letter by you on the duplicate copy of this letter and your joining us on or before a mutually agreed date.

This offer letter shall stand revoked in case you (the candidate) fail to join within a week (7 calendar days) of the agreed date, as agreed with your HRG in writing. Also in such an event your candidature shall be barred from being considered for any future openings in Citi.

We wish you an enjoyable and rewarding association with us.

Sincerely,

Pooja Gaikwad  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Esha Anil Jagtap  
{Candidate Signature Date}  
signHere1

  
5.9.23



**Human Resources**

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Email:csil@citi.com

**Citicorp Services India Private Limited****Annexure****Compensation (INR)**

|                           |         |
|---------------------------|---------|
| Grade/ C Level            | C04     |
| Basic Salary              | 180,063 |
| Special Allowance         | 78,900  |
| Meal Allowance            | 36,000  |
| **Car Allowance           | 0       |
| HRA                       | 90,032  |
| LTA                       | 15,005  |
| TC less LPA (a)           | 400,000 |
| *LPA Amount (b)           | 0       |
| Other Cash Components (c) | 0       |
| Total Cash (a+b+c)        | 400,000 |
| ***Provident Fund – 12%   | 21,608  |
| ****Gratuity – 4.81%      | 8,662   |
| *****Superannuation – 13% | 0       |
| Retirals:Overall (d)      | 30,270  |
| CTC (a+b+c+d)             | 430,270 |
| Sign-On Bonus             | 0       |
| Notice Period Buy Out     | 0       |

*[Signature]*  
5.9.23





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**Citicorp Services India Private Limited**

**Discretionary Incentive Award**

In addition to your base salary, you may be eligible to be considered for a discretionary incentive award as applicable to your position. Discretionary incentive award will be made at the discretion of management based on a variety of factors, including, without limitation, the global and local performance of the Company, your business unit, and your individual contribution. In order to be eligible to receive any incentive compensation, you must not have tendered your resignation or been given notice of termination of your employment on or before the payment of any incentive.

Citi reserves the right to make any amendments to the relevant incentive award (including, without limitation, increasing or decreasing the amount of any incentive or changing the frequency of payment or revising the factors to be taken into account to determine the payment) from time to time at Citi's sole discretion.

\*LPA Location Premium Allowance is a function of your grade/level and is linked to your work location. LPA is variable and the value of LPA can either decrease or increase upon your transfer from one location to another.

\*\*Car Allowance: You will be eligible for a company lease car as applicable at your grade level (applicable for C12 and above). The annual budget available to spend on the car including the purchase price of the new car will be capped at 20% of your Total Cash less LPA. The annual budget will be utilized for the payment of the annual cost of Lease charges to the leasing company, annual amortized cost of one-time levies like Road tax, Registration, Octroi as applicable, the cost of annual premium for a comprehensive Insurance for the vehicle, cost of fuel and regular maintenance and other taxes. Any unutilized car allowance will be paid out and will be full taxable. The car entitlements are subject to Income Tax perquisite valuation rules as applicable from time to time. Please do contact your HR Generalist for details of the car policy.

\*\*\*Provident Fund: Under this scheme you will be required to contribute 12% of your eligible base pay components per month, which will be deducted through payroll. A matching contribution will be made by Citi towards the same. Eligible base pay components for contribution purposes will be determined as per applicable laws, rules, regulations, notifications, ordinances and policies notified or promulgated and modifications thereof from time to time and in accordance with Citi policies.

\*\*\*\*Gratuity: You will be eligible for gratuity at the time of leaving the services, as per the policies of Citi. Gratuity is paid in case an employee completes 4 years and 240 days of continuous service and it is calculated on the basis of the statutory provisions and company policy.

\*\*\*\*\*Superannuation Fund: You have the choice to participate or decline to participate in the Superannuation scheme of Citi, immediately upon joining. You are required to choose an option as per the Mandate Form available in the joining kit. After choosing an option, you may not, thereafter, change the same. Further details about the Scheme will be available to you upon joining.

**Relocation clause:**

For employees who are relocating to Citi work location and are eligible for relocation benefits as per Citi Relocation Policy, you understand and voluntarily agree that in the event you voluntarily leave the organization for any reason within 12 months from your transfer date, which is the date of employment in your new work location, you agree to repay the gross amount of all the relocation expenses paid or reimbursed by Citi to you. You also voluntarily agree that for any relocation expenses that you owe, Citi India may deduct any amounts or wages owed to you by Citi India upon the termination of your employment, to the extent permitted by applicable law. If these deductions are insufficient to reimburse Citi India fully, you will remain liable for the balance of such relocation expenses and agree to pay Citi India that balance within 3 months of your last date of employment with Citi.



