



## Loreto Convent School

Parade Road, Delhi Cantt.,

New Delhi-110 010 INDIA

Phone: 011-25692299

Email: loretodelhi@gmail.com

To:

Mrs. Urvashi Kindo

Flat no. C-2, plot no c-134,

Third floor, chattarpur enclave phase-2,

New Delhi 110074

01 April, 2023

**Sub: Offer letter for appointment on Probation as Librarian,  
with Loreto School, Delhi Cantonment.**

Dear Mrs. Urvashi Kindo,

Based on your application and completion of formalities, the Managing Committee of this School is pleased to offer you an appointment to the post of **Librarian**, in this School for the **PRT** Section with effect from **01 April, 2023** to **31 March 2024** on **PROBATION**, subject to your written acceptance of the terms and conditions mentioned below together with the Service Rules that govern the School staff:

1. During the period of Probation you will be expected to perform:
  - (i) All duties consonant with teaching and care of students during school hours as assigned to you.
  - (ii) Any reasonable duties out of school hours in connection with the charge of the students, when necessary and assigned by the Principal or her substitute authority.
  - (iii) Your working hours shall be from 06:30AM to 02:30 PM.
2. Basic terms and conditions:
  - a. Besides duties mentioned above, you will be expected to take initiative to act and work in the interest of the School and its students.
  - b. At all times, you are to follow directions given to you by the Principal or her substitute or any other person delegated by her with powers to issue directions on her behalf.
  - c. During this period your monthly salary will be:  
  
Level 6 – 35,400 (BASIC) + (DA) + (HRA) + (TA)  
  
(Summer vacation will be Leave without Pay (LWP))
  - d. You will be entitled to leave as indicated in the Service Rules for Staff of Loreto Schools.

F. No. A-22/2023-E&H./NCPUL

राष्ट्रीय उर्दू भाषा विकास परिषद्

قومی کونسل برائے فروغ اردو زبان

**National Council for Promotion of Urdu Language**

Ministry of Education, Department of Higher Education,  
Government of India

ISO 9001 : 2015 Certified Organisation

Tel. No. : 011-49539000

Fax No. : 011-49539099

Website : www.urducouncil.nic.in

E-mail : director@ncpul.in

urduduniyancpul@yahoo.co.in

فروغ اردو بھون

Farogh-e-Urdu Bhawan

FC-33/9, Institutional Area

Jasola

New Delhi 110 025

Dated :

18/05/2023

### OFFICE ORDER

Upon the recommendations of the Selection Committee held on 02/05/2023 and thereby acceptance of terms and conditions of offer by candidate, the Director is pleased to appoint **Shri Abdul Bari S/o. Shri Umar Farooque** as **Assistant Editor (AE)** w.e.f. 08/05/2023 (F/N) in the **Pay Matrix Level-8, (Rs. 47600-151100)** on probation basis on the terms & conditions conveyed to him vide Council's Memorandum No. 1-5/2022-Esst/NCPUL dated 03/05/2023. He will be on probation for a period of two years from the date of his joining. His pay is fixed at Rs. **47600/-** in the **Pay Matrix Level-8, (Rs.47600-151100)**.



(Mohammed Ahmed)  
Assistant Director (Admn)

**Shri Abdul Bari,**  
Assistant Editor,  
NCPUL, Jasola,  
New Delhi.

Copy to:-





## कार्यालय, जिला शिक्षा पदाधिकारी, कैमूर

औपबंधिक नियुक्ति पत्र  
(Provisional Appointment Letter)



पत्रांक: KAI/ADV-27/2023/PAT/GT(11-12)/7589455

दिनांक: 13-01-2024

पद का नाम:- विद्यालय अध्यापक (11-12)

विषय:- कम्प्यूटर विज्ञान

प्रेषित,

SWATI RAI

D/O : RAJA RAM RAI

Category - BC

Roll No. - 649614

Address - VILLAGE - SAWAN BAHAR, POST OFFICE - BARKI AKORHI, SUBDIVISION - SASARAM, THANA - KARGAHAR, Rohtas (Bihar)-802215

बिहार लोक सेवा आयोग के विज्ञापन संख्या 27/2023 के परिप्रेक्ष्य में घोषित परिणाम के आधार पर आपके द्वारा Counselling में प्रस्तुत होने के पश्चात् एवं आवश्यक कागजात प्रदान करने के उपरान्त यह औपबंधिक नियुक्ति पत्र निम्नलिखित शर्तों के अन्तर्गत निर्गत किया जा रहा है:-

1. यह औपबंधिक नियुक्ति पत्र बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्रवाई एवं सेवा शर्त) नियमावली-2023 के नियम-9(i) के तहत निर्गत किया जा रहा है।
2. इसे नियुक्ति पत्र न समझा जाए। नियुक्ति पत्र विभाग द्वारा आपके प्रमाण-पत्रों के सत्यापन एवं अन्य प्रक्रिया के पालन करने के पश्चात् निर्गत किया जाएगा।
3. आपको बतौर विद्यालय अध्यापक शीघ्र ही किसी विद्यालय में पदस्थापित किया जाएगा।
4. आपका वेतन विद्यालय में योगदान की तिथि से देय होगा।
5. बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्रवाई एवं सेवा शर्त) नियमावली-2023 के नियम-10 के तहत विद्यालय में योगदान की तिथि से आपकी परिवीक्षा अवधि प्रारंभ होगी।
6. आपको यह भी स्पष्ट किया जाता है कि आपके द्वारा दिये गये कागजातों की जाँच के पश्चात् अथवा परिवीक्षा अवधि समाप्त होने के पश्चात् अथवा सेवा सम्पुष्टि के पश्चात् कार्यरत में आपको कभी भी स्थानांतरित कर किसी अन्य विद्यालय में पदस्थापित किया जा सकता है अथवा किसी अन्य जिले के विद्यालय में भी पदस्थापित किया जा सकता है।
7. उपरोक्त में अंकित की हुई किसी भी बात के बावजूद, आपको बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्रवाई एवं सेवा शर्त) नियमावली-2023 के नियम-13(iii) के तहत किसी भी समय जिले के किसी अन्य विद्यालय अथवा किसी अन्य जिले के किसी विद्यालय में पदस्थापित किया जा सकता है।
8. आपका पहचान कोड BPKAI22317589455 है। कालान्तर में सभी प्रकार के विभागीय पत्राचार में इसी ID No. का प्रयोग करें।

विश्वासभाजन

*[Signature]*  
जिला शिक्षा पदाधिकारी  
कैमूर (मन्तुआ)

### घोषणा पत्र

मैं घोषणा करता/करती हूँ कि मेरे द्वारा दी गई सभी सूचना/प्रमाण पत्र सत्य हैं। मैं विभाग की उपरोक्त शर्तों को मानता/मानती हूँ। मेरे द्वारा दी गई कोई सूचना/प्रमाण पत्र यदि गलत पाया जाता है तो मेरे विरुद्ध कार्रवाई करने हेतु विभाग सक्षम होगा।

मैं यह भी घोषणा करता/करती हूँ कि मैं किसी भी सरकारी/गैर-सरकारी संस्था अथवा पंचायती राज/नगर निकाय के शिक्षक के रूप में कार्यरत नहीं हूँ। कार्यरत होने की स्थिति में औपबंधिक नियुक्ति के एक पक्ष के अंदर त्यागपत्र/विरमन पत्र/अनापत्ति प्रमाण पत्र सक्षम प्राधिकार से प्राप्त कर समर्पित करूँगा/करूँगी।

*Swati Rai*  
अभ्यर्थी का नाम एवं हस्ताक्षर

नेहरू नगर, रिंग रोड, नई दिल्ली-110065  
दूरभाष : 011-29845214  
ई-मेल : principalpgdaveve@gmail.com  
वेबसाइट : www.pgdayevecollege.in



Nehru Nagar, Ring Road, New Delhi-110065  
Phone : 011-29845214

E-mail : principalpgdaveve@gmail.com  
Website : www.pgdayevecollege.in

पत्रांक संख्या .....  
Ref. No. .../404/Exe./162

दिनांक .....  
24.06.2023  
Date .....

Sh. Vikas Sharma  
H. No. 28 Street No 3  
Dass Garden, Baprola Vihar,  
Delhi - 110043

Subject: Offer of appointment letter for the post of Assistant Professor  
(Advt. No. PGDAVE/Teaching/2022/01, Published on 18/10/2022)

Sir,

This has reference to your interview held on 20.06.2023 for the post of Assistant Professor in the Department of Hindi of this college on permanent basis.

On the recommendations of duly constituted Selection Committee, I am pleased to offer you the post of Assistant Professor in the Department of Hindi of this college under EWS category on the following terms & conditions:

1. Your initial basic pay in the Academic Pay Level - 10 as per 7<sup>th</sup> CPC (for teachers) will be fixed in accordance with the rules of the University of Delhi / University Grants Commission.
2. You will be on probation for a period of one year from the date of your joining duty.
3. Your appointment will be subject to the approval of the Governing Body of the College and subject to University of Delhi recognizing you as a Teacher of the University.
4. On confirmation, you will be entitled to the retirement benefits under Statute 28-A of the Statutes of the University of Delhi (as amended from time to time). You will be governed by the New Pension Scheme (NPS) as applicable in the University of Delhi.
5. You will be expected to do teaching and research work and such other works as may be assigned to you from time to time.
6. You may whenever and wherever necessary, be required to participate in the teaching of classes at anytime (Day & Evening) as per the requirements of the college.
7. In all matters related to Group Insurance, Leave and other conditions of service, you will be governed by the rules in force in the University from time-to-time.
8. You will be required to enter into an Agreement of service with the college within one month from the date of joining.

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नेहरू नगर, रिंग रोड, नई दिल्ली-110065  
दूरभाष : 011-29845214  
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पत्रांक संख्या .....  
Ref. No. ....

दिनांक .....  
24.06.2023  
Date .....

9. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following at the time of joining the college:

- The C.M.O., W.U.S., Health Centre, University of Delhi, Delhi - 110007.
- Professor / Assistant Director / Associate Professor or Reader / Senior Research Officer / Assistant Professors of any of the Medical Colleges / Institutes in Delhi or outside Delhi.
- Any of the Senior or Junior Hony. Physician / Surgeon attached to Lok Nayak J.P. Hospital, New Delhi.
- Senior Staff Physician / Surgeon of CGHS / ESI.
- Civil Surgeon of Distt. Medical Officer in India.

You can join your duty only after getting Medical fitness certificate and submission of the same at the time of joining.

10. You will not be paid TA / DA / Conveyance Charges for joining duty.
11. In case, you are already in employment in another organization / Institution, you should bring the relieving letter from your previous employer, failing which you will not be allowed to join. You are also required to bring your Last Pay Certificate from your previous employer for the purpose of fixation of your pay.
12. The appointment will also be subject to verification of your qualification, age, caste (if you belong to SC/ST/OBC), certificate of EWS / PwBD (if applicable), teaching / post-doctoral research / publication, experience etc, as mentioned in your application.
13. You are required to fill in the declaration form (available in the college office) with regard to your home town under LTC rules and medical reimbursement scheme of the University of Delhi within three months from date of your joining duty.
14. You are also required to submit the Police verification report within one month from date of your joining duty.

If the offer of appointment on the above terms and conditions is acceptable to you, please intimate acceptance of offer within one month from the date of issue of this letter and report for joining duty at the college along with all the necessary documents including the medical fitness certificate within a period of two months from the date of issue of this offer of appointment letter.

(Prof. R. K. Gupta)  
Principal

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भारतीय बीमा विनियामक और विकास प्राधिकरण  
INSURANCE REGULATORY AND  
DEVELOPMENT AUTHORITY OF INDIA

संदर्भ: आईआरडीएआई/एचआर/एम/डीआर/02/2023 (वॉल्यूम -4)

Ref: IRDAI/HR/AM/DR/02/2023 (Vol-4)

8<sup>th</sup> November, 2023

**MS. NISHA KUMARI**

**Roll No: 2410000536**

**H.NO 31 BLOCK C NAMDA BASTI,**

**GOLMURI, JAMSHEDPUR,**

**EAST SINGHBHUM - 831003, JHARKHAND.**

Madam,

**विषय: आईआरडीएआई में सहायक प्रबंधक के पद के लिए भर्ती अधिसूचना संदर्भ एचआर/भर्ती/एपीआर./ 2023 दिनांक 11-04-2023 नियुक्ति का प्रस्ताव।**

**Sub: Recruitment Notification ref. HR/Recruitment/Apr./2023 dated 11-04-2023 for the post of Assistant Manager in IRDAI - Offer of Appointment.**

कृपया दिनांक 04.05.2023 का अपना आवेदन और दिनांक 02-09-2023 का हमारा पत्र देखें जिसके द्वारा आपको सहायक प्रबंधक के पद के लिए साक्षात्कार (इंटरव्यू) हेतु उपस्थित होने के लिए सूचित किया गया था।

Please refer to your application 04.05.2023 and our letter dated 02-09-2023 advising you to appear for interview for the post of Assistant Manager.

