



Image Consulting
Business Institute™

A Division of First Impression Consulting Pvt Ltd

Tarmeet Chhabra
Bt Kawde Road,
Pune
05th October, 2023

Dear Tarmeet Chhabra

This is regarding your candidature for the post of *Program Advisor* at Image Consulting Business Institute (*Division of First Impression Consulting Pvt. Ltd.*) for Pune Office.

Based on the discussion, we are pleased to inform you that you have been selected for the above mentioned position. You will be reporting to the Engagement Head – Pune Center.

Your remuneration would be Rs. 3,60,000/- Per Annum CTC. You would also be entitled for performance based incentive as applicable. However your incentive will be paid only upon confirmation subject to satisfactory performance during the probation period of 6 months. If the notice period gets extended, then incentive will be paid after final confirmation.

As agreed your joining date would be 9th October 2023. Our office timings are 10.00 am to 6.30 pm - Monday through Saturday. You have to work on Sundays or on holidays also. If an employee works on a Sunday or any other holiday declared by the company, he/she will be entitled to compensatory off, subject to work exigencies and prior approval by Management.

Kindly acknowledge receipt and acceptance of this offer letter via return copy.

We are confident that you shall make remarkable contribution to achieve organization goals. We look forward to building a mutually rewarding association.

If you need any information, feel free to contact us.

With Best Wishes
For Image Consulting Business Institute
(Division of First Impression Consulting Pvt. Ltd.)

Santosh Paril
Chief Sales & Operations Officer

*I accept the above terms and
conditions of the Offer letter.*

Name: _____

Signature: _____

Date: _____





THE SCHOLARS ACADEMY

Bhalsing Wasti Road, Near Khandoba Temple, Kolwadi, Pune-412110
Phone: - 8788706880, 7218080149
UDISE No.: - 27250503423

Date 31/07/2022

Seema Chiloba,

We are pleased to inform you that you passed your interview and we are hereby offering you employment for the position of a "Primary Teacher" at The Scholars Academy, Kolawadi. The terms and conditions of your employment are as follows:

1. Day of Commencement

You are expected to report to your duties as from **20th June 2023**. You will involve yourself in academic function detailed in the annexure to this letter and other functions as may be necessary time to time.

2. Reporting

You will report to Principal, The Scholars Academy on the said date. You are required to comply with institution's rules and regulations at all given times and should always act in a manner that protects the institution's interest.

3. Allocated Place of Work

You will be based at the The Scholars Academy Bhalsing Wasti Road, A/P Kolawadi.

4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this letter. Your signature will imply that you fully agree with all the terms and conditions laid out in this letter.

5. Monthly Salary

You shall be on the probation period for a month from date of joining the services at our institution. During probation period, you are entitled to a monthly compensation amounting to **Rs 7500/- (Rupees Seven Thousand and Five Hundred Only)**. After the probation period monthly compensation will be **Rs 7500/- + Rs. 500/- i.e. Rs 8000/- (Rupees Eight Thousand Only)**. The Trust Management reserve the right to terminate your services during probationary period or extend the probationary period without assigning any reason. Annual appraisal solely depends on previous performance, which is up to 10% of the current salary.

Summer salary is applicable only after successful completion of service for the period 24 months. Other long holidays like Diwali and Christmas break will be payable with the salary cheque of 12th month of service. Salary of the holidays will be forfeited if you discontinue services before twelfth month.

6. Working Hours

Your working hours shall be from **8:45 a.m to 2:25 p.m (Monday-Friday)** and **(2nd, 4th and 5th Saturday)**. However, you may also be required to avail yourself outside these stipulated hours if the need arises.



- Parents need to be informed that the teacher will not be able to ensure that all children will finish up the entire box for the teacher will not encourage any special required to feed children during school hours apart from the snake correct time such request teacher should not accept or entertain.
- Diapering issues must be handled by the teacher and support staff should be trained and informed on how diapering has to be done. Teacher to make random text in sure hygiene is maintained.
- The change in policies would be communicated to the concerned person from time to time.

Leave Policy

- During probation live taken will be with the loss of pay after the probation period live will be prorated as of 10 casual leave for a year (Sick leave included).
- Teachers can only avail of 5 (April to September) and (October to March) more than five CL per term will be with the loss of pay for the additional leave taken.
- Leave more than 2 consecutive days is not encouraged. Under unavoidable circumstances, prior written approval by management is required.
- Prior permission is mandatory for obtaining leave during or after probation application must be given to the management at least two weeks in advance in case of an emergency the management should be informed at the earliest before the school hour begins.
- When leave is taken before or after the holiday/weekend number of days of the holiday/weekend will be added to the number of days leave in case of leave due to sickness and the authentic medical certificate should be given to the management on the day the teacher resumes and not later on.
- You are entitled to **summer salary** only after completion of 24 months of service with the school.

Half-day leave

what would be considered to be half-day under the following cases:

- Leaving school before 1:30 p.m.
- Coming to school after 9:05 a.m.

More than two days of late coming during a month will be marked with the loss of pay for a day.