*[Signature]*  
5.9.23



**Human Resources**

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**Citicorp Services India Private Limited**

**Employee Conduct**

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Pooja Gaikwad  
Vice President  
Human Resources  
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Esha Anil Jagtap  
{Candidate Signature Date}  
signHere1

*Esha Anil Jagtap*  
5.9.23





# COREFLEX SOLUTIONS PVT. LTD.

Marigold Software Park, Marisoft 1, 2nd Floor, Kalyani Nagar,  
Pune - 411 014. Tel.: 020 - 400 244 15

## EMPLOYEE IDENTITY CARD

Name of Emp. : VedaShree Vate

Designation : Operator

Department : SSI

Date of Joining : \_\_\_\_\_



**Note :** This is provisional ID Card Issued for 45 Days from DOI



Date: 15 Jun 2023

MS TANAYA DATTATRAY SAKPAL  
8172 PMC COLONY HEALTH CAMP PANDAV  
NAGAR PUNE 16PUNE  
CITY 411016

Employee No: 3020629

Dear MS TANAYA DATTATRAY SAKPAL

**Engagement Letter - Trainee**

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 15 Jun 2023 and expire on 15 Jun 2024 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 15 Jun 2024 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.
10. The nature of your relationship with TeamLease will be that of contract of service from 15 Jun 2023 and expire on 15 Jun 2024. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
11. In the event of discrepancies in your educational documents or negative background verification, company shall have the right to immediately terminate your services without any notice period.
12. This Offer Letter is subject to your completion of training and successfully clearing the post training assessment. In the event you do not complete the training or fail the assessment, this Offer Letter shall stand null and void.



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Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

**ENDORSEMENT**

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signature)

Signature and date:

Name: TANAYA DATTATRAY SAKDAR



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Doc ID: TL/E48D0E72578

### Salary Annexure

Employee No: 3020629

| Particulars         | Amount   |
|---------------------|--|
| ESIC - Employer     | 591  |
| Stipend             | 18171  |
| TotalAmount         | 18762  |
| Amount In Words(Rs) | Eighteen Thousand Seven Hundred Sixty Two Rupees |

### Net Pay Annexure

| EARNINGS               | Amount       |
|------------------------|--------------|
| Stipend                | 18171        |
| <b>Gross Earnings</b>  | <b>18171</b> |
|                        |              |
| DEDUCTIONS *           | Amount       |
| Employee ESI           | 137          |
| Professional Tax       | 200          |
| <b>Total Deduction</b> | <b>337</b>   |
|                        |              |
| <b>Net Salary</b>      | <b>17834</b> |

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

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

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

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

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

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

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

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

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



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


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## Appendix A

| <b>Name: Yasmeen Pathan</b>                           |                 |                 |
|---|-----------------|-----------------|
| <b>Designation: Associate Specialist, Collections</b> |                 |                 |
| <b>Grade: U1</b>                                      |                 |                 |
| <b>Date of Joining: June 27, 2023</b>                 |                 |                 |
| Components  | Amount (INR PM) | Amount (INR PA) |
| Basic Salary  | 6,630           | 79,560          |
| House Rent Allowance (HRA)                            | 3,315           | 39,780          |
| Supplementary Allowance                               | 55              | 660             |
| Internet Allowance                                    | 1,000           | 12,000          |
| Meal Coupons  | 2,200           | 26,400          |
| Telephone Allowance                                   | 1,500           | 18,000          |
| Statutory Bonus                                       | 3,000           | 36,000          |
| Employer Contribution to PF                           | 1,800           | 21,600          |
| <b>Base Salary</b>                                    | <b>19,500</b>   | <b>2,34,000</b> |
| <b>Total Annual CTC</b>                               | <b>-</b>        | <b>2,34,000</b> |

\*\*Gratuity as mandated by laws and Insurance provided as per LLP policy

Yours sincerely,  
for **XPO India Shared Services LLP**



**Rachana Dubey**  
**Designated Partner**

---

Statement of Agreement

I, \_\_\_\_\_ accept the offer of employment and agree to all the terms and conditions stated in this letter.

Signature & Date: \_\_\_\_\_



## **XPO INDIA SHARED SERVICES LLP**

LLPIN: AAO-0068

Regd. Add: 6<sup>th</sup> Floor, Tower B, EON - SEZ Phase II, Survey No. 72/2/1, Grant Road, Kharadi, Pune - 411014, India

Tel: +91-26783558-60, Web: www.xpo.com



## Letter of Intent

Date: 6<sup>th</sup> Jun 2023  
Sakshi Arun Tarate

Dear Sakshi,

With reference to your application and subsequent interactions we are pleased to shortlist you as **CCE** in the **Tata Neu** with **Conneqt Business Solutions Limited** (The Company).

You are expected to join us on or before **TBD** at our **Pune – Kharadi** Office.