2. चरण – II वर्णनात्मक परीक्षा और चरण – III साक्षात्कार में एकसाथ लेते हुए आपके निष्पादन के आधार पर हम आपको सहर्ष सूचित करते हैं कि सक्षम प्राधिकारी ने भारतीय बीमा विनियामक और विकास प्राधिकरण में सहायक प्रबंधक के पद के लिए रु. 44500-2500 (4)-54500-2850(7)-74450-ईबी-2850(4)-85850-3300(1)-89150 (17 वर्ष) के वेतन-मान में आपकी नियुक्ति का अनंतिम तौर पर अनुमोदन किया है।

2. On the basis of your performance in Phase - II Descriptive Examination and Phase – III Interview taken together, we are pleased to inform you that the Competent Authority has approved your appointment provisionally for the post of Assistant Manager in Insurance Regulatory and Development Authority of India, in the scale of pay of Rs. 44500-2500(4)-54500-2850(7)-74450-EB-2850(4)-85850-3300(1)-89150 (17 Years).

3. यह नियुक्ति अनंतिम है और आईआरडीएआई अधिसूचना दिनांक 11.04.2023 में वर्णित पात्रता मानदंडों को पूरा करने के अधीन है, जिसमें जाति / विकलांगता / आय प्रमाण पत्र और नियुक्ति के अन्य निबंधन और शर्तें शामिल हैं।

*Pg*





**Chandni Saxena** <Chandni.Saxena@exlservice.com>

to me, panditrashika1@gmail.com, Fahd ▾

Jan 14, 2024, 6:03 PM



Hello,

Hope you are doing well.

Please find attached your Employment Agreement letter from EXL Service, **your date of joining is 19<sup>th</sup> June'24.**

Please share your acknowledgement and **sign on each and every page of the document.** Kindly scan and share the signed Agreement **by 19th Jan, EOD.**

**Onboarding related details will be shared with you closer to your date of joining.**

**PLEASE NOTE –**

- **Anniversary Bonus (if applicable):**

As per the standard format, EA letter does not capture Anniversary Bonus amount. Please refer to your LOI (Letter of Intent) for Anniversary Bonus amount.

**Chandni Saxena**

Manager – Campus Recruitment

Decision Analytics

**EXL SERVICE**

4th Floor, Tower-D, Building No. 14,

**EXL**





भारतीय स्टेट बैंक  
STATE BANK OF INDIA

### LETTER OF APPOINTMENT

Letter No.: SBILD/LKO/ 74

Dated: 02/05/2023

Shri/Smt./Kum: NIKHIL KUMAR

STATE BANK OF INDIA

A.O. GORAKHPUR

BRANCH

P F NO. 1040130

Date:

Madam /Dear Sir,

### RECRUITMENT

In continuation of offer of appointment letter no. HR/JA/2022-23/29 dated 24/03/2023 issued by the Assistant General Manager (HR), State Bank of India, Local Head Office, Lucknow, we are pleased to inform you that you have been appointed as a "Junior Associate (CS & S)" in clerical cadre in the Bank in the pay scale of Rs. 17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920, as permissible under Bank's rules, on the terms and conditions mentioned below. The above pay scale is subject to review in the wage negotiations / Revision. In case of candidates selected as ex-servicemen, the pay-fixation on joining the Bank will be done as per the guidelines issued by Indian Banks' Association and Government of India, Ministry of Finance, Department of Finance Services. The latest instructions in this regard are enclosed.

Please note that:-

- (a) Your service in the Bank will be governed by the provisions contained in Sastry & Desai Awards as amended from time to time by industry or bank level settlements with recognised unions and provisions contained in Code of Conduct.



bank.sbi

0522-2733246, 2733245  
director.sbildlucknow@sbi.co.in

स्टेट बैंक ज्ञानार्जन एवं  
विकास संस्थान

सेक्टर-बी, निकट राम राम बैंक चौराहा  
सीतापुर रोड योजना, अलीगंज विस्तार,  
लखनऊ - 226 021

State Bank Institute of Learning &  
Development

Sector-B, Near Ram Ram Bank Crossing  
Sitapur Road Scheme, Aliganj Extn.,  
Lucknow - 226 021



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER::: DHUBRI  
(TRANSFORMATION & DEV. BRANCH)  
(ASPIRATIONAL BLOCK PROGRAMME)

NO. DPD-215/ 2023-24/ABP/ 40

Dated - 18 / 12 / 2023

ORDER

In pursuance of the GoA letter No.F-252078/312 dtd.20/10/2023 received from the Panchayat & Rural Dev. Department, Assam and on the basis of (1) Writing Skill test, (2) Power Point Presentation, (3) On-spot SWOT Analysis, (4) Personality Test and (5) Computer/IT Skill test held on 22/11/2023 & recommendation made by the selection committee, the following candidate is hereby appointed for the contractual post of "Aspirational Block Fellow" in Birsing Jarua Aspirational Block, District-Dhubri purely on contractual basis for a period of 12 months, stipend @ Rs.55,000/- per month.

Sl	Name & address of the candidate	Father's name	Place of posting
1	<b>Ms. Nadia Faruque,</b> House No-21, Neelkamal Path, Hatigaon, Guwahati, Assam	Mr. S. M. F. Rahman	o/o the BDO, Birsing Jarua Dev. Block

However, this contractual appointment is subjected to the submission of undertaking prior to joining of the aforesaid candidate so appointed.

Accordingly, the candidate is directed to join immediately as Aspirational Block Fellow in the office of the District Commissioner, Dhubri.

District Commissioner,  
Dhubri

Memo No.DPD-215/ 2023-24/ABP/40  
Copy to:

Dated - 18 / 12 / 2023

1. The Mission Director, Aspirational District Programme, NITI Aayog, New Delhi for favour of kind information.
2. The Joint Secretary to GoA, P&RD, Assam for favour of kind information.
3. Sri Pranjal Das, ACS, ADC & Nodal Officer, ABP- Birsing Jarua Dev. Block for information & necessary action.
4. The BDO, Birsing Jarua Dev. Block for information & necessary action.
5. Ms. **Nadia Faruque**, House No-21, Neelkamal Path, Hatigaon, Guwahati, Assam for information & necessary action.

District Commissioner,  
Dhubri





कार्यालय, जिला शिक्षा पदाधिकारी, मुजफ्फरपुर  
विद्यालय पदस्थापन पत्र



पत्रांक: MUZ/ADV-27/2023/SAL/GT(11-12)/7740347

दिनांक: 16-02-2024

पद का नाम:- विद्यालय अध्यापक (11-12)

विषय:- राजनीति शास्त्र

प्रेषित,

PRERNA

D/O : GOVIND JHA

Category - EWS

Roll No. - 278680

ID No. - BPMUZ22319664944

Address - H.NO. 170, POLE NO. 64, KAKROLA VILLAGE, (Delhi - 110078)

आपको बतौर विद्यालय अध्यापक, जिला - मुजफ्फरपुर के प्रसिद्ध - SAKRA के विद्यालय - U.H.S. MEHASHI (10141410301) में पदस्थापित किया जाता है। आपका वेतन विद्यालय में योगदान की तिथि से प्रारंभ होगा। आप अपना योगदान संलग्न योगदान प्रपत्र के अनुसार प्रधानाध्यापक/प्रभारी प्रधानाध्यापक के समक्ष इस पत्र के निर्गत होने की तिथि से 02 (दो) दिनों के अन्दर करें।

प्रधानाध्यापक/प्रभारी प्रधानाध्यापक संलग्न प्रपत्र के प्रतिहस्ताक्षरित कर मूल प्रति जिला शिक्षा पदाधिकारी, मुजफ्फरपुर के कार्यालय में समर्पित करेंगे, जहां योगदान संबंधी प्रविष्टि सॉफ्टवेयर के माध्यम से सत्यापित की जाएगी।

आपकी पटिवीक्षा अवधि भी विद्यालय में योगदान की अवधि से प्रारंभ होगी।

अनुलग्नक:-यथोक्त।

विश्वासभाजन

जिला शिक्षा पदाधिकारी  
मुजफ्फरपुर।



तारखाद्य निगम  
GRAM: KHADYANIGAM  
फैक्स नं.: 0172- 2566496  
FaxNo :- 0172& 2566496

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

दूरभाष 0172-2560  
PBX 0172-2561  
Phone No 0172-2561

आई. एस. ओ. 9001 : 2000 प्रमाणित / ISO 9001 : 2000 Certified  
क्षेत्रीय कार्यालय : हरियाणा , बे नं. 29 – 32 , सैक्टर 4 , पंचकुला – 134112  
Regional Office: Haryana, Bay No. 29 – 32, Sector 4, Panchkula 134112  
E-mail: [agmpershr.fci@nic.in](mailto:agmpershr.fci@nic.in)

RO-HR-12.0015.0(42.0)/4/2022-Pers-RO-HR

Date: 12.02.2024

REGISTERED POST/SPEED POST

**Sub: OFFER OF APPOINTMENT FOR THE POST OF ASSISTANT GRADE-III (DEPOT) IN FOOD CORPORATION OF INDIA.**

Shri/Smt **TAMANNA SINGH**, S/o / D/o / W/o **SATISH SINGH** (Date of Birth 06.02.1998) (Roll No. **1531002363**) (applied under **OBC** category and selected under **OBC** Category) is hereby offered appointment to the post of **ASSISTANT GRADE-III (DEPOT)** in the Food Corporation of India on the following terms and conditions:-

1. He/She will be eligible to draw Basic pay of Rs. 28,200/- per month in the pay scale of Rs. 28,200/- to 79,200/- under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. His/her service conditions shall be regulated as per FCI (staff) Regulations, 1971 Rules instructions & guidelines issued thereof and as amended from time to time. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his probation shall thereafter be confirmed.
3. Appointment will be subject to the verification of character and antecedents. In the event of any adverse information in this regard received against you from the concerned authorities, the appointment as **ASSISTANT GRADE-III (DEPOT)** shall be terminated forthwith.
4. His/Her appointment is subject to the provisions of the Food Corporations Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
5. He/She will be liable to serve in any part of India. Presently he/she is posted in **FCI, DIVISION, ROHTAK** for further deployment.
6. An employee may resign from the services of the Corporation by giving 30 days Notice during probation period or 90 days Notice after satisfactorily completing his/her probation period; or by paying compensation in lieu of such notice or for the shortfall in the notice period. The Competent Authority may accept the resignation either immediately or at any time before the expiry of notice period, subject to extant Rules. The Corporation reserves the right not to accept the resignation of the employee, if circumstances so warrant.
7. He/She will not be entitled to any travelling allowances/daily allowances for joining the post.
8. The appointment will be provisional and subject to the following conditions:
  - i) His/her being found medically fit by the prescribed Authority i.e. Civil Surgeon/Medical Superintendent of Govt. Hospital. In case he/she is found medically unfit the appointment is liable to be cancelled.
  - ii) Verification of caste (SC/ST/OBC-Non Creamy Layer/EWS)/ PwBD /ESM certificate through proper channel from Issuing Authority, if applied under such category. If the verification reveals that the certificate submitted by the candidate is false or invalidated, his/her services are liable to be terminated at any stage without assigning any reason and without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate for securing employment.