॥ विद्वान सर्वत्र पूज्यते ॥

Seenu



Privacy Policy

- In accepting your appointment as a teaching staff at The Scholars Academy, you agree to be loyal and **honest** towards the responsibilities assigned.
- It is a **moral responsibility** of every employee of the school to work towards ensuring the dignity and prestige of the school is maintained at all times.
- It is **prohibited** to disclose the practices activities and /or matter related to the school to the paper not associated with the school.
- In casual conversations for social situations, it is prohibited to relate stories from the classroom for the school that may not be embracing to school teachers students or that include **sensitive information** about the school student or parents.
- Do not discuss **teaching practice** you have to learn and observe in the school with anyone outside the school.
- Any material written or otherwise is the sole property of school and photocopying by writing in a personal diary is **strictly prohibited**.
- **Curriculum** material used in this school is the sole property of the school and the management it is provided at all times to make to take it out of the school premises employing caring the actual material used for by electronic media.
- School management spends a lot of resources on Teachers training and keeping them with the current trends and practices these **training sessions** must be taken seriously and the knowledge must not be shared or divulged to people not concerned with the school.

Guidelines

- **Respect and value** each child social culture religious background and why providing mutual respect and tolerance.
- Respect **privacy and dignity** of the children and their families and treat children's work, behavior physical and developmental status with confidentiality.
- Maintain **professional dialogue** with colleagues concerning the children other colleagues and the school.
- **Treat parents** with respect and address them as sir/madam at all times and avoid calling them by the first name.
- Ensure that the philosophy methodology and culture of the school are **professionally** communicated to the parents during the interaction.
- Build **positive links** between yourself and the parents of children in your care.
- When in school dress **appropriately** and professionally. Clothes must be suitable for the nature of the job.
- Your behaviour and mannerism have a direct impact on overall image of the school and therefore your behaviour must be at most **professionalism**.
- You must avoid addressing contentious issues or talking to the parents in public especially while other parents are around **tactful** in such a situation to talk to the parents in isolation.
- Ensure that the parent takes a prior **appointment** whenever possible.
- In case of any injury or any incident or any health-related issue to the student staff Principal/Coordinator must be notified **immediately** in case they are not reachable and immediate action should be taken by the teacher in the welfare of the child.
- The primary point of contact should always be the **coordinator**.
- Teachers are strongly advised to **avoid** talking about anything other than curriculum with parents.
- Issues/problem should be **handled** by the Principal/Coordinator and the concerned teacher only.
- Parent queries concerning children not in your care should be directed to the Coordinator/Principal.



- 27) Attend staff meetings, and serve on committees as required.
- 28) Meet with other professionals to discuss individual students' needs and progress.
- 29) Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- 30) Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- 31) Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- 32) Perform administrative duties such as hall and play-ground monitoring, and bus loading and unloading.
- 33) Administer tests to help determine children's developmental levels, needs, and potential.
- 34) Prepare and implement remedial programs for students requiring extra help.

Your Truly



Supriya Salvi

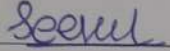
Principal

The Scholars Academy

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below

31/07/2023

Mrs. Seema Chiloba



विद्वान् सर्वत्र पूज्यते ॥

Job Description and Responsibilities: -

- 1) Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- 2) Teach basic skills such as colour, shape, number and letter recognition, personal hygiene, and social skills.
- 3) Establish and enforce rules for behaviour, and procedures for maintaining order.
- 4) Read books to entire classes or to small groups.
- 5) Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- 6) Observe and evaluate children's performance, behaviour, social development, and physical health.
- 7) Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- 8) Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- 9) Enforce all administration policies and rules governing students.
- 10) Prepare materials and classrooms for class activities.
- 11) Teach proper eating habits and personal hygiene.
- 12) Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- 13) Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- 14) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- 15) Demonstrate activities to children.
- 16) Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- 17) Maintain accurate and complete student records as required by administrative regulations.
- 18) Prepare reports on students and activities as required by administration.
- 19) Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- 20) Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
- 21) Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- 22) Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- 23) Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- 24) Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.



7. Leave

7.1 Vacation

You will be entitled to 10 days casual leaves per year. Casual leave will be prorated after the probation period only. Any leave taken during probation period will be with loss of pay. However, the leave days should only be taken at a time most suitable for both you and your employer.

7.2 Sick Leave

Sick leave should be verified with a doctor's certificate. If a leave taken before or after a holiday/weekend, the number of the days of the weekend/holiday will be added to the days of leave.

7.3 Maternity Leave

You are entitled to a Maternity leave (without pay) of up to two Months of which you should apply seven days beforehand.

8. Termination

This service can be terminated:

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

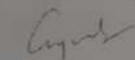
9. Copyrights and Ownership

You shall not work with any other company/institution either full time or part-time in a capacity that would create a conflict of interest with this Institution. All work and intellectual property undertaken by you while in employment will be owned by the school and strictly confidential, not to be shared with any outside party unless otherwise approved in writing.

10. Amendment and Enforcement

Any alterations or amendment to this letter shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Yours' Truly



Gyanesh Sharma

Director

The Scholars Academy



Supriya Salvi

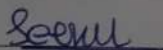
Principal

The Scholars Academy

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below

31/07/2023

Mrs. Seema Chiloba



Date: 18 -07-2022

To,

Miss. Himani Sheregar,

Subject: **Appointment as Talent Acquisition Specialist**

With Reference to your interview held with us, we are pleased to appoint you as Recruiter, at Right Move Staffing Solutions Private Limited. (Company) on the terms and conditions as follows: Your Joining date should not be later than **19th July 2022**. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately. Your Annual Gross Salary is **Rs. 96000/-**.