Please note that this selection is provisional and your final Apprentice Letter will be released to you subject to you submitting the following documents (originals to be presented)

|                                      |  |
|--------------------------------------|--|
| <b>Photo ID &amp; Address Proof:</b> | <ul style="list-style-type: none"> <li>Passport Size photo   PAN Card   Aadhar Card   Voter ID   Driving License   Passport   Leave and License Agreement copy</li> </ul>                    |
| <b>Education Proof:</b>              | <ul style="list-style-type: none"> <li>10th and 12th Marksheet/Board Certificate.</li> <li>For Diploma/Graduation/PG require Semester wise marksheets &amp; Passing Certificates.</li> </ul> |
| <b>Experience Proof:</b>             | <ul style="list-style-type: none"> <li>Offer Letter &amp; 3 Month Salary Slips / Reliving Letter / Experience Letter.</li> </ul>   |
| <b>Bank Account Details:</b>         | <ul style="list-style-type: none"> <li>Cheque Book   Passbook</li> </ul>   |

**Note:** Only Original documents must be scanned & uploaded in POP App in a JPEG format. **(Uploading Photocopies will lead to Cancellation of documents during Verification)**

| Component  | Amount (Rs.) Per Month |
|--|------------------------|
| <b>A. BASIC STIPEND</b>  | <b>18190</b>           |
| <b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately. |                        |
| <b>PERFORMANCE PAY (5 % of the Basic Stipend)</b>  | <b>910</b>             |
| <b>C. Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)  | <b>180</b>             |
| <b>D. GROSS STIPEND (A+B)</b>  | <b>19100</b>           |
| <b>E. Employee Insurance Contribution</b>  | <b>100</b>             |
| <b>F. NET STIPEND</b>  | <b>19000</b>           |

**Note :** We will issue you your Apprentice Letter on/before the Date of Joining.

| Training Mandate  | Office Timings   | Salary Payout  | Transport  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>100% Attendance</li> <li>Shift: Day /Night Shift</li> <li>You are already aware about your Trainer, Shift, Venue.</li> </ul> | <ul style="list-style-type: none"> <li>Rotational Shift.</li> <li>6 Days of Working</li> <li>Weekly Off: 1 Day (Any day for the week)</li> </ul> | <ul style="list-style-type: none"> <li>Payout : 1<sup>st</sup> of Every month</li> <li>PMI : You will start earning PMI after 2 months.</li> </ul> | <ul style="list-style-type: none"> <li>Female: After 8:00 PM.</li> <li>Male : After 11:00 PM Only if transport is allowed in your Location.</li> </ul> |

The above mentioned are clearly explained by HR Team and understood by me. I am willing to take this job as per the job description explained to me



Please scan this QR code to get user guide of POP.

For any Additional help, please connect with Mr. Hiten Kanani – 8668300186

*[Signature]*

*[Signature]*



Candidate Signature



**Date: 3<sup>rd</sup> February 2022**

**Name of the Employee : Ms. Gayatri Mohanty**

**Dear Ms. Gayatri,**

This has reference to your application and subsequent discussions. We are pleased to offer you the post of **Customer Service Executive in Band 1 at EarlySalary Services Private Limited (Formerly Known as Ashish Securities Pvt Ltd)**, ("Company"), as detailed in this letter. You are directed to report for duties on or before **5<sup>th</sup> February 2022**. In case if you fail to join duties on or before the stipulated date, the Company, may, at its sole discretion, extend the period in writing.

**1. Location**

You shall be based at **Pune** and you shall report to your senior designated person assigned to you as your reporting authority and work under his/her guidance and supervision.

**2. Transfer**

The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable at short notice, to any department or to any Office, Branch, Division of this Company or in any subsidiary of this Company or a group or affiliate Company or your services may be seconded / deputed to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**3. Compensation Package**

Your total cost to Company will be **Rs. 2,47,000/- per annum** detailed in **Annexure A**. The compensation and revision shall be governed by the policies and guidelines of the Company presently applicable and as may be modified from time to time. You will be paid monthly in arrears by credit transfer to your designated bank account on the last day of each calendar month. You shall become a member of Provident Fund and Employees' Pension Scheme and other applicable Employee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time.

**4. Job Description**

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**5. Medical Fitness**

Your appointment and continuation in employment is subject to your being found fit in the pre-employment medical examination and in any medical examination during the course of your employment as may be prescribed by the Company.



**EarlySalary Services Private Limited (Formerly Known As Ashish Securities Pvt Ltd).**

**Corporate Office - Office No 404, The Chamber, Viman Nagar, Pune-411014, CIN: U67120WB1994PTC064965**



## **6. Background Checks**

Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representatives and/or officials shall be entitled to conduct reference and background check from all the requisite sources including all your previous employer/s or references given by you and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you the Company shall have full right and authority to terminate your services and take such further action as deemed necessary in the interest of the Company.

## **7. Probation**

You shall be on probation for a period of six months; the period of probation may be extended further if necessary in writing. You shall be deemed to be on probation till you are issued a written order of confirmation. The decision of the Company with regard to the extension of the probation shall be final and binding. Your confirmation in the service of the Company after the probation period will depend on your performance and conduct being as per the norms of the Company. The decision of the Company with regards to the extension of probation, confirmation or otherwise shall be final and binding.

## **8. Retirement**

The normal age of your retirement shall be 58 years and accordingly it is the condition of employment that you will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However the Company may, in its sole discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

## **9. Leave**

You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time.