## Appointment Letter-...



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
Hemvati Nandan Bahuguna Garhwal University  
श्रीनगर गढ़वाल (उत्तराखण्ड) - 246174  
Srinagar Garhwal (Uttarakhand) - 246174  
(केन्द्रीय विश्वविद्यालय)  
(A Central University)



दूरभाष / Telephone : 01346-252143 (O)  
ईमेल / Email : registrar.hnbgu@gmail.com  
वेबसाइट / Website : www.hnbgu.ac.in

Ref.: HNBGU/Admin.(T)/2023/2070

Date: 02/06/2023

**APPOINTMENT LETTER**

Pooran Lal Meena (AGR22645) is hereby appointed to the post of Associate Professor (ST), Department of History, School of Humanities and Social Sciences in the Academic Pay Level - 13A (Entry pay Rs. 131400/-) as per 7th CPC plus allowances sanctioned by the UGC/Government of India from time to time to this University, from the date of joining the post, as per the recommendations of the Selection Committee concerned and approval of the Executive Council held on 30-05-2023. The appointment shall be subject to following terms and conditions-

1. The probation period shall be for a period of Twelve months from the date of joining. The Competent authority of the University shall have a right to extend the aforesaid probation period for another period of twelve months.
2. The candidate shall join at Tehri Campus of the University and may be transferred to any of the campuses within probation period or thereafter.
3. The candidate shall submit a Relieving Order and Vigilance Clearance certificate from his/her previous employer, if any, at the time of joining.
4. The candidate shall be entitled to the provisions of New Pension Scheme of Govt. of India as per rules and shall also be entitled to other benefits as permissible under Central Govt. rules. However, incumbent covered under CCS (Pension rules) will be allowed to continue in the same scheme on receipt of pro-rata retirement benefits from previous employer.
5. The terms of service and conditions of the service of the candidate shall be governed by the Central Universities Act 2009, Statutes & Ordinances of the University, as amended from time to time.
6. The candidate may be assigned additional duties by the University authorities over and above the official/ departmental duties as and when needed by the Competent Authority.
7. The candidate shall comply with the requirements of the C.C.S. (Conduct Rules), 1964, CCS (CCA) Rules, 1965 and the Plural Marriage Act. The rules, regulations and University administrative orders as applicable on date and issued by the University from time to time regarding attendance, academic duties, discipline and conditions of service etc. shall be automatically be applicable to him/her.
8. The candidate shall declare his/her home town for the purpose of service/ L.T.C. rules within 6 months from the date of entry to the service.
9. The candidate shall not be entitled to any allowances, whatsoever, for joining his/her duties.
10. The candidate shall submit his/her two recent passport size photographs (coloured) along with self attached copies of his/her relevant educational/ experience certificates to the University authorities at the time of joining his/her duties.
11. The candidate is advised to intimate acceptance of his/her appointment by return post.
12. The candidate shall submit a declaration/ affidavit on a non-judicial stamp of Rs. 100/- declaring the following-

Page 1 of 2

- i. That the candidate has not been convicted by any court of law and also that no criminal prosecution of any kind is pending against him/her.
  - ii. The services rendered by him/her to State Govt./Central Govt. department or any department controlled/ funded by State/Central Govt.
  - iii. That there is no living spouse, more than one of the candidate.
  - iv. That he/she has read and understood the provisions of Official Secrets Act 1923.
  - v. Declaring that he/she admits that the appointment is provisional and is subject to verification of his/her educational/ experience/ caste/ tribe certificates as submitted by him/her.
13. A service contract between the University and the candidate will be executed on prescribed format on a Non-Judicial Stamp Paper of Rs. 100/- within probation period.
  14. It is made clear that in case upon verification of the documents mentioned in Para 12 above or otherwise submitted by the candidate are found to be forged/ false/ tampered/ not in accordance with the law and the rules, prescribed, the services of the candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the law of the land.
  15. The candidate shall be duty bound to submit the following documents within one month of the issuance of this appointment letter-
    - i. Attested documents to establish the educational qualification, age, experience, reservation (SC/ST/OBC/PwD/EWS etc.) category.
    - ii. Fitness certificate, in original, issued by a Government Medical Board, State of Uttarakhand.
    - iii. In case the candidate was working with any State Govt./Central Govt. department or any department controlled/ funded by State/Central Govt., the No Objection Certificate from such organization.
    - iv. Character Certificate issued in the name of the candidate signed and attested by two Gazette Officers, in service, not related to the candidate.
    - v. Declaration of the candidate regarding his/her movable or immovable property possessed/ owned by him/her on the date of joining.
  16. The candidate shall join his/her duties within one month from the date of issue of this appointment letter. In case the candidate fails to join his/her duties along with the requisite documents, it shall be presumed that the candidate has no intention to join the University and in such case the competent authority of the University shall have a right to decide upon the issue.

Corr. Add- Pooran Lal Meena (AGR22645)  
H-11 DDA Flats  
Ashok Vihar-I  
DELHI, 110052, India

**Copy to:**

1. Head, Department of History /Dean, School of Humanities and Social Sciences, HNBGU, Srinagar Garhwal.
2. Director S.R.T. Campus Tehri
3. DR (Recruitment) DR (Admin-Teaching).
4. Finance Officer, HNBGU/ Pay Cell.
5. PS to VC for kind information to Hon'ble Vice Chancellor.
6. Personal File/Office record.

Registrar

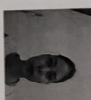
Page 2 of 2



27/04/2024, 10:00 AM

School Posting Letter

## योगदान प्रपत्र



श्री श्री/श्रीमती/श्री प्रती प्रती KUMARI, पति/पति DINESH PRASAD SINGH, पत्नी - HNO-6/82, RAVINDAR NAGAR  
PHASE 2, DOWN TAJORE HILL ROAD, NEAR GANESH APPT., MORABADI, (JharKhand)-834008 बटौर  
बिहार अक्षांश (ID No. BPSHEO2317314146) जिला - बिहार के प्रखंड - TARIYANI के विद्यालय UHS  
MUSAMHARI (10030304070) ने आज दिनांक 12/04/2024 को पूर्वाह्न/अपराह्न/शुभाना योगदान दर्जपत्र  
कटवा/कटती है।  
2:PM

प्रतिविद्यालय प्रपत्र

कर्मचारी की विद्यालय प्रपत्र  
प्रतिविद्यालय प्रपत्र

Prati KUMARI

योगदान करने वाले विद्यालय अध्यापक का

हस्ताक्षर

नाम:- PRATI KUMARI

(विद्यालय के प्रधानाध्यापक/प्रभाती प्रधानाध्यापक का  
हस्ताक्षर)

प्रधानाध्यापक/प्रभाती प्रधानाध्यापक का नाम:-

नोट:- प्रधानाध्यापक/प्रभाती प्रधानाध्यापक का कर्तव्य है कि वह इस  
योगदान प्रपत्र की मूल प्रति जिला शिक्षा प्रधिकारी, बिहार  
को सौंपे और उनकी एक छाया-प्रति अपने कार्यालय में रखे।





# BAR COUNCIL OF DELHI

(Statutory Body Under Advocates Act, 1961)

H.O.: 2/6, Siri Fort Inst. Area, Khel Gaon Marg, New Delhi-49, Ph. : 26498356/5196

Website : delhibarcouncil.com, E-mail : barcouncilofdelhi@rediffmail.com

## PROVISIONAL IDENTITY CARD



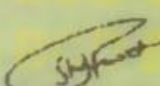
S.No. .... A-1566 .... Valid Upto .... 29/09/2023


**ANKUR AGRAJ**


**ADVOCATE**

Enrolment No. .... D/8459/2021

Date of Enrolment  
30/09/2021

  
**Rakesh Sherawat**  
Chairman

  
**Vishnu Sharma**  
Co-Chairman

  
**Ajayinder Sangwan**  
Hony. Secretary



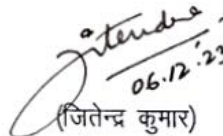
## औपबंधिक नियुक्ति-पत्र

नाम	:-	लक्की
जन्म तिथि	:-	19.09.1996
अनुक्रमांक	:-	2220541
आवृत्ति प्रशाखा	:-	जीव विज्ञान
पिता/पति का नाम	:-	विनोद कुमार
गाँव/शहर	:-	मोसमा
पोस्ट	:-	मोसमा
थाना	:-	वारिसलीगंज
जिला	:-	नवादा
पिन कोड	:-	805130
मो0 नं0	:-	9939898717



आपको बिहार कर्मचारी चयन आयोग के वि०सं०-02/2022 के विरुद्ध बिहार कर्मचारी चयन आयोग, पटना के पत्रांक-4231/आ०, दिनांक-19.10.2023 से प्राप्त अनुशंसा के आलोक में वरीय वैज्ञानिक सहायक (अराजपत्रित) के पद पर पुनरीक्षित वेतनमान लेवल-6 (अपुनरीक्षित वेतन बैंड-9300-34800, ग्रेड वेतन-4200/-) में औपबंधिक रूप से नियुक्त किया जाता है।

1. भविष्य में शैक्षणिक प्रमाण-पत्र/चरित्र एवं पूर्ववृत्त सत्यापन/अभिलेखों के संबंध में गलत सूचना अथवा अन्य किसी प्रकार की त्रुटि पाये जाने की स्थिति में कभी भी बिना किसी शर्त/पूर्व सूचना के सेवा समाप्त कर दी जायेगी एवं आप पर आवश्यक कार्रवाई की जा सकती है।
2. आपको नियुक्ति-पत्र प्राप्त करने/योगदान हेतु कोई यात्रा-भत्ता देय नहीं होगा।
3. आपको अभिप्रमाणित फोटोयुक्त नियुक्ति पत्र उपलब्ध कराया जा रहा है। अभिप्रमाणित फोटोयुक्त नियुक्ति पत्र प्रस्तुत नहीं किये जाने पर नियुक्ति स्थान पर योगदान स्वीकृत नहीं किया जाएगा।
4. वैसे अभ्यर्थी जो पूर्व में किसी पद पर नियुक्त/नियोजित है, वे अपने नियुक्ति प्राधिकार से अनापत्ति प्रमाण पत्र प्राप्त कर योगदान के समय समर्पित करेंगे।
5. बिहार पेंशन (संशोधन) नियमावली, 2005 द्वारा प्रतिपादित वित्त विभाग के संकल्प संख्या-1964, दिनांक-31.08.2005 एवं 768, दिनांक-03.07.2007 के अनुसार इन कर्मियों पर नयी अंशदान पेंशन योजना लागू होगी।
6. योगदान के समय अभ्यर्थियों को दहेज नहीं लेने/देने एवं मद्यनिषेध संबंधी घोषणा-पत्र प्रस्तुत करना आवश्यक होगा।
7. नवनियुक्त वरीय वैज्ञानिक सहायक दिनांक-09.12.2023 तक क्षेत्रीय विधि विज्ञान प्रयोगशाला, बेगुसराय (कैम्प-क्षेत्रीय विधि विज्ञान प्रयोगशाला, भागलपुर) के कार्यालय में योगदान देना सुनिश्चित करेंगे।
8. यह नियुक्ति पूर्णतः औपबंधिक है। सभी प्रमाण पत्रों, चरित्र एवं पूर्ववृत्त के सत्यापन, चिकित्सीय जाँच एवं अन्य प्रक्रिया के पालन के पश्चात आपको नियुक्ति पत्र निर्गत किया जाएगा।

  
 06.12.23  
 (जितेन्द्र कुमार)

अपर पुलिस महानिदेशक  
 अपराध अनुसंधान विभाग, बिहार  
 दिनांक- 06.12.2023

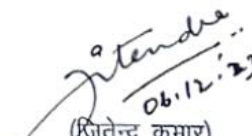
ज्ञापांक- 1493 /स्था०

अप०/स्था०/नियुक्ति-1-04/2023

प्रतिलिपि:-

1. महालेखाकार, बिहार, पटना को कृपया सूचनार्थ प्रेषित।
2. प्रधान सचिव, गृह विभाग, बिहार, पटना को कृपया सूचनार्थ प्रेषित।
3. कोषागार पदाधिकारी, जिला कोषागार, भागलपुर को सूचनार्थ एवं क्रियार्थ प्रेषित।
4. प्रभारी निदेशक, क्षेत्रीय विधि विज्ञान प्रयोगशाला, भागलपुर को सूचनार्थ एवं आवश्यक क्रियार्थ प्रेषित।

अपर पुलिस महानिदेशक,  
 अपराध अनुसंधान विभाग,  
 बिहार, पटना।

  
 06.12.23  
 (जितेन्द्र कुमार)  
 अपर पुलिस महानिदेशक  
 अपराध अनुसंधान विभाग, बिहार



**OFFICE OF THE DY. COMMISSIONER OF POLICE:RECRUITMENT**  
**NEW POLICE LINES, KINGSWAY CAMP, DELHI-110009,**  
**Telephone: 011-27412715, E-mail :recruitmentcellnpl@gmail.com**

**OFFER OF APPOINTMENT**



2201258987

On the basis of the result of computer based examination and having been declared medically fit by the competent medical authority, the undersigned, as empowered under Delhi Police (Appointment & Recruitment) Rules, 1980, is pleased to offer the appointment (Temporary basis) to Shri. NIKHIL S/o Shri BANSHI LAL RAJORA Roll No. 2201258987 for the post of Constable (Exe.) Male in Delhi Police on the basis of examination 2020 conducted by the Staff Selection Commission in the Pay Level-3 (21700-69100) and other allowances as admissible for the post in an existing vacancy. He is posted/allocated to Delhi Police Academy, Jharoda Kalan, New Delhi for basic training.

His appointment is made under the Delhi Police Act, 1978 and will be governed under the Rules made there under. He will also be governed by the Central Civil Service (Temporary Services) Rules-1965 and CCS (Conduct) Rules-1964.