Your Emoluments and Benefits will be as follows:

General

1. This **Appointment** is made for work at **Pune**. However your services are liable to be transferred, to the Company's branch offices, or at customer's location or at partners' location anywhere in the world.
2. In case you are employed, you are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment.
3. Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. Salary increments are usually given on an annual basis, however you should have worked in the Company for a period of minimum 6 months, before being considered eligible for any salary review.
4. You will be on probation for a period of 6 months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be confirmed and communicated to you in writing. While on probation, the contract of service can be terminated by either party, by giving one month's written notice or salary thereof.
5. Please note that any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of buying of short fall towards notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within one year from your date of joining.
6. After completion of probationary period, i.e. becoming a regular employee, you will be required to give 60 days' written notice or salary thereof in case you decide to leave our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 60 days' notice period.
7. You are required to maintain total confidentiality as regards your compensation details before and during the employment. The same should not be disclosed to anybody.
8. We treat that the information produced by you at the time of recruitment is true and correct. By signing this offer letter, you hereby give your consent to the Company and/or their authorized agency to take all necessary actions to verify the authenticity of the provided information. You agree that in case the information, particulars and data furnished to the Company by you are found to be erroneous, inaccurate and untruthful, the Company has the right to take necessary disciplinary action including termination of your employment/service.

RIGHT MOVE STAFFING SOLUTIONS PRIVATE LIMITED

T-313, Ashoka Mall, Next to Ranka Jewellers, Bund Garden Road, Pune - 411 001. (India)
Tel.: 020-41227397 Mob.: +91-9762030403 E-Mail : info@rightmoveconsultants.com

www.rightmoveconsultants.com CIN : U74999PN2018PTC177424



9. **Working Days:** Normal working hours are 54 Hours/Week, Monday through Saturday. Company observes Sunday as a compulsory weekly off.
10. **Holidays and Leave:** The Company observes 8 holidays per calendar year as announced at the beginning of the calendar year. You will be entitled to 12 days of Earned Leave per financial year.
11. You are expected to carry all the above mentioned documents both in ORIGINALS as well as photocopies and submit the same at the time of your joining. **Original certificates will be returned back to you on verification of the photocopies submitted by you.**

Documents required at the time of joining (if applicable)

- ✓ Two passport size color photographs.
- ✓ Photocopies of - SSC (10th Equivalent), School leaving certificate, HSC (12th Equivalent), Graduation, Post-Graduation mark sheets, and passing/provisional as well as convocation certificates.
- ✓ Certificates of any other courses completed, along with originals for verification.
- ✓ Photocopies of - Relieving letter from previous employer and experience letters from all previous employers, along with originals for verification.
- ✓ Photocopies of 2 most recent salary slips of your previous employer.
- ✓ Photocopy of passport along with original for verification.
- ✓ Form 16 from your previous employer if you have been employed in India.
- ✓ Photocopy of your PAN Card, Driving license (if any) along with the originals for verification.

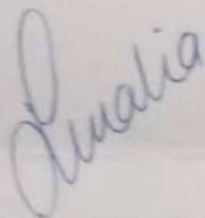
You are required to report at the following address:-

Right Move Staffing Solutions Pvt. Ltd., T-313, Ashoka Mall, Bund Garden Road, Opp Hotel Sun and Sand, Pune 411001. For any further information you can contact the following Personnel
Mr. Sunmeet Singh, sunmeet@rightmoveconsultants.com, +91-8446070801

We look forward to having you in our team.

Yours Sincerely,

For Right Move Staffing Solutions Pvt. Ltd.



Sunmeet Singh Walia
Director



Date: 18 -07-2022

To,
Miss. Shivani Sheregar,

Subject: Appointment as Talent Acquisition Specialist

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5. Please note that any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of buying of short fall towards notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within one year from your date of joining.
6. After completion of probationary period, i.e. becoming a regular employee, you will be required to give 60 days' written notice or salary thereof in case you decide to leave our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 60 days' notice period.
7. You are required to maintain total confidentiality as regards your compensation details before and during the employment. The same should not be disclosed to anybody.
8. We treat that the information produced by you at the time of recruitment is true and correct. By signing this offer letter, you hereby give your consent to the Company and/or their authorized agency to take all necessary actions to verify the authenticity of the provided information. You agree that in case the information, particulars and data furnished to the Company by you are found to be erroneous, inaccurate and untruthful, the Company has the right to take necessary disciplinary action including termination of your employment/service.

RIGHT MOVE STAFFING SOLUTIONS PRIVATE LIMITED

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Tel.: 020-41227397 Mob.: +91-9762030403 E-Mail : info@rightmoveconsultants.com

www.rightmoveconsultants.com CIN : U74999PN2018PTC177424



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- ✓ Certificates of any other courses completed, along with originals for verification.
- ✓ Photocopies of - Relieving letter from previous employer and experience letters from all previous employers, along with originals for verification.
- ✓ Photocopies of 2 most recent salary slips of your previous employer.
- ✓ Photocopy of passport along with original for verification.
- ✓ Form 16 from your previous employer if you have been employed in India.
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Mr. Sunmeet Singh, sunmeet@rightmoveconsultants.com, +91-8446070801

We look forward to having you in our team.

Yours Sincerely,

For Right Move Staffing Solutions Pvt. Ltd.