## **10. ESOP (Employee Stock Options)**

At the Company's discretion, you may be entitled to an employee stock options ("ESOPs") grant defined in Annexure A as per the Company policies. This component is dependent upon your and the Company's performance. The ESOP component is subject to the rules and policies defined in this respect by the Company.

## **11. Compliances**

You shall be responsible to meet all requirements under Indian tax laws, including tax compliance and filing of tax returns. The Company may withhold from any compensation or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification. You shall at all times comply and observe the applicable rules, regulations, circulars, code of conduct, etc laid down by RBI from time to time.

## **12. Termination**

### **i. During Probation**



**Earlysalary Services Private Limited (Formerly Known As Ashish Securities Pvt Ltd).**

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It is understood and agreed that this engagement during probation may be terminated by either party by giving to the other at anytime, notice in writing of **1 Month**. The termination shall take effect at the end of such notice period. Further, the Company may, at its sole discretion, relieve you on any date during the notice period by the waiving notice period in full or part by paying the employee gross salary for the notice period waived.

**ii. After Confirmation**

It is understood and agreed that this engagement may be terminated by either party by giving to the other at anytime, notice in writing of **3 Months**. The termination shall take effect at the end of such notice period. In the event the termination with notice is at the instance of the employee, then the Company may, at its sole discretion, relieve you on any date during the notice period by waiving notice period in full or part by paying the employee basic salary for the notice period waived.

**iii.** At the sole discretion of the Company, your services are liable to be terminated without any notice or salary in lieu thereof in the event of breach of the terms and conditions of this letter and the annexure thereto, including refusal of Transfer or you being involved in violation of any of the Company's rules, policies, service regulations, code of conduct, or any offence which may or may not be directly connected with the business of the Company and for such act the Company shall not be held liable under any circumstances and provision. The Company shall also be entitled to terminate your services with immediate effect in the event any or your actions / inactions bringing a bad name and/or disrepute to the Company.

iv. Your services may also be terminated as per the clauses 25 and/or 26 herein below.

**13. Code of Conduct, and Rules/ Regulations/Polices of the Company.**

You shall at all times during your service tenure with the Company, comply with the service regulations, code of conduct and all the policies, regulations and guidelines issued by the Company, presently applicable on the employees and as amended and communicated from time to time.

**14. Relationship with Directors**

You will declare your relationship, if any, with any of the directors of the Company in terms of Section 6 of the Companies Act, 1956. In case you become related to any of the directors of the Company, you will inform the Company within 7 days of your becoming so.

**15. Confidential Information**

- i. You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products including software, source code, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.
- ii. You hereby agree that you will not, at any time during or after your employment with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For

**Earlysalary Services Private Limited (Formerly Known As Ashish Securities Pvt Ltd).**

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the purpose of this paragraph, the term “Company” shall also include all affiliates of the Company.

- iii. You shall be responsible for the safekeeping and shall return, in good condition and order the Company’s property, documents, brochures, books, presentations, reports etc. which may be in your use, custody or charge.
- iv. Any disclosure which has not been expressly authorised by the Company shall be called ‘unauthorised disclosure’ For the purpose of this paragraph; the term “Company” shall also include all affiliates of the Company. Unauthorised disclosure and use of confidential information constitutes a serious misconduct and the Company shall be entitled to take appropriate disciplinary action against you including termination of service. Disclosure and use of confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an “order of injunction’. Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law, you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you. If you have any doubts about whether any information is confidential you should assume it is. You are specifically prohibited from disclosing any information relating to the board of directors, incubatees, investors, business projections, revenues, pricing policies and the identities of affiliated third parties.
- v. For the purpose of this Clause, “**Confidential Information**” shall mean all proprietary information of Company including but not limited to commercial, technical and artistic information relating to the Company’s establishment, business, operation, maintenance and promoting of its own services, programming techniques, experimental work, customers, clients and vendors of the Company, financial information, marketing plans, business plans, project plans, information relating to, operating income, organization, customer lists, price calculation models, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets of the Company and Intellectual Property of the Company, as well as any other information labeled “Confidential” by the Company or accessible to or provided to you or developed by you solely or jointly with other employees or consultants of Company pursuant to the performance of your obligations with the Company, whether protected under law or not. The Confidential Information and obligations thereto shall apply irrespective of the form in or the media on which such information is displayed or contained.

## 16. Intellectual property

- i. You shall promptly disclose to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets (“**Inventions**”) and Intellectual Property that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of your employment, whether or not in the course of your employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets. **Intellectual Property** includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information,

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computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments. You acknowledge and agree that any copyrightable works prepared by you within the scope of your employment are "works for hire" under applicable laws in India and under international copyright laws and that the Company will be considered the owner of such copyrightable works. You agree that all intellectual property and other rights related thereto that (a) are developed using equipment, supplies, facilities or trade secrets of the Company, (b) result from work performed by you for the Company, or (c) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by you to the Company. You hereby assign to the Company the entire copyright, related intellectual property rights and all performance rights and all other rights in and to the works performed by you for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world. You hereby agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions and Intellectual Property in any and all countries. You shall execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. Your obligations under this paragraph will continue beyond the termination of your employment with the Company.