His appointment is also subject to the following terms and conditions:-

1. Your appointment is 'Provisional' till the receipt of satisfactory police verification and 'no adverse' character & antecedents verification from the concerned authority as per provisions of DoP&T OM No.18011/2(s)/2016-Estt.(B)(i) dated 29.06.2016. In the event of adverse report from the concerned authority, your services will be terminated immediately without issuing any prior notice.
2. This offer of appointment is to be valid on execution of an Agreement Bond with regard to refund of salary, cost of uniform, capitation charges etc. in case he leaves the department without completing 5 years of services from the date of his appointment.
3. This is subject to verification of character & antecedents and the report received from concerned authority as adverse, necessary action will be taken against candidate as per rules/instructions framed on the subject.
4. This appointment is provisional and is subject to verification of the Caste Certificate/Medical Examination through proper channel and if the verification reveals that the claim of belonging to SC/ST/OBC/EWS or medical examination, as the case may be, is false, the candidate/Police personnel will be dealt departmentally under the provisions of the Delhi Police (Punishment & Appeal) Rules, 1980 and then action will be taken to dismiss/remove him from services or take any other legal action as warranted under the facts and circumstances of the case without prejudice to such further action as may be taken under the provisions of law for production of false certificates.
5. The Delhi Police reserves the right to get a candidate re-medically examined w.r.t. his fitness as per norms of Delhi Police, if any complaint/adverse is found against him in his medical fitness. After receipt of medical examination report necessary action will be taken against the candidate as per medical rules, besides initiation of departmental action, in future.
6. This appointment will be liable for termination, if the facts given by him in the Codal formalities forms/Declaration Form/Undertaking/Medical Form are found to be incorrect in any material aspect and he will be further liable to refund the money spent on his training or given to him from the State Exchequer. He shall also be debarred from serving in Delhi Police, besides initiation of legal action against him.
7. He will be on probation for a period of two years from the date of his appointment.
8. This appointment is on temporary basis and liable for termination without assigning any reasons thereof.
9. His basic training is for nine months or as may be decided by the Commissioner of Police, Delhi.
10. He shall not be passed into the rank/sent to the District/Unit to which he is allocated for drawl of pay unless he has successfully completed the training and declared qualified from the Delhi Police Academy.





भारत सरकार / GOVERNMENT OF INDIA  
गृह मंत्रालय / MINISTRY OF HOME AFFAIRS  
जनगणना कार्य निदेशालय, झारखण्ड

DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND

जियाडा केन्द्रीय कार्यालय भवन, द्वितीय तल, औद्योगिक क्षेत्र नामकुम, राँची-834010

JIADA Central Office Building, 2<sup>nd</sup> Floor, Industrial Area, Namkum, Ranchi-834010

Phone No.- 0651- 2460340/2460170 (FAX), 2460410/ 2460383

E-mail:- [dco-jha.rqi@censusindia.gov.in](mailto:dco-jha.rqi@censusindia.gov.in)

Office Order

In pursuance of this office order No. A-23021/1/2022-35 dated 15/6/2023, Shri Saroj Kumar joined this office as Statistical Investigator Grade-II in the pay scale of Rs.35400-112400, Level-6 as per 7<sup>th</sup> CPC in a temporary capacity with effect from 19/6/2023 (F.N.)

He has been taken on the strength of the Directorate of Census Operations, Jharkhand w.e.f 19/6/2023 (F.N.)

Signed by Dibyasingha  
Mishra

Date: 30-06-2023 14:15:53

(Dibyasingha Mishra)

Reason Approved  
Joint Director (H.O.)

Copy to: -

1. Shri Saroj Kumar, Statistical Investigator Grade-II
2. Under Secretary (Ad-II), Office of the Registrar General, India, 2/A Mansingh Road, New Delhi-110011
3. PAO(Census), MHA, New Delhi.
4. Account Section.
5. Service Book/Personal File of Shri Saroj Kumar joined this office as Statistical Investigator Grade-II
6. Office Order file

For information and necessary action.

(Ashutosh Kumar Bisi)

Assistant Director (Admin)





ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)  
Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - ११०००२ Jawaharlal Nehru Marg, New Delhi - 110002  
Phone: 011-23231899 Web: <http://zhdce.ac.in> E-mail: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)

June 13, 2023 16076

**Dr. Ankush Bhargava,**  
3070, Kucha Sohan Lal,  
Bazar Sita Ram,  
Delhi-110006.

Dear Dr. Ankush Bhargava,

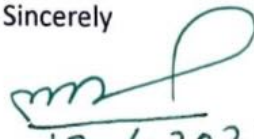
This has reference to your application for the post of Assistant Professor in the Department of Commerce under UR category and subsequent interview with the Selection Committee held from 01.06.2023 to 09.06.2023. On the recommendation of the duly constituted Selection Committee, I am glad to offer you appointment under UR category to the post of Assistant Professor in the department of Commerce on the following terms and conditions.

1. The appointment is subject to the production of the Original Certificates for verification of your qualifications as mentioned in your application.
2. The appointment is subject to the approval of the Governing Body and the University of Delhi.
3. You will be on probation of one year with effect from the date you join. The period of probation may be extended for a period of twelve months depending upon your performance.
4. You will be placed in Academic Level-10 under 7<sup>th</sup> CPC and as per UGC regulation.
5. On confirmation you will be entitled to retirement benefits in terms of retirement Benefit Rules as amended from time to time, such as new Pension Scheme etc.
6. You will be expected to do teaching work and research work on regular basis as may be assigned to you. You will maintain punctuality and regularity in engaging assigned classes. You will also be expected to participate in the corporate life of the College.
7. In all matters relating to condition of service, you will be governed by University Rules/Ordinances, in force from time to time.
8. You will be required to enter into an Agreement of Service with the College Governing Body. A copy of the form of agreement of service is enclosed herewith.
9. Your appointment is subject to being found medically fit for which you are required to produce a fitness certificate from CMO of the W.U.S. Health Centre, University of Delhi.

If the offer of appointment, under the above terms and conditions is acceptable, you are requested to intimate your acceptance immediately and report for duty to the undersigned within a period of 07 working days from the date of receiving this offer letter.

With best wishes,

Yours Sincerely



13.6.2023

(Prof. Masroor Ahmad Beg)  
Professor-Principal

Encl: As above

December 29, 2023

Ms Yamini Gururani  
7720, Ground Floor, 77th Avenue,  
DLF Phase-4, Sector 43,  
Gurugram, Haryana 122009

Dear Ms Yamini Gururani,

We are pleased to offer you engagement as Assistant Professor at IILM University, Gurugram, with effect from January 15, 2024. Your total remuneration will be Rs 55,000/- per month as per the enclosed breakup.

Your engagement with us will be governed by the terms/rules and regulations of IILM, as modified or supplemented from time to time, available at <https://www.iilm.edu/engagement-terms>.

In addition to teaching, you will continue your research work and publish at least one research paper every year in upcoming areas related or integrated with your specialization/PhD in journals listed in SCOPUS/ABDC/Web of Science or other publications of similar stature.

Please confirm your acceptance via email or by sending us a signed copy of this letter within one week after which the offer is subject to re-confirmation.

Sincerely,

For IILM University



Sanjay Subarna

Authorized Signatory





pooja kumari

3 of 8



## EXPLANATION OF CATEGORY CODES :-

0=EWS, 1=SC, 2=ST, 3=ESM, 4=OH, 5=HH, 6=OBC, 7=VH, 8=PWD-Other, 9=UR

## COMBINED GRADUATE LEVEL EXAM., 2022 (FINAL RESULT)

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LIST OF CANDIDATES IN ROLLNO ORDER PROVISIONALLY SHORTLISTED  
FOR ALL POSTS OTHER THAN AAOs/JSO (LIST-3)

ROLL	NAME	FATHERNAME	DOB	CAT1	CAT2	CAT3	CATSEL	POSTSEL	RANK
6101	2201191390 VIDHAN AGRAHARI	VIJAI CHAND AGRAHARI	01/01/98 0				9	D43	SL/III/18886
6102	2201191455 ANKIT SHARMA	SHYAM MOHAN	29/07/99 0				0	B32	SL/III/03220
6103	2201191482 NEERAJ NAUTIYAL	GORUL NAUTIYAL	21/04/96 6				6	B31	SL/III/04484
6104	2201191555 AJAY DEEP	VED RAM	12/07/94 1				1	D43	SL/III/29670
6105	2201191654 MUDIT KUMAR	SATYAVIR SINGH	01/07/97 6				9	D43	SL/III/12763
6106	2201191740 RINKU	AJIT SINGH	11/04/98 0				0	D35	SL/III/06074
6107	2201191821 ANIL KUMAR	HARPAL SINGH	05/02/83 1			3	3	D35	SL/III/30162
6108	2201191855 KUNAL	VED PRAKASH	01/06/95 1				1	D43	SL/III/28139
6109	2201191919 KANHAIYA LAL	DINESH NARAYAN PRASAD	11/02/95 6				6	D35	SL/III/05937
6110	2201191993 AKASH DALMIA	SANJAY DALMIA	12/02/02 0				0	D43	SL/III/24398
6111	2201192005 RISHABH BANDOONI	SUNIL BANDOONI	08/01/97 9				9	D43	SL/III/13100
6112	2201192037 ANIL YADAV	MAHI PAL YADAV	09/07/98 6				6	D44	SL/III/11531
6113	2201192053 SHIV DUTT	DHIR SINGH	13/02/97 1				1	D43	SL/III/29732
6114	2201192109 DARA SINGH	BHARAT SINGH	26/06/98 0				0	D39	SL/III/07503
6115	2201192177 AKSHAY RANJAN	PRAFULLA SINGH	05/06/96 0				0	D39	SL/III/06306
6116	2201192212 SOHAN BAKHTIYAR	MOHD JAVED BAKHTIYAR	06/04/97 9				9	B16	SL/III/03106
6117	2201192242 ABHINAV YADAV	NAHAL SINGH	16/09/96 6				6	D35	SL/III/05322
6118	2201192386 MANOJ KUMAR	MOTI RAM	21/12/79 9			3	3	D43	SL/III/32872
6119	2201192401 MEGHA BHARTI	MOOLCHAND BHARTI	30/05/99 1				1	B03	SL/III/03920
6120	2201192416 SHUBHAM SINGH	RAJUMAR SINGH	12/12/96 0				9	B03	SL/III/00515
6121	2201192536 HARISHANKAR CHAUDHARY	ONKAR SINGH	16/06/98 0				0	D43	SL/III/16253
6122	2201192561 AMIT KUMAR	ANIL KUMAR	21/01/87 6			3	3	D43	SL/III/32695
6123	2201192580 YOGESH KUMAR	SUNIL KUMAR	21/03/99 9				9	D43	SL/III/15455
6124	2201192585 KOSHAL KUMAR	MUKESH KUMAR	02/10/97 6				9	D43	SL/III/16051
6125	2201192757 AVINASH	KARAN SINGH	10/12/93 6				6	B18	SL/III/03107
6126	2201192772 DEEPENDRA KUNTAL	YOGENDRA SINGH	14/06/02 0				9	B15	SL/III/00132
6127	2201192791 AJAY KUMAR PANDAY	ASHOK KUMAR PANDAY	15/04/95 0				0	D43	SL/III/23029
6128	2201192850 RADHIKA GUPTA	DINESH CHAND GUPTA	05/12/00 9				9	D61	SL/III/07258
6129	2201192999 MEETU AHLAWAT	VIRENDER SINGH	20/07/97 9				9	B32	SL/III/01471
6130	2201193024 SUMEDHA SINGH	SANDEEP KUMAR SINGH	29/10/96 9				9	D43	SL/III/12531
6131	2201193045 AMITA SINGH	JAGDISH SINGH	06/10/97 6				6	D35	SL/III/06604
6132	2201193050 SEEMA	KRISHAN KUMAR VERMA	16/03/02 6				6	D43	SL/III/22873
6133	2201193058 NIKESH KUMAR TIWARI	SIKIL TIWARI	01/05/86 9			3	3	D43	SL/III/34056
6134	2201193113 RAKESH KUMAR	BALWAN SINGH	12/02/00 9				9	D35	SL/III/03676
6135	2201193136 SAKSHI CHAUDHARY	BHUPAL SINGH	29/07/96 9				9	D44	SL/III/08216
6136	2201193206 PRADEEP KUMAR	PRANOD KUMAR SINHA	11/04/99 0				0	D43	SL/III/12343
6137	2201193235 PRAVEEN KUMAR	NARESH CHAND SHARMA	10/03/73 0			3	3	D43	SL/III/34251
6138	2201193313 SHASHANK GAUTAM	CHETRAM	22/12/96 1				1	D61	SL/III/22262
6139	2201193365 POOJA KUMARI	RAKESH KUMAR	22/07/97 6				6	D39	SL/III/06779
6140	2201193370 DEEPAK	RAM CHANDER	22/07/97 6				9	B03	SL/III/00596
6141	2201193723 ROHIT KUMAR	PRADEEP KUMAR	22/04/99 6				9	D43	SL/III/03343
6142	2201193724 MANGALAM KUMAR JHA	DINESH JHA	26/12/95 0				9	D43	SL/III/13645
6143	2201193753 ANKIT MISHRA	UDAY KUMAR MISHRA	01/07/95 0				9	D43	SL/III/12040
6144	2201193832 BALAK RAM	CHHOTEL LAL	12/02/83 6			3	3	D43	SL/III/34201
6145	2201193916 SHIVAJI	JITENDER KUMAR	15/05/02 9				9	D43	SL/III/12249
6146	2201193926 PRADEEP KUMAR	RAJ KISHAN YADAV	10/07/96 6				6	D61	SL/III/08828
6147	2201193932 NAVNEET SINGH	KISHAN SINGH	26/01/01 1				1	D62	SL/III/24620
6148	2201193942 NEERAJ YADAV	SHRI BHAGWAN YADAV	05/11/98 6				9	D43	SL/III/13857
6149	2201194041 BALRAM MEENA	RAMESH CHAND MEENA	20/08/95 2				2	D43	SL/III/31496
6150	2201194067 AKASH KUMAR	SATISH KUMAR	20/01/98 1				1	D40	SL/III/20489