Sunmeet Singh Walia

Sunmeet Singh Walia
Director



Ethans Tech
919527354004
jatin.perl@gmail.com

INVOICE

Payment Method: OTHERS

Invoice # : WJDPR-23-3874
Invoice Date :2023/08/27
Bill to :
Suzan Solanki
919825674563
suzansolanki1504@gmail.com

| # Item & Description | Amount |
|-----------------------------|------------------------------------|
| Instalment-2_DATA ANALYTICS | ₹ 30600 |
| Sub Total | ₹ 30600 |
| Total | ₹ 30600 |
| Amount Received | ₹ 30600 |
| Amount Received in Words : | Thirty Thousand Six Hundred Rupees |

Notes: LLP (INDUS) 874
This is a computer generated pay receipt ,does not require signature



OFFER LETTER

Date: 01/12/2022

Ms. Rutuja Bagal

Ranjangaon

It gives us immense pleasure in inviting you to join TalentPro India HR Pvt Ltd as one of its valuable associates. You will be deputed to work as **Support Role in Finance & Accounts** any of our Client Office as may be determined by us and which would be specified in the Letter of Appointment to be issued further to this Offer Letter. Your position will carry a for CTC– Rs.16, 881, - per month.

Your employment with us will be for eleven months from your date of joining, on a Fixed Period Agreement. The fixed period agreement will automatically expire at the end of eleven months from your date of joining. Notwithstanding the above, your appointment shall be co-terminus with the arrangement as between TalentPro India HR Pvt Ltd. and its Client to which you are to be deputed. In which case your appointment is liable to be terminated even before the expiry of the said term even before the expiry of the said term of eleven months, in case the aforesaid arrangement is to come to an end before the agreed term of eleven months.

This agreement shall be terminable by either party giving thirty days' notice to the other, in case you fail to give the above notice, the salary in lieu of notice will be recovered from you.

We would prefer you to join us on or before **01/12/2022**. A formal appointment letter will be issued to you subsequent to joining our organization and we will require you to submit various documents for our records.

We are confident that you will contribute to the organization and its goals and add value through your roles.

Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, Welcome to TalentPro India HR Pvt Ltd!

Sincerely,

For TalentPro India HR Pvt Ltd.



Authorized Signatory

I accept the offer and will be joining on:

Name :

Signature :

Sub: Job Offer Letter for Receptionist

Dear Neelam Kumari Gandhi,

We are very happy to inform you that you have been selected as the receptionist at our organization with Hare Krishna Corporation

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behaviour will help our clients and co-workers in various ways.

The first day of your work will be 1st August 2023. We hope our members will enjoy your hard work, friendly behaviour, and soft nature. Your monthly wages for this job will be 12,000.

You have to report to our head of the department of on H.R 1st August 2023, at the time of 10 Am. We hope we will be able to give our clients good service with the help of your ability and hard work.

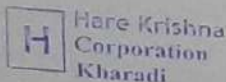
We are very happy to send you this offer letter for the job mentioned above of receptionist. Hope you will accept this letter and submit a signed copy of this offer letter on the starting day of your employment.

We are eagerly waiting to work with you.

Thank you very much,

Regards,

Pawan K Chawla.



Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089



SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200

Date: 08-March-2023

Letter of Intent

Dear Shreya Ghare,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst I**", in our **Pune** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

| | |
|-------------------|--|
| Date Of Joining | Will be Confirmed by HR as appropriate date approaches. |
| Salary | Your Annual Fixed Pay will be ₹368,142 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure |
| Retirals | You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements. |
| Benefits | <p>You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time:</p> <ul style="list-style-type: none">• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme• Private Health Insurance for self, spouse, children and either of parents or parents in law;• Accident insurance and• Life assurance |
| Conditional Offer | <p>Your appointment as "Analyst I" with Northern is conditional upon:</p> <ol style="list-style-type: none">1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records; |



Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200



| | |
|----------------------------|--|
| | <ol style="list-style-type: none"> 3. Receipt of written references; 4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.); 5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; 6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers. 7. Achieving and maintaining an acceptable standard for compliance purposes; 8. Written acceptance of this letter of Intent. |
| Working Hours & Leave | <p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p> |
| Probation & Notice Periods | <p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p> |



Regd Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RMZ Ecospace, Campus 1C,
Sarjapur Outer Ring Road
Bangalore, 560 103,
Karnataka, India.
Main - +91 (80) 4017 8500
CIN – U72300KA2005PTC048089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone- II,
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,
Survey No.72/2/1, Kharadi, Pune – 411 014,
Maharashtra, India.
Main - +91(20) 48538200



| | |
|--|--|
| | completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be thirty days, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment |
|--|--|



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Maharashtra, India.
Main - +91(20) 48538200



Salary Break up Annexure

Name: Shreya Ghare

Date: 08-March-2023

| Salary Component | Amount |
|--|-----------------|
| Basic | ₹136,000 |
| House Rent Allowance | ₹54,400 |
| Flexible Cash Component | ₹149,600 |
| | |
| Total Fixed Pay (TFP) | ₹340,000 |
| | |
| Retirals | |
| Employer's contribution to PF | ₹21,600 |
| Gratuity | ₹6,542 |
| Sub Total | ₹28,142 |
| Annual Fixed Pay (TFP + Retirals) | ₹368,142 |
| Monthly Gross | ₹28,333 |

Northern Operating Services Private Limited

Note: This is a System Generated Document and does not require physical signature.