- ii. without obtaining prior permission of the Company, you will not submit or disclose for possible publication or dissemination outside the Company of any material prepared by you or anyone in the company that incorporates information that concerns the Company's business or future business,
- iii. You represent and warrant that you shall not use or integrate any third party material or data that are not validly licensed to the Company. You represent and warrant that you have not violated the Intellectual Property rights of any third party, and covenant that you will not violate the Intellectual Property rights of any third party in the course of your employment with Company. Provided that in the event the Company is held liable for violation of any Intellectual Property rights by you, you undertake to indemnify the Company or affiliate.; provided that you shall not be required to indemnify the Company or affiliate, for any use of third party Intellectual Property if such use has been approved/ authorized by the Company in writing.
- iv. You acknowledge that in the event of a breach or threatened breach of this Agreement by you, the Company may suffer irreparable harm and will therefore be entitled to injunctive relief.

## 17. Proprietary Rights

Any product including but not limited to all information, reports, studies, software (including source codes, object codes and executables), flow charts, diagrams and other tangible and intangible material of any nature whatsoever produced by or as a result of any of the services rendered by you shall be the sole and exclusive property of the Company. In furtherance thereof, you hereby irrevocably grant, assign, transfers to the Company all rights, title and interest of any kind, in and to any such product produced by you, severally or individually, whilst in employment with the Company. After the determination of your services, you shall not be entitled to make any use of any of the said materials

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**Corporate Office - Office No 404, The Chamber, Viman Nagar, Pune-411014, CIN: U67120WB1994PTC0649**





except as may be expressly permitted in writing by the Company.

#### **18. Advertisement**

You shall not use or caused to be used the name and/or trademark/logo of the Company, its group companies, subsidiaries or associates in any sales or marketing publication or advertisement, or in any other manner without prior written consent of Company. During the tenure of your service and after determination thereof, you shall not publish or cause to be published in any media, print, web or electronic, any advertisement concerning the Company or its products without the prior written approval of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be preapproved in writing by the Company. You shall not distribute any circular or writing concerning the Company without the prior written approval of the Company. If any law suit or action shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representatives in any media, print or electronic or in any other form or for such action caused by you, strict action shall be taken against you including recovery of all costs, loss or damages arising there from.

#### **19. Indemnity**

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and /or gross dereliction of duties on your part, during your service tenure and after determination of your services and any act or omission arising out of any matter relating to any of your employments/business ventures including any regulatory compliances. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

#### **20. Reservation of Rights**

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company. The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the employment of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

#### **21. Amendment**

Unless otherwise stated expressly, this Agreement shall only be modified or amended only by an instrument in writing duly issued by the Company.

#### **22. Severability**

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced





to the fullest extent permitted by law.

### **23. Governing Laws, Arbitration & Jurisdiction**

The provisions of this Agreement shall be governed by and construed in accordance with Indian law. Any dispute, controversy or claims arising out of or relating to this Agreement, shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitral tribunal shall be composed of a sole arbitrator to be appointed by the Company, and the place of arbitration shall be at Pune. The rights and obligations of the Parties under, or pursuant to, this Clause, including the arbitration agreement in this Clause, shall be under the exclusive jurisdiction of the courts located at Pune.

### **24. Department Specific Terms and Conditions.**

You shall be governed by the norms, terms and conditions, as per your job requirements, which shall be assigned to you on time to time by the Company and the same shall deemed to be an integral part of this agreement.

### **25. Other Terms and Conditions**

- i. During your employment, you will be subject to the service rules and regulations applicable from time to time.
- ii. The terms and conditions contained herein, and of the Annexure hereto shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your employment.
- iii. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the HR Manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time.
- iv. You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, occupation or profession whatsoever. You will devote your whole time and attention to your duties with us.
- v. You shall not, during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- vi. You shall maintain and ensure maintenance of such records and registers as may be specified by the Company, from time to time, which are necessary for achievement of your targets and improving your productivity.
- vii. You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Company or engage in unlawful/immoral activities.
- viii. If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.







- ix. You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.
- x. You shall not during your employment with the Company carry on any venture in any capacity apart from that as instructed by the company.
- xi. You shall not, at any time during your employment or within Twelve months of termination of your employment, either on your own account or for any other person, firm or company, solicit or endeavor to entice away from the Company any employee of Company or any Customer of Company known to you through your work.
- xii. You shall submit the requisite documents pertaining to your previous ventures/employments. Also, you will ensure that all clearances from your previous ventures/employees are available for submission with the Company. You may need to provide such documents to the Company if required.
- xiii. You shall not at any time during your employment or within a year of termination of your employment either on your own account or for any other person, firm or company, solicit or endeavor to entice away from the Company or conduct business with any person, firm or company known to you through your work, who at any time during the period of one year preceding the date of such termination or at the date of such termination was a supplier to or customer of, incubated by, working for a affiliated company or was in the habit of dealing with the Company.
- xiv. You hereby agrees that the Company may from time to time collect, store, process, use, share or disclose personal data (including sensitive personal data) relating to you in connection with your employment with the Company. For the purposes of this clause “personal data” and “sensitive personal data” shall have the meanings ascribed to them under Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011.
- xv. The Company shall have right to take the requisite appropriate action in case of failure to comply with the clauses of this agreement.