## EXPLANATION OF CATEGORY CODES :-

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## COMBINED GRADUATE LEVEL EXAM., 2022 (FINAL RESULT)

Page No : 124

LIST OF CANDIDATES IN ROLLNO ORDER PROVISIONALLY SHORTLISTED  
FOR ALL POSTS OTHER THAN AAOs/JSO (LIST-3)

ROLL	NAME	FATHERNAME	DOB	CAT1	CAT2	CAT3	CATSEL	POSTSEL	RANK
6151	2201194071 RAJESH	RAJPAL	24/06/94 1				9	D43	SL/III/27025
6152	2201194093 ANASTHA PARASHAR	ARUN PARASHAR	11/11/99 9				9	D43	SL/III/14584
6153	2201194150 PRIYA BHASKER	TRISHUVAN BHASKER	29/05/00 6				6	B15	SL/III/02918
6154	2201194427 NEERAJ YADAV	RAM SENAK YADAV	17/01/96 6				9	D43	SL/III/14544
6155	2201194448 RISHABH JAIN	MUKESH KUMAR JAIN	07/06/00 0				0	B18	SL/III/04697
6156	2201194626 ANUSHKA AGGARWAL	RAJAT KUMAR	14/04/97 9				9	D43	SL/III/14562
6157	2201194641 DEEPAK NEGI	BALAM SINGH NEGI	13/11/99 0				0	D43	SL/III/24972
6158	2201194821 HARSH CHOUDHARY	MANBIR SINGH	11/03/01 9				9	B30	SL/III/03700
6159	2201194853 SHIVANI CHAUDHAN	BABU RAM	18/08/96 9				9	D62	SL/III/08659
6160	2201194889 DEEPIKA	DHARAMBEER	14/01/99 6				9	B03	SL/III/00061
6161	2201194936 PRIYANKA	SURESH KUMAR	26/03/00 1				1	B03	SL/III/03343
6162	2201195003 POOJA	SATISH	21/04/98 0				9	D43	SL/III/16249
6163	2201195108 VIKRANT	SURESH KUMAR	04/12/93 6				6	D43	SL/III/16500
6164	2201195148 SURABHI SINGH	VIRENDER SINGH	16/06/98 9				9	D43	SL/III/07733
6165	2201195166 HARISH KUMAR	ISHWAR SINGH	17/07/96 6				6	D61	SL/III/11080
6166	2201195208 VIKAS PATEL	SURENDRA SINGH	29/12/96 6				6	D61	SL/III/10172
6167	2201195294 GULSHAN	MUKESH SINGH	15/03/96 1				1	D61	SL/III/24207
6168	2201195405 BHORAJ SINGH CHHIKARA	ISHWAR SINGH	18/02/83 9			3	3	D43	SL/III/33118
6169	2201195435 KANIKA GUPTA	RAJEEV GUPTA	28/12/99 9				9	D35	SL/III/03866
6170	2201195460 SHALINI	VIRENDRA SINGH	06/04/97 1				1	D43	SL/III/08156
6171	2201195489 GAGAN DEEP	SUBHASH CHAND	23/12/98 1				1	D43	SL/III/26237
6172	2201195818 PANKAJ KUMAR	GOPILAL	06/09/94 1				1	D43	SL/III/25548
6173	2201195850 RAHUL KUMAR MEENA	BABU LAL MEENA	16/07/90 2				2	D43	SL/III/28780
6174	2201195864 MEENAKSHI	AKSHAY MITTAL	11/08/97 0				0	D61	SL/III/10214
6175	2201196020 GAURAV SOM	DEVENDER KUMAR	07/01/92 1				1	D43	SL/III/26056
6176	2201196041 NANCY	RITENDER SINGH SURAG	10/04/02 9				9	D43	SL/III/12808
6177	2201196309 RAVINDER KUMAR	SUBE SINGH	24/07/85 6			3	3	D43	SL/III/34121
6178	2201196392 MO HIMATU KADEER	MO KHALEEQ	03/07/99 6				6	D43	SL/III/21048
6179	2201196422 NITESH RANA	KARAMBIR SINGH	25/01/98 9				9	D43	SL/III/18812
6180	2201196463 ANVIND SINGH	SURESH KUMAR	22/08/00 6				6	D43	SL/III/15106
6181	2201196447 SUMIT KUMAR GADORIA	SATISH KUMAR GADORIA	27/09/93 1				1	D43	SL/III/28928
6182	2201196507 KABIR DHOLPURIA	LALIT KUMAR	12/12/00 1				1	D43	SL/III/27085
6183	2201196517 SACHIN KUMAR	CHANDRA SHEKHAR SAHU	16/01/96 6				9	B32	SL/III/01887
6184	2201196523 SAHIL	SATISH KUMAR	03/08/97 0				9	D35	SL/III/03337
6185	2201196560 JITENDER	NAND PRAKASH	20/11/94 9				4	D43	SL/III/06067
6186	2201196674 AKSHAY PARASHAR	VIVEK KUMAR SHARMA	14/08/99 0				0	D61	SL/III/08828
6187	2201196576 SHIVAM PANDEY	RAMVIRAM PANDEY	01/02/01 0				0	D43	SL/III/23387
6188	2201196605 KISLAY	KIRTI NATH JHA	20/02/01 0				0	D43	SL/III/21948
6189	2201196625 SUNNY YADAV	RAKESH KUMAR	05/04/98 6				9	D43	SL/III/19210
6190	2201196626 ANVIND SINGH	RAM LAL PRAJAPAT	01/07/93 0				4	D43	SL/III/31243
6191	2201196651 SACHIN KUMAR	SUNIL KUMAR	10/03/97 6				6	D43	SL/III/21060
6192	2201196654 RITESH KUMAR SINGH	TEJ BHADUR SINGH	01/01/97 0				0	D43	SL/III/24624
6193	2201196708 DEVENDRA KUMAR	RAJA RAM	19/04/94 6				6	D43	SL/III/21540
6194	2201196720 SACHIN	NARESH KUMAR	07/08/96 6				6	D43	SL/III/23143
6195	2201196725 INDRAJEET SINGH	NARENDRA SINGH	11/10/94 6				6	D43	SL/III/21953
6196	2201196782 AJAY GARLOT	OM PARKASH	03/09/93 0				0	B03	SL/III/01131
6197	2201196784 AAKASH CHAUHAN	SATISH KUMAR	20/03/99 0				9	D43	SL/III/15987
6198	2201196854 RUPESH KUMAR	UPENDRA PRASAD YADAV	27/03/95 6				6	D61	SL/III/10917
6199	2201196888 RAHUL KHURANA	RAJENDRA KHURANA	25/11/95 0				9	D43	SL/III/10434
6200	2201196921 SAGAR SHARMA	ASHOK KUMAR SHARMA	25/11/96 9				9	D44	SL/III/07376



## Letter of Intent

To,

Sumaila

D/O Naushad Ali

#H.No.-L-251, Gali No-6, Gautam Vihar  
Ghonda, North East, Delhi-110053

This has reference to your application and subsequent discussions we had with you. We are pleased to offer you the position of **Client Service Associate** in our organization on the following terms and conditions:

### 1. Your Date of Joining:

You have agreed to come on board on **26<sup>th</sup> December 2022(Reporting Time 10Am)**, failing which this offer shall automatically stand withdrawn, unless we receive a written request from you for extension and the same is agreed to by the management in their discretion.

**Placement SSBF** 13/9/2023

to anjali.khandelwal.22-24, nehe... ▾

Dear All,

Greetings of the day!

Congratulations to all the selected students.

Please accept the offer by **12 pm tomorrow, 14th September 2023.**

First Name	Last Name	Email Address
Anjali	Khandelwal	<a href="mailto:anjali.khandelwal.22-24@ssbf.edu.in">anjali.khandelwal.22-24@ssbf.edu.in</a>
Nehemaiah	Lyngdoh	<a href="mailto:nehemaiah.lyngdoh.22-24@ssbf.edu.in">nehemaiah.lyngdoh.22-24@ssbf.edu.in</a>
sachin	Rathi	<a href="mailto:sachin.rathi.22-24@ssbf.edu.in">sachin.rathi.22-24@ssbf.edu.in</a>
Varsha	Alva	<a href="mailto:varsha.alva.22-24@ssbf.edu.in">varsha.alva.22-24@ssbf.edu.in</a>
Diya	Chopra	<a href="mailto:diya.chopra.22-24@ssbf.edu.in">diya.chopra.22-24@ssbf.edu.in</a>
Lipika	Malakar	<a href="mailto:lipika.malakar.22-24@ssbf.edu.in">lipika.malakar.22-24@ssbf.edu.in</a>
Mrigakshi	Saikia	<a href="mailto:mrigakshi.saikia.22-24@ssbf.edu.in">mrigakshi.saikia.22-24@ssbf.edu.in</a>
Harsh	Rana	<a href="mailto:harsh.rana.22-24@ssbf.edu.in">harsh.rana.22-24@ssbf.edu.in</a>
KASAK	BANSAL	<a href="mailto:kasak.bansal.22-24@ssbf.edu.in">kasak.bansal.22-24@ssbf.edu.in</a>
Anoushka	Raj	<a href="mailto:anoushka.raj.22-24@ssbf.edu.in">anoushka.raj.22-24@ssbf.edu.in</a>
Rishab	J Simha	<a href="mailto:rishabj2798@gmail.com">rishabj2798@gmail.com</a>
Rohan	Shah	<a href="mailto:rohan.shah.22-24@ssbf.edu.in">rohan.shah.22-24@ssbf.edu.in</a>
Shubhank	Trivedi	<a href="mailto:shubhank319@gmail.com">shubhank319@gmail.com</a>
Manasi	Satpute	<a href="mailto:manasi.satpute.22-24@ssbf.edu.in">manasi.satpute.22-24@ssbf.edu.in</a>
Naman	Oza	<a href="mailto:naman.oza.22-24@ssbf.edu.in">naman.oza.22-24@ssbf.edu.in</a>
Mehansh	Pal	<a href="mailto:mehansh.pal.22-24@ssbf.edu.in">mehansh.pal.22-24@ssbf.edu.in</a>
Varad	Bhandari	<a href="mailto:varad.bhandari.22-24@ssbf.edu.in">varad.bhandari.22-24@ssbf.edu.in</a>







		<u>in</u>
Naman	Oza	<u>naman.oza.22-24@ssbf.edu.in</u>
Mehansh	Pal	<u>mehansh.pal.22-24@ssbf.edu.in</u>
Varad	Bhandari	<u>varad.bhandari.22-24@ssbf.edu.in</u>
Ankit	Chaturvedi	<u>ankit.chaturvedi.22-24@ssbf.edu.in</u>
Abhay	Shawney	<u>abhay.shawney.22-24@ssbf.edu.in</u>
Joseph	Kurain	<u>joseph.kurian.22-24@ssbf.edu.in</u>
Abhi	Shah	<u>abhi.shah.22-24@ssbf.edu.in</u>

\*Offer letters will be sent in due course of time closer to the start date. Email/Verbal acceptance required.