This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Shreya Ghare , shreyaghare2002@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



RUCHEE BHAGAWANJI LIMBANIKRISHNANGAN SOCIETY SOLAPUR HIGHWAY NEAR MANJRIGREENWOODS SOCIETY, PUNE, MAHARASHTRA -411028**FIX TERM - APPOINTMENT LETTER**Dear RUCHEE BHAGAWANJI LIMBANI,

We are pleased to offer you the position of Representative, Operations on a temporary contractual basis, for a fixed period. This would be your Social Job Title and your Job profile, would be Advisor I, Chat Support. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well. Your anticipated joining date is 31/08/2023 and your contract end date will be 31/01/2024. Attached are the specific terms and conditions of our offer – please read it carefully as important details are included.

1. Appointment

1.1 Your appointment will be effective from 31/08/2023 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 30/08/2023 failing which Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/'Company') reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at pratik.nalkar@concentrix.com to seek an alternative date on which to submit all required documents. Please note that the offer will be withdrawn at the on boarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date. Your designation may be changed at the discretion of the Company depending on the work assigned to you.

1.2 On on-boarding / joining you shall report to the HR Representative of the Company or any other person nominated by him/her.

1.3 Your initial posting will be at Pune, but your services are transferable to any department, division, or location of Concentrix in accordance with the Company's current policy

1.4 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work experience documents. You are also required to confirm in writing that you are free from any contractual restrictions preventing you from accepting this offer, providing services to Concentrix, or starting work on the above-mentioned date. (Document Checklist).

*** Please note that documents as mentioned in the document checklist are mandatory and you will not be allowed to join without them.**

2. Terms and Conditions

2.1 It is clearly understood and agreed that your appointment is purely temporary, for the duration stated in the offer letter. On the expiry of this period, the contract between you and Concentrix will cease automatically. Concentrix is not required to give you any notice or notice pay, retrenchment or other compensation.



Signature of Candidate

CNX/REC/ART/SPHR/FTH1211>1/4.4

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place
New Delhi- 110001, India
91 11 68137745

CIN: U72200DL1999PTC102972

info@concentrix.com • www.concentrix.com

2.2 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.3 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.4 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.5 You will have no right or lien on the job or position to which you are temporarily appointed or any other job or position in Concentrix. This assignment does not imply any commitment by Concentrix to regular employment.

2.6 You will be entitled to Compensation as given in the attached salary annexure. You will not be covered under or entitled to any of Concentrix benefit plans. Your remuneration is strictly between yourself and Concentrix and all related information should be treated as personal and confidential.

2.7. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

2.8 The Company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days, or on 2 successive days, and shall be determined at the sole discretion of the company.

2.9 You or Concentrix may terminate your appointment and service at any time by giving 15 days' written notice or 15 days' remuneration in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you remuneration for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the remuneration in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you. Concentrix reserves the right to accept a resignation on any date prior to the expiry of the notice period. Once the Company has accepted your resignation, you shall not be entitled to withdraw the same.

2.10 During your service with Concentrix, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

2.11 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

2.12 All employees are required to read and comply with Concentrix Code of Ethical Business Conduct and sign a statement to this effect. Any breach of the Code of Ethical Business Conduct or the terms and conditions of employment may result in termination of your service without notice or compensation.



Signature of Candidate

CNX/REC/ART/SPHR/FTH1211>1/4.4

2.13 If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

2.14 It is your responsibility to notify the Company of any changes in your personal data within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

2.16 You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

2.17 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.18 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.19 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.20 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.21 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.



Signature of Candidate

CNX/REC/ART/SPHR/FTH1211>1/4.4

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

3.8 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

3.9 All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

3.10 This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

3.11 The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

3.12 Your continuance in employment is subject to your maintaining clean criminal and financial records.

3.13 Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

3.14 Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

All other terms and conditions will be governed by the Company's policies, Code of Ethical Business Conduct and, rules and regulations as stated from time to time.

It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com. The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.



Signature of Candidate

CNX/REC/ART/SPHR/FTH1211>1/4.4

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED
4
Date: 2023.08.29 00:46:53 +05:30
Reason: Concentrix Hiring
Location: Pune



Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on
31/08/2023.

Candidate Name : RUCHEE BHAGAWANJI LIMBANI

Candidate's Signature : 

Date : 29/8/2023





SUBHADRA EDUCATION & RESEARCH CENTRE
S.N.B.P.'s International School

Reg. No. : Maharashtra/658/15/Pune, F-45184/P

Ref. : SNBP's/KSV/23-24/1080

Date : 21/06/2023

Dear Dnyaneshwari kudale

We are pleased to offer you the full-time position of an **Assistant teacher** at SNBP's International School, Manjri, Pune with a start date of **22/06/2023**. You will be reporting to the Academic Coordinator & the School Principal. We believe your skills and experience is an excellent match for our Institute.

The reporting time will be at 8:20 am sharp Monday to Saturday. The annual starting salary for this position is **1,92,000/-** per annum and will get paid monthly

Please confirm your acceptance of this offer by signing and returning this letter by 21/06/23.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Regards,

Principal

SNBP's International School, manjri



New Branch - 126/2A, Manjri - Keshav Nagar Road, Near Shivkrishna Mangal Karyalaya (Palace), Manjri, Pune.
Office No. : 8446534553

Confidential

Date: 22 Sep 2022

Name : Prachi Tompe

Staff No. : 20104699

Station : Pune

Dear **Prachi**,

Congratulations! On your selection as Lead Associate - Quality,

It gives us immense pleasure to announce that effective **22 Sep 2022** 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 **22 Sep 2022**.