## 26. Anti Bribery Undertakings

During the course of your employment with the Company, you shall not commit, authorize or permit any action which would cause the Company and/or the Company’s affiliates to be in violation of any applicable anti-bribery laws or regulations and the internal policy of the Company on corruption and bribery. This obligation applies in particular to illegitimate payments to government officials, representatives of public authorities or their associates, third parties, families or close friends to any other entity or individual including yourself.

You hereby agree and undertake that you shall neither offer or give, or agree to give, to any employee, representative or third party nor accept, or agree to accept from any employee, representative or third party any gift or benefit or consideration of any kind as an inducement or reward for doing or refraining from doing or having done or refrained from doing, any act, or for showing or refraining from showing favour or dis-favour to the Company, be it monetary or otherwise, which the recipient is not legally entitled to receive.





You hereby agree and undertake that you shall promptly notify the Company, if you become aware of or have specific suspicion of any corruption and bribery with regard to any such activity. In case any prohibited payments or gifts are made or received by you, as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate your employment with immediate effect.

## 27. Litigation and Court Cases

During and after the severance of employment with the Company, for any reasons, if required by the Company, you shall be required to file an affidavit in the Court of Law, deposing the facts and circumstances, of a case at hand. Further you shall appear and depose on behalf of the Company, in any Court of Law or Authority, if so desired by the Company.

All costs and expenses incurred in any travel for any Court Cases shall be subject to prior approval of the Company in writing and shall be reimbursed to you on case to case basis.

## 28. Validity

In case you do not communicate your acceptance of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties and giving an acknowledgement of acceptance of this letter of offer, the letter shall be deemed to be your appointment letter. **Please sign and return a copy of this communication in acknowledgement of receipt and acceptance** of the terms and conditions of this contract.

We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team.

**For EarlySalary Services Private Limited (Formerly Known As Ashish Securities Pvt Ltd).**

**Maitreyee Roy Chowdhury**  
**Head HR**

## Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this offer letter/ appointment letter, and all the Annexure hereto. I hereby declare that I have fully understood these terms and agree that they shall remain binding. As a token of acceptance, I have hereby signed the duplicate of this letter.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date: : \_\_\_\_\_



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**Corporate Office - Office No 404, The Chamber, Viman Nagar, Pune-411014, CIN: U67120WB1994PTC064965**



**Annexure: -: A**

|                        |                            |
|------------------------|----------------------------|
| Name                   | Gayatri Mohanty            |
| Department             | Contact Centre             |
| Role                   | Customer Service Executive |
| Band                   | 1                          |
|                        |                            |
| <b>Particulars</b>     | <b>Amount</b>              |
| <b>Basic</b>           | 86,641                     |
| <b>HRA</b>             | 34,656                     |
| <b>LTA</b>             | 21,660                     |
| <b>Statutory Bonus</b> | 17,328                     |
| <b>Flexi Allowance</b> | 56,317                     |
| <b>Food Coupon</b>     | -                          |
| <b>Gross</b>           | 2,16,602                   |
| <b>PF</b>              | 19,754                     |
| <b>Gratuity</b>        | 4,167                      |
| <b>ESIC</b>            | 6,476                      |
| <b>CTC PA</b>          | 2,47,000                   |
| <b>Deduction</b>       |                            |
| <b>PF</b>              | 19754                      |
| <b>PT</b>              | 2500                       |
| <b>ESIC</b>            | 650                        |
| <b>Total Deduction</b> | 22904                      |

1. The company will be providing Medical & Covid Insurance as an employee benefit.



**OFFER CUM APPOINTMENT LETTER**

Ref: AMS Comtel / HR / AMSCNB1032

Date: 07<sup>th</sup> July'2023

Dear Mansi Kondare

Congratulations! We are pleased to appoint you for the post of **HR Executive** with effect from 07<sup>th</sup> July'2023.

AMS Comtel believes in a work culture that encourages integrity, performance, and transparency. Whether it is delighting customers or delighting employees, AMS Comtel is committed to uncovering the key ingredients to respond to evolving expectations.

We believe that our employees form the basis of our success and are therefore our most valued assets. We have always believed in giving you the best working environment and facilities that allow you to deliver results to your supreme potential, thus making your career with AMS Comtel an enjoyable and rewarding experience.

Kindly find the terms and conditions of your service attached in Annexure B. Your annual CTC (Cost to the Company) is Rs. 2,40,071/-. The compensation structure is given in the Annexure A.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial and satisfactory association.

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you.

Best wishes!

Sincerely

For AMS Comtel Business Process Management Services Pvt. Ltd.