**Tentative Joining Date:** May 2024

**Compensation: 10.2 LPA** (*Compensation published is as of current year. In case of changes and any revisions we will update the new compensation as soon as we can.*)

**\*\*PF and Gratuity** are paid out as per government norms and statutory deductions are applicable as required.

**Yearly Bonus/Incentive:** Is not part of the above CTC and is paid over and above the mentioned compensation. This is performance based pay.

**Benefits** are over and above the said CTC

**Please treat this mail as a confirmation mail of candidates selection and respond with their acceptance by 14<sup>th</sup> September 2023.**

**\*Note:** This offer is subject to successful completion of academic requirements, background verification process and OFFER ACCEPTANCE by the candidate.

Also note, the compensation shared is the 2023 campus compensation. In case of revisions made for 2024, we will share the updated details.

**Regards,**  
**Placement Assistance Committee**



कार्यालय, जिला शिक्षा पदाधिकारी, औरंगाबाद  
औपबंधिक नियुक्ति पत्र  
(Provisional Appointment Letter)



पत्रांक: AUR/ADV-27/2023/PAT/GT(9-10)/8141382

दिनांक: 13-01-2024

पद का नाम:- विद्यालय अध्यापक (9-10)

विषय:- संस्कृत

प्रेषित,

ANJANEYA ANSHU

S/O : YOGESHWAR SHRIVASTAVA

Category - UR

Roll No. - 443974

Address - ROOM NO. 214, MANDAVI HOSTEL, JNU, JNU CAMPUS, NEW DELHI, (Delhi)-110067

बिहार लोक सेवा आयोग के विज्ञापन संख्या 27/2023 के परिप्रेक्ष्य में घोषित परिणाम के आधार पर आपके द्वारा Counselling में प्रस्तुत होने के पश्चात् एवं आवश्यक कागजात प्रदान करने के उपरान्त यह औपबंधिक नियुक्ति पत्र निम्नलिखित शर्तों के अन्तर्गत निर्गमित किया जा रहा है:-


1. यह औपबंधिक नियुक्ति पत्र बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्टवाई एवं सेवा शर्त) नियमावली-2023 के नियम-9(i) के तहत निर्गमित किया जा रहा है।
2. इसे नियुक्ति पत्र न समझा जाए। नियुक्ति पत्र विभाग द्वारा आपके प्रमाण-पत्रों के सत्यापन एवं अन्य प्रक्रिया के पालन करने के पश्चात् निर्गमित किया जाएगा।
3. आपको बतौर विद्यालय अध्यापक शीघ्र ही किसी विद्यालय में पदस्थापित किया जाएगा।
4. आपका वेतन विद्यालय में योगदान की तिथि से देय होगा।
5. बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्टवाई एवं सेवा शर्त) नियमावली-2023 के नियम-10 के तहत विद्यालय में योगदान की तिथि से आपकी परिवीक्षा अवधि प्रारंभ होगी।
6. आपको यह भी स्पष्ट किया जाता है कि आपके द्वारा दिये गये कागजातों की जाँच के पश्चात् अथवा परिवीक्षा अवधि समाप्त होने के पश्चात् अथवा सेवा सम्पुष्टि के पश्चात् कार्यरत में आपको कभी भी स्थानांतरित कर किसी अन्य विद्यालय में पदस्थापित किया जा सकता है अथवा किसी अन्य जिले के विद्यालय में भी पदस्थापित किया जा सकता है।
7. उपरोक्त में अंकित की हुई किसी भी बात के बावजूद, आपको बिहार राज्य विद्यालय अध्यापक (नियुक्ति, स्थानांतरण, अनुशासनिक कार्टवाई एवं सेवा शर्त) नियमावली-2023 के नियम-13(iii) के तहत किसी भी समय जिले के किसी अन्य विद्यालय अथवा किसी अन्य जिले के किसी विद्यालय में पदस्थापित किया जा सकता है।
8. आपका पहचान कोड BPAUR12318141382 है। कालान्तर में सभी प्रकार के विभागीय पत्राचार में इसी ID No. का प्रयोग करें।

**घोषणा पत्र**

मैं घोषणा करता/करती हूँ कि मेरे द्वारा दी गई सभी सूचना/प्रमाण पत्र सत्य हैं। मैं विभाग की उपरोक्त शर्तों को मानता/मानती हूँ। मेरे द्वारा दी गई कोई सूचना/प्रमाण पत्र यदि गलत पाया जाता है तो मेरे विरुद्ध कार्टवाई करने हेतु विभाग सक्षम होगा।

मैं यह भी घोषणा करता/करती हूँ कि मैं किसी भी सरकारी/गैर-सरकारी संस्था अथवा पंचायती राज/नगर निकाय के शिक्षक के रूप में कार्यरत नहीं हूँ। कार्यरत होने की स्थिति में औपबंधिक नियुक्ति के एक पक्ष के अंदर त्यागपत्र/विरमन पत्र/अनापत्ति प्रमाण पत्र सक्षम प्राधिकार से प्राप्त कर समर्पित करूँगा/करूँगी।

विश्वासभाजन

  
जिला शिक्षा पदाधिकारी  
औरंगाबाद

अभ्यर्थी का नाम एवं हस्ताक्षर





Ms. Anmol Bhatt - Prov...

**JAIPUR NATIONAL UNIVERSITY**

Approved by UGC under clause 2(f) of UGC Act, 1956 & NAAC Accredited  
(A Venture of The Seedling Group of Educational Institutions)

REG-2023-24-2950

Saturday, July 29, 2023

Ms. Anmol Bhatt  
164A, Vardhman Nagar,  
Ajmer Road, Near 200 Ft. Bypass,  
Jaipur - 302 019  
Mob.: 6375300079

**Ref: Provisional Appointment Letter.**

Madam,

1. This may be considered a provisional appointment letter. Regular appointment letter indicating detailed terms and conditions of Service will be issued only after joining duty on 1<sup>st</sup> of August, 2023 at Jaipur National University, Jaipur.
2. You are appointed as **Assistant Professor (English)** in the School of Language, Literature & Society in the Grade Pay **15600-39100 + AGP 6000**. You will be on probation of 1 year.
3. Please sign and return the duplicate copy of this letter as a token of acceptance of the same.

Thanking you,

Yours faithfully,

  
(Registrar)



Jagatpura, Jaipur, Rajasthan - 302017

Phone : +91-141-7197000, +91-141-2754399 | Fax : 0141-2752418

E-mail : info@jnujaipur.ac.in, seedlingacademy@hotmail.com | Website : www.jnujaipur.ac.in

1<sup>st</sup> Aug 2023

Mr. Pranshu Singh  
Vill. Nevada Samogar P.O. Tsl Naini, Prayagraj,  
Uttar Pradesh - 211010

## "FELLOWSHIP AGREEMENT"

### OBJECTIVE

The objective behind offering Media Fellowships is to contribute to the overall development of high-quality journalism including encouraging research & innovation and to provide opportunities to the journalists to learn about Dainik Bhaskar's journalistic practices. The Fellowship will not only help the individual journalists by their Professional improvement and skill development, but also play a constructive role in the development of the society as well as the nation. With improved professional skills and upgraded knowledge in the field of journalism, journalists can play a better role and act as catalysts for socio-economic and political development.

Further to our discussions and subsequent meeting, we take great pleasure in extending to you a very warm welcome, and offer you a Fellowship program with **DB Corp Ltd** (hereinafter referred to as "Company") as "fellow in journalism" (hereinafter referred to as "fellow") at **Bhopal** (hereinafter referred to as "**DB CORP LTD.**") on the terms below.

1. Your association with us shall be effective for 12 months which would start from 01/08/2023 till 31/07/2024
2. This Media Fellowships certificate will be given to you after completion of the fellowship program
- 3 **Stipend**
  - 3.1 In consideration of the fellowship, **DB CORP LTD.** will pay you a stipend of Rs. **25,000/- (Rupees Twenty Five Thousand Only)** per month.
  - 3.2 The Stipend payable to you shall be subject to deduction of applicable taxes at such rates as applicable from time to time within and by the law.

The aforesaid contract duration & stipend can be renewed on mutually agreed terms.

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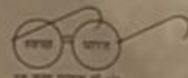
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MAYUR VIHAR-I, DELHI-110091

E-mail : [asnschool@asnschool.org](mailto:asnschool@asnschool.org), URL : [www.asnschool.org](http://www.asnschool.org)

MANAGED BY : SANATAN DHARM ADARSH SHIKSHA SANSTHAN

22713040  
22715885



SCHOOL ID 1002273

Ref No. ASN/2022/185

Date. 02/04/2022

Ms. Archana Malik  
357, Malik Niwas, Sheerpur  
Near Nirankari Colony,  
Delhi-110009  
Sub: Engagement As P.T. (Home Science)

Dear Madam/Sir,

1. Please refer to your application and subsequent interview, the undersigned is pleased to engage you on contract as a P.T. (Home Science) in the consolidated salary of Rs. 50,000/- per month w.e.f. 10.05.2022 to 28.05.2022 subject to deduction of TDS, as per Income Tax Act, 1961.

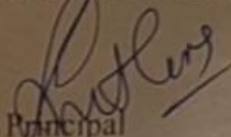
2. This is a contractual agreement and your services may be terminated by Serving one month's notice or on surrendering salary in lieu of notice.

3. You will have no claim whatsoever to regular appointment, seniority, gratuity, pension or any other allowances or benefit admissible to the regular or full time employees of the school.

4. You will only be allowed proportionate casual leave @ 10 days in a calendar year during the period of contract.

5. You will report for duty not later than 10.05.2022 failing which this offer will lapse automatically.

You are requested to sign this agreement as a token of having accepted the terms and conditions of your engagement.

  
Principal



ISO 9001:2008

A.g.R Certification Ltd.

17 Hanover Square, Mayfair, London, W1S 1HU





**CENTRAL FORENSIC SCIENCE LABORATORY**  
**Directorate of Forensic Science Services**  
**Ministry of Home Affairs, Government of India**  
**Urput Village, Urput-Kumeria Road, P.O. – Maniari Tiniali**  
**PS: Palashbari, District: Kamrup (Rural) - 781125, Assam**  
**Tel: (0361) - 2571148, 2571149, Email: coord.cfsl-ghy@gov.in**



No. CFSL(KR)/I(37)/PF-KS/2022-23/ 6487

Date: 08/09/2023

**EXPERIENCE CERTIFICATE**

This is to certify that **Ms. Kanika Sahni D/o Sh. Rajeev Sahni** is presently working as Forensic Professional (Biological Science Discipline) on contractual basis in this laboratory. The duties performed by her during the period are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of appointment	Department/ Specially/ Field experience
(1)	(2)	(3)	(4)	(5)	(6)
Forensic Professional (Biological Science)	06/02/2023	06/09/2023 (still continuing)	01/07/00	Contractual	Biology & DNA Division

Monthly remuneration (Total)	Duties performed/ Experiences gained in brief in her post	Place of Posting	Nature of work	Remark (if any)
(7)	(8)	(9)	(10)	(11)
35,000/- Consolidated Remuneration	<ul style="list-style-type: none"> <li>Assisted in the analysis of different Forensic exhibits related to Biology &amp; DNA division.</li> <li>Assisted in the case opening in Biology Division.</li> <li>Extraction and Analysis of Mobile Phone data using UFED 4 PC.</li> <li>Imaging and cloning of data using Forensic Falcon Duplicator and TD2u.</li> <li>Copying and Recovery of deleted data from different Storage Media using Stellar Data Recovery toolkit and MD Video examination.</li> <li>Assisting the Reporting Officer in other works as and when instructed by the competent authority.</li> </ul>	CFSL , Kamrup, Assam	Scientific Assistance	-

This is certified that above facts and figures are true to the best of my knowledge and based on the available records.