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





26-Jul-2023

Mrunal Bahirat

164/A Sarvatra Vihar Colony

Khadki Pune Maharashtra 411003

India

Letter of offer

Dear Mrunal,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Senior Associate - Operations (JC3428)** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta SEZ (MGRPATTA-SEZ)** office. The key components of your offer are as detailed below :-

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

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

Title: The title that you would be using both internally and externally would be **Senior Associate - Operations (JC3428)**.

Compensation: Your Total Gross Pay will be **INR 3,98,400 (Indian Rupees Three Lakh, Ninety Eight Thousand, Four Hundred Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **27-Jul-2023**.

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

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



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
[Signature]

45AAC21430CB49C...

Accepted and Agreed

**Mrunal Bahirat
Candidate's Name & Signature**

**1. TERMS & CONDITIONS:**

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

For WNS Global Services Pvt. Ltd.*Adil Nargolwala*

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition



DocuSigned by:
[Signature]
45AAC21430CB49C...

Accepted and Agreed

Mrunal Bahirat
Candidate's Name & Signature

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196



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

2. OTHER CONDITIONS:

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

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

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition



DocuSigned by:
[Signature]
45AAC21430CB49C...

Accepted and Agreed

Mrunal Bahirat
Candidate's Name & Signature

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196



this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

***WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196***

DocuSigned by:

Mrunal Bahirat
45AAC21430CB49C...

Accepted and Agreed

**Mrunal Bahirat
Candidate's Name & Signature**



Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

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



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
[Signature]
45AAC21430CB49C...

Accepted and Agreed

Mrunal Bahirat
Candidate's Name & Signature

**NOTE:**

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

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

Documents.....

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

Information.....

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



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
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DocuSigned by:

Mrunal Bahirat
45AAC21430CB49C...

Accepted and Agreed

**Mrunal Bahirat
Candidate's Name & Signature**



| Annexure II | | | |
|--|--------------------------|---|--------------------------|
| Name | : | Mrunal Bahirat | |
| Title | : | Senior Associate - Operations (JC3428) | |
| Role Band | : | A | |
| BU/EU | : | Insurance (901006000) | |
| Compensation Component | Ref | Amount(INR) Per Month | Amount(INR) Per Annum |
| Basic Salary | | 12,375 | 1,48,500 |
| House Rent Allowance | | 6,188 | 74,250 |
| City Compensatory Allowance | | 7,138 | 85,650 |
| Sub Total - I | A | 25,700 | 3,08,400 |
| Bonus / Incentive (4) | (a) | 0 | 0 |
| Company's contribution to Provident Fund (1) | | 1,800 | 21,600 |
| Company's contribution to ESI (3) | | 0 | 0 |
| Sub Total - II | B | 1,800 | 21,600 |
| Total Fixed Pay | C = A + B | 27,500 | 3,30,000 |
| Bonus / Incentive at Maximum Level (4) | (b) | 5,700 | 68,400 |
| Gross Pay (CTC) at Minimum Level | D = C | 27,500 | 3,30,000 |
| Gross Pay (CTC) at Maximum Level | E = D + (b) - (a) | 33,200 | 3,98,400 |
| BENEFITS | | | |
| Gratuity payable As per Payment of Gratuity Act, 1972 | | | |
| Note: | | | |
| 1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952. | | | |
| 2)The Company provides following discretionary Insurance benefits: a) Mediclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary. | | | |
| 3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary. | | | |
| 4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance. | | | |



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
[Signature]
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Accepted and Agreed

Mrunal Bahirat
Candidate's Name & Signature



Pro Loan Sal

T. 198813

Altruist Technologies Pvt Ltd

Candidate Assessment Form - CRO

| | | | | | |
|--|---|---|--------------------------|-----------------------------|--|
| Location - Pune Mantri / E Space 1&3 / Amar Synergy | | Position Applied For : CRO | | Date : 12-09-2023 Time : | |
| Walk-in Source - Please share details below | | | | | |
| Direct Walk-in | | Portal Name | | Campus / Job Drives | |
| Advertisement | | Consultant Name | | | |
| Other Source | | Emp Reference & Employee ID | | | |
| Candidate Name First Name <u>Aditi</u> | | Middle Name <u>Sunil</u> | Last name <u>Sauvare</u> | | |
| Date of Birth <u>03-01-2001</u> | Gender <input checked="" type="checkbox"/> Male / <input type="checkbox"/> Female / <input type="checkbox"/> Other | Mobile No - 1 Alternate No - <u>7030183206</u> | | | |
| Present Address <u>Flat. No. 2 C-3, R.K. Puram, Society, Dhanori, Pune - 15</u> | | | | | |
| References - Name | Reference - 1 | | Reference - 2 | | |