Authorised Signatory



**Dhiraj Verma**  
**Head-HR & Admin**





ANNEXURE-A: CTC Structure

**Employee Name:** Mansi Kondare

**Designation:** HR Executive

**Employee ID:** AMSCNB1015

**Date of Joining:** 07<sup>th</sup> July 2023

| Components  | Amount (INR Per Month) | Amount (INR Per Annum) |
|---|------------------------|------------------------|
| Basic Salary  | 11600                  | 139200                 |
| HRA   | 4640                   | 55680                  |
| Special Allowance   | 1200                   | 14400                  |
| Other Allowance   | 588                    | 7056                   |
| <b>Gross Salary</b>   | <b>18028</b>           | <b>216336</b>          |
| Provident Fund Contribution-<br>(Employer-12%)                              | 1392                   | 16704                  |
| Provident Fund Contribution-<br>(Employee-12%)                              | 1392                   | 16704                  |
| ESIC Contribution-(Employer-3.25%)  | 586                    | 7031                   |
| ESIC Contribution-(Employee-0.75%)  | 135                    | 1623                   |
| <b>Sub-Total (Employee Contribution)</b>                                    | <b>1527</b>            | <b>18327</b>           |
|   |                        |                        |
| <b>Total CTC (Cost to Company)<br/>[Gross Salary-Employer Contribution]</b> | <b>20,006</b>          | <b>2,40,071</b>        |
|   |                        |                        |
| <b>Take Home Salary<br/>(Gross Salary-Employee Contribution)</b>            | <b>16,501</b>          | <b>1,98,009</b>        |



**Authorized Signatory**



**Employee Signature**

# GURU EDUCATION INDIA PVT. LTD

Office 324, Amanora Chambers, Amanora Park Town, Hadapsar, Pune, Maharashtra 411028

Email Id : abacusguru85@gmail.com

Mobile No. : 9850733998

Mobile Number: 9049417322



## Offer Letter

To,

**Miss Sukanya Rahate**

**Date 20/July /2023**

Congratulations....!

With reference to your application & subsequent interviews you had with us, we have selected you as “**Account & Admin**” in the department of “**Account**” Based at “Guru Education India Pvt Ltd, Pune”.

A copy of your CTC Break-up is provided in Annexure-I.

You are requested to join on or before 20/07/2023

The formal Letter of Appointment will be issued upon joining the organization. You are required to submit photocopies of all education/experience certificates & testimonials at the time of joining which is mentioned in Annexure -II.

You will be on probation for a period of Six Months.

You will have to submit a Medical Fitness certificate from a Doctor with minimum MBBS Qualification for performing your job as per Annexure-III. You will also have to submit a self-declaration that, you have not had any major illness/surgery in the past. Offer will be valid subject to medical fitness.



Kindly note that, your compensation is private and confidential and you are advised to treat it so.

This offer will be valid subject to submission of acknowledgement copy of your resignation letter from the current company within seven days from the date of this letter, if any;

Kindly return the duplicate copy duly signed as a token of your acceptance of this letter.

For, Guru Education India Pvt Ltd.

Pooja Dewasi  
HR Executive



Accepted:

Name:- **Sukanya Rahate**

THE  
**GURU**  
EDUCATION INDIA PVT. LTD  
Be Educated Be Empowered



## Guru Education India Pvt Ltd

204, 2nd Floor, Amanora Apex , Amanora Park Town,  
Hadapsar,Pune, Maharashtra 411013

|  |                    |
|--|--------------------|
| <b>Employee Name : Sukanya Rahate</b>  |                    |
| <b>Designation : Account and Admin</b>   |                    |
| <b>Department : Account</b>  |                    |
| <b>Location : Pune</b>   |                    |
| <b>Date : 20/07/2023</b>   |                    |
|  |                    |
| <b>Description</b>   | <b>Amount(INR)</b> |
| Basic +VDA   | 13,000             |
| HRA  | 1,000              |
| Conveyance Allow.  | 200                |
| Medical Allow  | 500                |
| Other Allow.   | 300                |
| Monthly Gross Salary (A)   | <b>15,000</b>      |
| ( if PF will applicable in future than 12% will be deducted from your Salary. Provident fund shall be deducted as per the statutory requirement) |                    |
| Employee's Deduction   |                    |
| Professional Tax   | 200                |
| Total Employee's Deduction (C)   | 200                |
| Monthly CTC  | <b>15,000</b>      |





Monthly Net Payable (A+B-C) **14,800**

**Note :- Performance pay is based on KRA & KPI's ratings  
The net take home salary may differ as per the changes in statutory components**

## **Annexure – II**

### **Proof of Education**

- 1. SSLC (+10) Marks Card**
- 2. Secondary School (+2) Marks Card**
- 3. Graduation / Post Graduation Convocation / Marks Cards / Convocation Certificate**
- 4. Other Professional Qualifications if any**
- 5. Light Bill**

### **Proof of Previous Employments**

- 1. Experience certificate of previous employments**
- 2. Last three months' pay slips**