08.09.23  
**(Dr. Anil Kumar Sharma)**  
**Director & Scientist 'E'**

**Director**  
**Central Forensic Science Laboratory**  
**MHA, GOI, Kamrup, Assam - 781125**





# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

**NAAC Accredited A**

DEV NAGAR, NEW DELHI-110 005

**Celebrating 50<sup>th</sup> Year**

Ref. No.: SGNDK/ADMN/23/9025

Dated: 13/04/2023

Dr. Manjeet Singh  
1/32, Double story, Vijay Nagar  
Delhi-110007

Dear Sir,

With reference to your application No. ADR5788942 for the post of Assistant Professor advertised vide No. SGNDKC/ADMN/22/TS/01 dated 31/10/2022. I am pleased to inform you that you have been appointed as Assistant Professor in the Department of Punjabi under UR Category against permanent post on the recommendations of the Selection Committee, in the pay level 10 with basic pay of Rs. 57, 700/- as per the 7<sup>th</sup> Central Pay Commission plus usual allowances as admissible under the University rules, subject to the approval of the Governing Body on the following terms and conditions:

1. Your initial basic pay in the above pay level will be fixed in accordance with the University rules.
2. You will be on probation for a period of one year from the date of your joining the duty.
3. On confirmation you will be entitled to the retirement benefits in terms of Delhi University Colleges, rules & regulations as amended from time to time.
4. You will be expected to do teaching and research work and such other work as may be assigned to you from time to time.
5. In all matters relating to Leave and other conditions of service, you will be governed by the ordinances and the rules in force in the University from time to time.
6. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following at the time of joining the College:
  - a) The C.M.O., W.U.S. Health Centre, University of Delhi, Delhi-7,
  - b) The Professor/Asstt. Director/Associate Professor or Reader/Senior Research Officer/Assistant Professors of any of the Medical Colleges/Institutes in Delhi or outside Delhi.
  - c) Any of the Senior or Junior Hony. Physician/Surgeon attached to Lok Nayak J.P. Hospital, New Delhi,
  - d) Senior Staff Physician/Surgeon of CGHS/EST
  - e) Civil Surgeon of Distt. Medical Officer in India
7. You will not be paid TA/DA/Conveyance Charges for joining duty.
8. You will comply with the code of professional ethics (Appendix A to Ordinance XII) of the Ordinance of the University applicable to College appointed teachers.



## योगदान प्रपत्र



मैं श्री/श्रीमती/सुश्री KAJAL SAHU, पिता/पति RAJENDER SAHU, पता:- MUR NO 133, FIRST FLOOR, G BLOCK  
NEAR DHOBIGHAT JAHANGIR PURI, (Delhi)-110033 बतौर विद्यालय अध्यापक (ID No. BPECH2231407147)  
जिला - पूर्वी चम्पारण के प्रेखंड - RAXAUL के विद्यालय UMS TIRUMAHANI (10022304001) में आज दिनांक  
16.10.2024 को पुर्वरक्त अपवादक अपना योगदान समर्पित करती हूँ।

योगदान करने वाले विद्यालय अध्यापक का  
हस्ताक्षर

नाम:- KAJAL SAHU

प्रतिष्ठापक/प्रधानी प्रधानाध्यापक का नाम:-  
(विद्यालय के प्रधानाध्यापक/प्रधानी प्रधानाध्यापक का  
हस्ताक्षर)

प्रधानाध्यापक/प्रधानी प्रधानाध्यापक का नाम:-  
राधाकृष्ण प्रसाद  
विद्यालय की मुहूर्त

प्रधानाध्यापक

गो 30 मं वि० निम्नरुनी

अन्तर्गत-रमेशन (पूर्व) चम्पारण

नोट - प्रधानाध्यापक/प्रधानी प्रधानाध्यापक का कर्तव्य है कि वह इस योगदान प्रपत्र की मूल प्रति जिला शिक्षा  
प्रदाधिकारी, पूर्वी चम्पारण को सौंपे और उसकी एक छाया-प्रति अपने कार्यालय में रखे।





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Dear Nandini,

**Congratulations!**

Welcome to the Deloitte family.

We are pleased to extend the Employment Offer to you.

Please formally accept/decline [this offer](#) within 3 days (three days).

Should you accept this offer, a separate link will be emailed to you to upload all mandatory documents for background verification.

Please do the needful within three days, failing which this offer



99+



प्रेषक :- रूबी कुमारी,  
जिला कार्यक्रम पदाधिकारी,  
स्थापना कटिहार।

सेवा में,  
सभी प्रधानाध्यापक/प्रभारी प्रधानाध्यापक/प्राथमिक/मध्य/  
माध्यमिक/उच्च माध्यमिक एवं उत्क्रमित उच्च माध्यमिक विद्यालय,  
जिला-कटिहार।

विषय :- कटिहार, दिनांक 12/02/2024 ई०।  
बिहार लोक सेवा आयोग, पटना के TRE-2 के चयनित विद्यालय अध्यापक एवं  
TRE-1 के पूरक परीक्षाफल परिणाम के चयनित अध्यापकों के योगदान की  
स्वीकृति के संबंध में

महाशय,

विषयांकित संदर्भ में निदेशक, माध्यमिक शिक्षा, शिक्षा विभाग, बिहार पटना द्वारा  
दिनांक-13.11.2023 को प्रकाशित प्रेस विज्ञप्ति में बिहार लोक सेवा आयोग, पटना के अनुशंसा के  
आलोक में नवनियुक्त विद्यालय अध्यापकों (नियोजित एवं अन्य सरकारी सेवाओं में कार्यरत) को  
उनके विद्यालय में पदस्थापन आदेश निर्गत किये जाने के पश्चात् योगदान की स्वीकृति हेतु  
निम्नांकित निदेश निर्गत किये गये हैं :-

1. नियोजित शिक्षकों के मामले में (क) नियुक्ति प्राधिकार (नियोजन इकाई) से प्राप्त अनापत्ति  
प्रमाण-पत्र की प्रति (ख) विद्यालय प्रधान के बकाया, आरोप आदि लंबित नहीं रहने संबंधी  
प्रमाण-पत्र (ग) नियुक्ति प्राधिकार (नियोजन इकाई) के सक्षम प्राधिकार से विरमण आदेश  
की प्रति।
2. भारत सरकार अथवा राज्य सरकार के किसी विभाग में कार्यरत नवनियुक्त विद्यालय  
अध्यापकों के मामले में अपने वर्तमान कार्यालय से विरमण-पत्र एवं बकाया आरोप आदि  
लंबित नहीं रहने से संबंधित प्रमाण-पत्र।

अतः सभी विद्यालय प्रधान को निदेश दिया जाता है कि उपांकित कंडिका के  
आलोक में सभी प्रमाण-पत्रों के साथ नवनियुक्त विद्यालय अध्यापकों का विद्यालय में योगदान की  
कार्रवाई पूर्ण करते हुए योगदान के तत्काल उपरांत योगदान से संबंधित सूचना उपांकित  
अनुलग्नक सहित स्वयं अधोहस्ताक्षरी कार्यालय में हस्तागत कराना सुनिश्चित करेंगे।

विश्वासभाजन

(रूबी कुमारी)

जिला कार्यक्रम पदाधिकारी,  
स्थापना कटिहार।

12/2/24



Allotted School -  
NPS PARLIA(10101  
014001)

Block -  
KADWA(KATIHAR)



**OFFICE OF THE DY. COMMISSIONER OF POLICE: RECRUITMENT**  
**NEW POLICE LINES, KINGSWAY CAMP: DELHI-110009**  
Telephone No.: 011-27003100-(Ext.-49165), E-mail: recruitmentcellnpl@gmail.com

**OFFER OF APPOINTMENT**



On the basis of the result of computer based examination and having been declared medically fit by the competent medical authority, the undersigned, as empowered under Delhi Police (Appointment & Recruitment) Rules, 1980, is pleased to offer the appointment (Temporary basis) to **Shri. SAURABH RATHI S/o Shri JITENDRA SINGH RATHI** Roll No. [REDACTED] 0518 for the post of **Constable (Driver) Male** in Delhi Police on the basis of examination 2022 conducted by the Staff Selection Commission in the [REDACTED] and other allowances as admissible for the post in an existing vacancy. He is posted/allocated to Delhi Police Academy, Jharoda Kalan, New Delhi for basic training.

Your appointment is made under the Delhi Police Act, 1978 and will be governed under the Rules made thereunder. You will also be governed by the Central Civil Service (Temporary Services) Rules-1965 and CCS (Conduct) Rules-1964.

Your appointment is also subject to the following terms and conditions:-

1. Your appointment will be purely 'PROVISIONAL' till the receipt of satisfactory police verification and 'no adverse' character & antecedents verification from the concerned authority as per provisions of DoP & T OM No. 18011 / 2(s) / 2016 - Estt. (B)(i) dated 29.06.2016. In the event of adverse report from the concerned authority, your services will be terminated immediately without issuing any prior notice.
2. In case, your Character and Antecedents is found not verified or any false information is given by you in your self-declaration, the provisional appointment letter will be cancelled forthwith and criminal/ legal action will also be taken, as a consequence.
3. The offer of appointment will be valid on execution of an Agreement Bond by you with regard to refund of salary, cost of uniform, capitation charges etc. in case you leave the department without completing 5 years of service from the date of your appointment.
4. Your appointment is provisional and is subject to verification of the Educational Qualification/ SC/ST/OBC/EWS certificates etc. In case the verification reveals that the above certificate/documents are false, necessary pursuant action will be taken against you by the Authority concerned and in the event of forgery of document(s), then in addition to the departmental action, a criminal case may also be registered against you as per law in view of the provisions of Standing Order No. HRD/12/2022.
5. Your appointment will be liable for termination from Delhi Police, if the facts given by you in the Declaration Form/ Undertaking/Attestation Form are found to be false/incorrect in any material aspect and you will be further liable to refund the money spent on your training or given to you by the State Exchequer. You shall also be debarred from working for Delhi Police, besides initiation of legal action against you.
6. You will be on probation for a period of two years from the date of your appointment. You will not be confirmed without passing your basic training.
7. Your appointment is purely temporary and liable for termination without assigning any reasons thereof.
8. Your basic training is for three months or for such period as may be decided by the Commissioner of Police, Delhi.
9. You shall not be passed into the rank unless you have successfully completed the training and have "passed-out" from the Delhi Police Academy.
10. All trainees of a batch will join the training on the same day. However, maximum relaxation of 03 working days can be given in exceptional cases by the Director, Delhi Police Academy, Delhi.
11. You are required to qualify in the basic training conducted at Delhi Police Academy as per the rules, regulation and procedure relating to training. If you do not qualify, your services will be terminated under Rule-5 of the CCS (Temporary Services) Rules-1965.
12. Your inter-se-seniority will be fixed later on.
13. In case you become medically unfit to continue training, you shall be treated as per rules and procedures of DPA in this regard.
14. If you fail to attend 90% of the classes during training you will be debarred from taking the final examination. Further action shall be taken on the subject by competent authority at Delhi Police Academy for additional chances/termination of service.
15. Competent Authority at Delhi Police Academy shall initiate and finalize (if you are still in the Delhi Police Academy) disciplinary action against the defaulter. DPA shall also pass orders regarding termination of the services of a defaulter. The service of trainees can be terminated on any of the following grounds:-
  - i. Frequent absence of the trainee from Outdoor/Indoor Programmes leading to a conclusion that you are an un-devoted trainee and a habitual absentee and is not likely to become a good Police Officer.
  - ii. Submission of false Medical Certificate from any Doctor for availing leaves or light duty or rest.
  - iii. Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.
  - iv. Committing any mischief or any crime involving moral turpitude during the training.
  - v. Any information submitted by the trainee is found to be false, fabricated or manipulated to gain employment.
  - vi. Any other ground which adversely reflects his behavior and if the trainee is otherwise found unsuitable for police service.

This offer of appointment is purely provisional which is subject to final checking of documents and biometric identification etc. from 24.01.2024 to 10.02.2024 at Recruitment Cell/New Police Lines, Kingsway Camp, Delhi- 110009. In case you fail to report at NPL for document checking/biometric verification or found ineligible for the post in any respect, this offer of appointment will be treated as withdrawn.

**The basic training course for the post commences w.e.f. 19.02.2024 at Delhi Police Academy, Wazirabad, Delhi. You should report to Delhi Police Academy, Wazirabad, Delhi on 19.02.2024 and will not be allowed to join after 19.02.2024. In case,**





# VDK Eduventures Pvt. Ltd.

## OFFER LETTER

Ms. Srishti Gupta  
Govindpuri, Near KTM Showroom  
Shivpuri Road, Jhansi  
Uttar Pradesh - 284003

Ref : VDK/HR/OFFER/542/2023-24  
Date : 27.07.2023

Dear Srishti

Subject: Offer Letter



With reference to your application and subsequent interview, we are pleased to offer you the position of '**Associate Examiner**'. You are expected to join us on **11<sup>th</sup> August, 2023** at our Head Office located at **525, Mukherjee Nagar, Delhi - 110009**.

The details of the breakup of your compensation are provided in Annexure-1 attached with this offer letter.

The detailed appointment letter shall be issued to you when you join your duty.

Please note that this offer is valid subject to your acceptance of it within next seven days.

At the time of joining, you will be required to submit few documents. Please see the list in Annexure-2 attached with this offer letter

We welcome you to Drishti Group and wish you a long & prosperous association and fruitful career with us.

Warm regards,

Ms. Sangita Gupta  
Head – HR  
(VDK Eduventures Pvt. Ltd.)  
(VDK Publications Pvt. Ltd.)