Interview Evaluation

| SCALE | 5-Outstanding | 4-Strong | 3-Capable | 2-Trainable | 1-Non Trainable |
|--|---|----------|-----------|-------------|--|
| Parameters | Description | | | | HR Scale OPS Scale Partner Scale |
| Communication Skills / Regional Language proficiency | Basic skill on listening /comprehension /pronunciation /vocabulary and neutral/ near neutral accent. Ability to convey ideas/thoughts in clear and concise manner | | | | |
| Adaptability/Attitude | Willingness to learn and work, open and willing to new ideas | | | | |
| Basic Computer Proficiency | Computers and internet understanding | | | | |
| Stability | Committed /Reliable/Consistent | | | | |
| Flexibility | Willingness to work for night shift/work on weekends/ willing to Work extended timings/distance | | | | |
| Personality | Enthusiasm, Courteous, confidence, personal appearance | | | | |

Interview Status & Offer Details

Selected / Hold / Not Selected

| | | | |
|--------------------------------------|--------------------------------|--|---|
| Grade <u>L1</u> | Process <u>luc</u> | Stride Model information <u>2000m</u> | Cost to the Company |
| Shift details <u>9:30 to 7:30</u> | Travel (within 15 Km) Yes / No | Date of Joining | <u>[Signature]</u> Candidate signature |

HR Name: [Signature]

Signature: [Signature]

"Restricted - for internal use only"
"Un-controlled, if printed"

Page 1 of 2

Altruist Technologies-Ver 1.0

OK to hire



| | | |
|--|----------------------------|--------------------|
| Name: | Pooja Sanjay Thakkar | |
| Designation: | Representative, Operations | |
| Career Level: | Grade 12 | |
| Annexure | | |
| Assured Gross Salary | Monthly | Annual |
| Basic Salary | Rs. 13,305 | Rs.159,660 |
| House Rent Allowance | Rs. 1,106 | Rs. 13,272 |
| Employer's contribution to ESI*** | Rs. 559 | Rs. 6,708 |
| Employer's contribution to PF*** | Rs. 1,597 | Rs. 19,164 |
| Statutory Bonus/Bonus**** | Rs. 2,794 | Rs. 33,528 |
| Total Assured Gross (Subtotal of Above) | Rs. 19,361 | Rs. 232,332 |
| Variable Earnings***** | Monthly | Annual |
| Monthly Incentive Maximum | Rs. 2,500 | Rs. 30,000 |
| Variable Earning [Minimum] | Rs. 0 | Rs. 0 |
| Variable Earnings [Maximum] (Subtotal of Above) | Rs. 2,500 | Rs. 30,000 |
| Gratuity*** | Rs. 640 | Rs. 7,680 |
| Earning Potential (Subtotal of Above) | Monthly | Annual |
| CTC with variable earnings at minimum | Rs. 20,001 | Rs. 240,012 |
| CTC with variable earning at maximum | Rs. 22,501 | Rs. 270,012 |

*****Statutory Contributions :**

All Statutory Contributions / Deductions [Only to the extent applicable] will be made and deposited with relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.

Gratuity will be governed by the Payment of Gratuity Act, 1972 (as and when amended)

******Statutory Bonus/Bonus :**

This is in adherence to the statutory amendments as applicable & is payable monthly through the payroll.

*******Variable Earnings :**

This forms a part of the variable pay programs and is as per the defined Company Policies. The management reserves the right to modify/ amend/ withdraw/ continue with the plans at its discretion. Performance Bonus is subject to individual performance and shall be paid - monthly/quarterly/annually as defined in the program subject to your meeting the criteria set for specific process where you have been deployed for that period. Performance Bonus and/or any other performance related incentive(s) paid will be adjusted against Statutory Bonus payable as per the Payment of Bonus Act as applicable at the time of payment.





Ref IHPPL/OL-A -6964/2023-24

Date: 21st August 2023.

To,
Shweta Rajkumar Suravase,
14/1/1, Thite Vasti, Kshirsagar House
Behind Samarth Hospital,
Kharadi Pune 411014

Dear Shweta,

We are pleased to appoint you as "Intern Trainee (Android)-E-Commerce" in Indus Health Plus Private Limited herein after referred to as "IHPPL" to provide Services to Indus. The date of this agreement shall be considered as 21st August 2023 as your appointment hereon.

The terms and conditions are as follows.

1. The performance of the obligations under your engagement as "Intern Trainee (Android) – E-Commerce" with IHPPL will not oblige IHPPL to remunerate or re-compensate any other activity of the Intern in economic terms beyond the provisions laid down in this agreement.
2. Nothing contained in this agreement shall be construed so to constitute or lend to establish an employer-employee relationship or partnership or agency between you and IHPPL for any purpose whatsoever nor IHPPL shall in any way be liable for any premises, engagement, obligation, contract, debt warranty or representation that you may make or enter into in performance of your obligations under this agreement.
3. You shall refrain at all times from any act or representation that you have by virtue of this agreement any of the powers or authority which by virtue of this paragraph are expressly denied to you.
4. The Intern undertakes irrevocably any finally binds himself/herself that he/she shall not use, divulge or disclose information, (hereinafter defined) gained/acquired by the Intern or conferred on him or imparted to him during the course of his engagement, which otherwise would not have come to his knowledge or information by any other source, to any other person in any capacity without the written consent of IHPPL.
5. The Intern shall not remove from IHPPL premises any documents, files, records, correspondence, notes, or other papers (including copies) relating to the information, except as per the Intern's requirement.
6. "Information" shall mean and include all or any information relating to IHPPL business including without limitation, documents, manuals, material, processes, photographs any medical literature, equipment, designs, flow sheets, process diagrams current and accumulated experience, analytical methods etc.