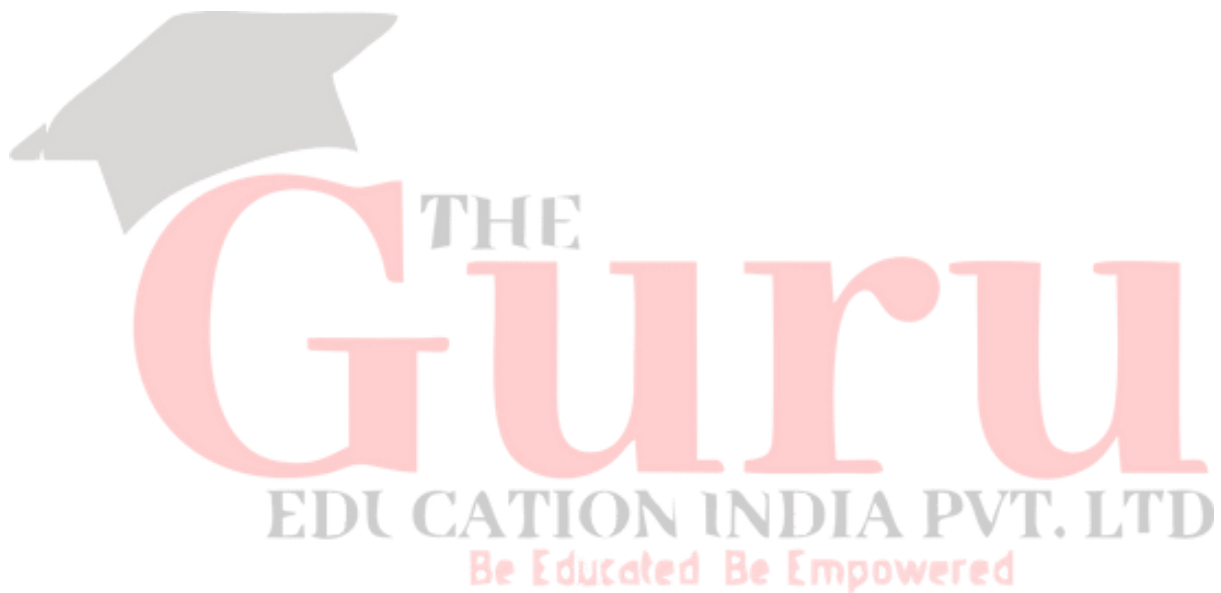
### **Other Requirements**

- 1. Aadhar Card – mandatory**
- 2. Passport size photograph with Blue Background – 4**
- 3. PAN Card**
- 4. UAN Number and ESI Number of Previous Employment (Not Applicable for Fresher)**
- 5. A/c Details No, IFSC Code, Branch Name ... etc mentioned on it.**

## **Annexure – III**



|   |
|---|
| <b>Pre-Employment Health Check-Up</b><br>(If obtained within 15 days prior to the date of joining will be considered) |
| <b>1.Blood Grouping</b>   |
| <b>2.Fitness certificate from Physician (From a Physician with Minimum MBBS Degree)</b>                               |



## CONTRACT OF EMPLOYMENT

This Contract of Employment is made at Bangalore, India, on May 22, 2023

By and between EXPAT IMMIGRATION SERVICES PRIVATE LIMITED (hereinafter referred to as 'EISPL')  
and

Mr. Komal Garg (hereinafter referred to as 'Employee') with the following terms and conditions:

### I. POSITION

The Employee shall render his/her services in ESIPL as a **Junior Associate - ASSeT**.

### II. REMUNERATION

In reward of the services rendered by the Employee, ESIPL shall pay to the Employee the amount of **Rs. 3,60,192/- (Rupees Three Lakhs Sixty Thousand One Hundred & Ninety Two Only)** as Gross Annual Remuneration, as described fully in Annexure 1.

The remuneration mentioned above may be modified at the option of EISPL and under such circumstances shall be communicated to the employee through a separate letter issued in this behalf.

### III. DEDUCTIONS FROM SALARY

Deductions from salary may be made in respect of the following:

#### 1. Employee's' Provident Fund ('EPF')

There will be statutory deductions towards EPF in accordance with the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and other related regulations if applicable.

#### 2. Professional Tax

There will be statutory deductions towards Professional Tax in accordance with the Karnataka Tax on Professions, Trades, Callings and Employments Act, 1976 as amended from time to time or any other applicable law for the time being in force.

#### 3. Others

- Income Tax deduction (TDS) shall be made as applicable.
- A reasonable amount for any damage done to, or loss of, any property lawfully in the possession or custody of EISPL occasioned by the willful default of the Employee.

#### EXPAT IMMIGRATION SERVICES PRIVATE LIMITED

Registered Office: Unit 1303-1304, Prestige Meridian 2, 13<sup>th</sup> Floor, No.30, MG Road, Bangalore 560001, India  
Corporate Office: 32, 2<sup>nd</sup> floor, Transmunnazira Coles Road, Frazer Town, Bengaluru Urban, Karnataka 560005

Tel No.: +91 80 4300 5911 / 4300 4711

CIN: U74999KA2016PTC098682

KRGarg

For Expat Immigration Services Pvt. Ltd.

Director