Indus Health Plus Private Limited

Regd. Office: Indus House, Pride Port, Model Colony, Pune - 411016, Maharashtra, India

Contact: +91 90490 33333

Email: info@indushealthplus.com | www.indushealthplus.com

CIN-U85200MH1995PTC091382

7. Upon the termination of this agreement, you shall return to IHPPL all documents' papers and records which may have come into your possession or be under your control in connection with the training program or otherwise in the implementation of your rights and obligations under this agreement and shall not retain any copies thereof.
8. Following the termination of the agreement you shall remain bound not to divulge or communicate any confidential information about IHPPL. With any outside party nor shall use the same in any manner which proves to be detrimental to the interest of IHPPL and that you will use all reasonable endeavors to prevent the disclosure of confidential information concerning such matters or any of them.
9. It is expected that you will practice your specialty ethically in the best traditions of your profession and engage in setting highest standards of patient care.
10. You will pre-inform with a reasonable notice period if you are unable to provide the services on any day and provide a locum in your absence.

This agreement shall terminate on the occurrence of any of the following events;

11. By either party to this agreement serves on the other, 30 calendar days written notice. And during the notice period, both the parties shall be liable to fulfil their part of obligations as agreed under this agreement. The party serving the notice need not attribute any cause for termination of the agreement.
12. The expiration or termination of the agreement for any reason whatsoever shall not affect any obligation of either party having accrued under the agreement prior to the expiration or termination of the agreement and such expiration or termination shall be without prejudice to any liabilities of either party to the party existing at the date of expiration of the agreement.
13. In case of an unethical practice or any misconduct committed by the Intern, termination of the agreement will be affected without any notice or notice pay.

Scope of Work: As assigned and under the guidance of supervisor

The Intern shall indemnify IHPPL for any loss, costs, charges and expenses that IHPPL may become liable for or pay arising as a consequence of any default or negligence or omission on the part of the Intern in the performance of his obligations under this agreement.

If any of the provisions of this agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect such validity, illegality or unenforceability shall not affect any other provisions of this agreement and this agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this agreement. If moreover any one or more of

the provisions contained in this agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall appear.

In case of any dispute arising or accruing in respect of this agreement, the same shall be subject to the exclusive jurisdiction of courts at Pune. Any change to this agreement shall only be made in writing signed by both parties hereto.



ACCEPTANCE AND DECLARATION:

I, the undersigned, have read and understood all the above-mentioned terms and conditions in their proper and legal perspective and undertake to abide myself to the same in their totality. I have also received the copy of this appointment order today.

For Indus Health Plus Pvt. Ltd.

Name: Ms. Shweta Rajkumar Suravase

Authorized Signatory



Name: Subhash Volvoikar (Sr. Manager -HR)

Date: 21/04/23

Date: _____

Terms of payment:

1. Nature of engagement: Intern Trainee
2. Professional fees: Rs. 12,000/- p.m. (TDS and any other statutory deductions as applicable)
3. The above professional fees will be deducted if you avail leaves & attendance will be monitored as per the desk time report.
4. Agreement Validity: 21st August 2023 to 17th February 2024. The Validity will be extended / services will be discontinued subject to employee performance / achievement of KRA.
5. Any Task Assigned by company should be delivered within stipulated deadlines.



Date: 11-July-2023

Letter of Offer

Dear Kshitija Gaikwad,

Further to your interview, we are pleased to offer you the position of **Trainee - Software Engineer** with our organization.

On joining the company, you will be on training for a minimum period of 3 months. The monthly stipend during your training period (including Provident Fund & deductions will be as applicable).

Subject to successful completion of the training, your employment will be confirmed as **Software Engineer**.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

Upon joining, you will be subject to the employee policies and practices of the Company. A summary of the present policies is included as Annexure-2 to this letter of offer for your reference. Also refer Annexure-3 for the list of documents to be submitted.

You are required to join duties with effect from **September,13 2023** at our **Pune** office for this offer to be valid.

Kindly report at the following address, at **9:15 a.m.** on your date of joining –

Cybage Software Pvt. Ltd.
Cybage Towers, Kalyani Nagar,
Behind Gold Adlabs,
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,
For Cybage Software Pvt. Ltd.



Vikram Chopra
Vice President & Head - Resourcing





St. Mary's School

(An Anglo - Indian Unaided Minority Institution)

5-B, General Bhagat Marg,
Camp, Pune : 411001.
Tel. : +91 20 26356282
Email : info@smspune.com
Website : www.smspune.com
School Code : MA 037

20th March, 2023

To,
Ms. Kelly Colaco
Row House No-14,
Gulmohar Retreat Society, Fatimanagar Road,
Wanowrie, Pune-- 411 001.
M- 91- 9967442550, Email: kellycolaco117@gmail.com

Sub: Letter of Offer for appointment as Teacher – Girls' Preparatory Section.

Dear Ms. Colaco,

We are pleased to offer you the post of Teacher - Girls' Preparatory Section, in the School for the academic year 2023, on probation for a period of two years, with effect from 01st June, 2023. As advised to you during your personal interview, your salary and perquisites will be in accordance with the policies of the school.

Please advise us your acceptance of this offer at the earliest, to enable us to complete all other formalities related to your appointment.

With best wishes,

Yours faithfully,

Principal

Mrs. Sujata Mallic Kumar