Head Office:  
641, 2nd Floor, Dr. Mukherjee Nagar,  
Delhi-110009  
Phones : 011-47532596, 87501 87501

Branch Office:  
Plot No. V, Civil Station, Bungalow No. 13/15,  
Edmonston Road, Prayagraj, Uttar Pradesh - 211001  
Phones : +91-8448485518

Branch Office:  
Plot No. 45-45A, Harsh Tower-2, Main Tonk Road,  
Vasundhara Colony, Jaipur, Rajasthan, 302015  
Phones : +91-9929224312

CIN : U80902DL2017PTC314430  
Website : www.drishtiIAS.com



Integrated HQ of MoD (Army)  
Dte Gen Rtg/CDSE  
Adjutant General's Branch  
West Block-III, RK Puram  
New Delhi – 110 066

B/59111/IMA-154 (DE)/Rtg A/IMA

30 Dec 2022

AYUSH SAINI (1104814)  
DATE OF BIRTH: 05 DEC 2001  
DHANI DAHAR WALA KI  
VILLAGE BABAI  
TEHSIL KHETRI, JHUNJHUNU  
RAJASTHAN, PIN-333501

(Copy also sent by email at: passion.ayushsaini@gmail.com)

**JOINING LETTER: INDIAN MILITARY ACADEMY, DEHRADUN**  
**INDIAN MILITARY ACADEMY-154 (DE) COURSE**

Dear Candidate,

1. Congratulations on being selected for Indian Military Academy 154 (DE) Course.
2. You are required to report to the Adjutant, Indian Military Academy, Dehradun on 09 Jan 2023 at the time specified in the Joining Instructions of the Academy which can be downloaded from our website [www.joinindianarmy.nic.in](http://www.joinindianarmy.nic.in) (Home Page>>Academy Joining Instruction). In case you do not wish to join the above mentioned course for personal reasons, please intimate the same to us after logging on to your personal profile on our website. This would enable us to upgrade the status of candidates below you in the merit list.
3. Please go through the Academy Joining Instruction in detail and take all actions mentioned therein. Clarification, if any, can be sought from the Academy Adjutant on telephone numbers given on their website in the Joining Instruction or from this Directorate General after logging on to your personal profile on our website.
4. You are required to carry two coloured self-attested copies of this Joining Letter and handover to the Academy Adjutant or his representative on arrival. One copy will be returned to you, duly endorsed, for your records. An ink signed copy of this document has been placed in your dossier being forwarded to the Academy.



(MB Sriwastva)  
Dy Dir, Rtg 'A'  
For Director General of Recruiting

**Copy to: -**

Indian Military Academy,  
Dehradun, (Uttarakhand),  
Pin-248007  
(By email and by post)

1. Please ensure that the instructions given above are strictly complied with by the candidate and strictly implemented by IMA.
2. Verification of ORIGINAL certificate will be done at IMA Dehradun by Class-I gazetted officer who will verify the certificates and endorse in the Record Form giving full details accordingly.





अन्तर-विश्वविद्यालय त्वरक केन्द्र  
INTER- UNIVERSITY ACCELERATOR CENTRE

विश्वविद्यालय अनुदान आयोग का स्वायत्त केंद्र)  
(An Autonomous Centre of UGC)

Ref : IUAC/II.2109/2185

19<sup>th</sup> April, 2023

**TO WHOM-SO-EVER IT MAY CONCERN**

Certified that Dr. Martina Saran joined this Centre as Research Associate w.e.f. 11<sup>th</sup> April, 2022 for a period of one year and was further extended to another year. Presently, she is drawing a stipend of Rs. 49,000/- *plus* HRA as admissible per month.

This certificate is issued on her request.

Administrative Officer  
(Personnel)

Tele : 011- 26715488  
[hq.pnf-ddpers@nccindia.nic.in](mailto:hq.pnf-ddpers@nccindia.nic.in)

**Regd**

Directorate General NCC,  
Ministry of Defence,  
West Block-IV, RK Puram,  
New Delhi – 110066.

12208/GCI/SSC (CR)/DGNCC/Pers(C)/SL-04 ✓

28 Jun 2023

**MEMORANDUM**

On the basis of nomination received through Staff Selection Commission (CR) Phase-IX/Examination-2021, the undersigned hereby offers a Temporary appointment to **Ms. Shruti (DOB : 13-09-1999), D/o Shri Jagvir Singh, belonging to UR Cat,** selected against **UR** Category, to the Post of **Girl Cadet Instructor (GCI), General Central Service, Group 'C', Non-Ministerial in Pay Level-4, Rs 25500 – 81100 (as per 7<sup>th</sup> CPC)** in National Cadet Corps, Ministry of Defence. The appointee will be entitled to Dearness Allowance and other Allowances after appointment at the rates admissible to Central Government Employees paid from Defence Service Estimates as per the conditions laid down in the rules and orders governing grant of such allowances in force from time to time.

2. The terms and conditions of appointment are as follows :-

(a) The appointment is temporary and will not confer any right to permanent employment.

(b) The appointment may be terminated at any time by giving one month's notice by either side i.e, the appointee or the appointing authority without assigning any reason. However, the appointing authority reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to the appointee of a sum equivalent to the notice period or unexpired portion thereof.

(c) The appointee will be on probation for a period of two years which may be extended at the discretion of the appointing authority. During the period of probation appointee may be required to undergo such training and to pass such tests as may be prescribed from time to time. Failure to complete the period of probation to the satisfaction of the Appointing Authority will render her liable for removal from service.

(d) The appointment carries with it the liability to serve anywhere in India and the administration reserves the right to transfer her anywhere in India initially/afterwards.

Contd...







### LETTER OF INTENT

Dated: 24/05/2023

Ref no:- 1674

Mr Mandeep Singh  
59-A New Ganesh Park Rasheet Market,  
Krishna Nagar Street No-1,  
Delhi, Delhi  
Pin Code: 110051  
Phone: 7838106430

Reference: Interview discussions held on 23/05/2023.

Dear Mr Mandeep Singh,

Congratulations!

We are pleased to issue you an offer of appointment as **Sales Officer - SALES [RETAIL]**, (Cadre O2 /Band 16) in our organization at **Noida** on terms and conditions as mutually agreed upon during the course of discussions. Please join the services on or before **01/06/2023** at **Dharampal Satyapal Limited, DS Headquarters, C-6-10, Dharampal Satyapal (DS) Road, Sector -67, NOIDA, UP-201309**. Kindly submit the documents as mentioned in **Annexure 1**.

This Letter of Intent is issued based on the facts and details shared by you at the time of interview. Your joining will be subject to the verification of your antecedents and the documents submitted by you. In case facts and details shared by you or documents submitted by you are found false at a later date, your services will be terminated immediately and company will be under no obligation for payment of salary for the services rendered by you.

The detailed formal letter of appointment incorporating the terms and conditions of your appointment shall be issued on the completion of all the joining formalities.

Kindly acknowledge the receipt by signing of this letter of Intent as your acceptance for the same.

Needless to say that in case you fail to join as stipulated above, the offer shall automatically being revoked / cancelled.

For **Dharampal Satyapal Limited**

Sanjay Sharma

ASSOCIATE VICE PRESIDENT ( HUMAN RESOURCE )

Encl:Annexure 1

*I understand and accept the terms and conditions of this letter of Intent. I understand that any misrepresentation by me of my qualifications, credentials or personal record shall result in my immediate dismissal upon discovery by the Company.*

-----  
Signature and Date:

Name and Address:

**DHARAMPAL SATYAPAL LTD.**

DS HEADQUARTERS

C 6-10, DHARAMPAL SATYAPAL (DS) ROAD, SECTOR-67, NOIDA-201309, U.P., INDIA. TEL.: 91-120-4032200

REGD. OFFICE: 98, OKHLA INDUSTRIAL ESTATE, PHASE-III, NEW DELHI-110020. WWW.DSGROUP.COM CIN: U52110DL1989PLC038613



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, पत्तारवा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526



CORP HRM: CL.I: RECTT: 2022

Nov 07, 2022

ASMITA PANDEY

CHHOTI MUKHANI HALDWANI  
NAINITAL UTTARAKHAND 263139

E-mail ID: p

Mobile: 57

Dear Sir/Madam

**Re: Appointment on Probation to the post of Administrative Officer (Scale I) – GENERALIST**

Further to the pre-employment medical examination, we are pleased to inform you that you have been selected for appointment to the post of 'Administrative Officer' (On Probation) in 'The New India Assurance Company Limited' at an Office in Mumbai city under MRO III on the following terms and conditions:

1. Your appointment will be as 'Administrative Officer' on probation for a period of one year from the date of your joining the services of the Company. The probationary period may be extended twice by a further period of six months at a time stretching upto one year.
2. Your appointment as 'Administrative Officer' on probation will be on a monthly basic salary of Rs.50925/- in the scale of Rs. 50925-2500(14)-85925-2710(4)-96765 plus such other allowance as may be admissible under the rules in force in the Company, from time to time.
3. You will be required to give an undertaking to serve the Company for a minimum period of four years including the Probationary period. In the event of your resigning from the Company before the expiry of the Bond period, you will be liable to pay liquidated damages equivalent to one year's gross salary paid to you during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides, you will have to submit a stamped bond duly executed by two sureties of sound financial standing (not blood relation), for an amount equivalent to one year's gross salary.  
Your resigning from the Company during the probationary period shall make you liable to pay the salary received by you during the entire service in the Company in addition to an amount of Rs. 25,000/- (Twenty-Five Thousand Only) towards partial cost of training. During the period of probation or the extended period of probation, you shall be liable to be discharged from service without any notice or reasons thereof. In case of such discharge or if you resign during the aforesaid period, you shall be liable to refund to the Company forthwith, the liquidated damages as mentioned above.
4. If you opt to resign from the services of the Company after the completion of probation period, you shall give notice in writing of your intention to resign and the period of such notice shall be 3 months.
5. During the tenure of your service, you shall be liable to be transferred to any place in India and/or outside India within or across the Public Sector Non-life Insurance Companies / General Insurance Corporation of India (GIC Re) or from one department to another or to be deputed to any organization / institution / entity / department associated with and / or affiliated to the Companies / GIC Re or with whom they have any official relation or business link as may be deemed necessary from time to time.
6. During the period of probation or the extended period of probation, you will be required to undergo training programme/s as may be prescribed by the Company at the specified place.
7. Your Induction Training Programme will commence from 12<sup>th</sup> December 2022, at National Insurance Academy, 25, Balewadi, Baner Road, NIA P.O., Pune-411 045, Tel: +91-20-27204000 / 27204444. **You are requested to report at the above address on 11<sup>th</sup> December 2022 at 10:00 A.M.** The Induction Training will comprise of 8 weeks of classroom training. Your stay and boarding arrangements are made at the above address during the period of training. After completion of Induction training, you are required to report at your place of posting.
8. You shall be confirmed in service as 'Administrative Officer' subject to your satisfactory performance during the probationary period. During the probation period you would be required to pass the non-life "Licentiate Examination" conducted by Insurance Institute of India. Only after passing the said examination you will be eligible for confirmation of your services in the Company. Failure to pass the said Examination within the probation period / extended probation period will render yourself liable to be terminated from service on expiry of the period so specified. The Company reserves the right to terminate service of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any notice or assigning any reason thereof.
9. You shall submit the caste/tribe/community validity certificate (SC/ST/OBC) (wherever applicable), issued by the appropriate Government authorities, at the time of joining the services of the Company.
10. You shall submit the Service Agreement (specimen copy enclosed) on the date of your reporting, duly executed by you and two solvent sureties (not blood relation) on the stamp paper/s of the appropriate value prevailing in the State of execution. The Service Agreement duly executed with the two solvent sureties shall be subject to acceptance of the same by the Company and it implies that all terms and conditions of the said Service Agreement shall be binding on you.



Affix Candidate  
Photograph

(Recruiter Signature)

Date: 12/10/2023

Candidate's Full Name: YOGESH YADAV

LETTER OF INTENT

Dear YOGESH YADAV

Congratulations!

This letter of intent is in reference to your candidature submitted in Policybazaar Insurance Brokers

Private Limited ("the Company"). Further to your interview and discussions with us, we are pleased to offer you the role of  
..... (Designation) ..... (Level) ..... (Band)  
in Sales / Service (Department) in the Company at an annual CTC (Cost to the Company).  
282000/- acknowledged by you.

Your date of joining is 28 (DD) / 10 (MM) / 23 (YY) failing which, the Company may cancel your appointment as per its discretion.

You are required to report sharp at 9:00am for your joining formalities & induction.

Induction Venue:- @ Plot No.84, Basement-2, Near Ramada Hotel, Sec-44, Gurgaon, Haryana - 122001

Other (Please specify) \_\_\_\_\_

Your first day in the Company will start with the attendance and documentation filing, hence please carry below mentioned documents in ORIGINAL and PHOTOCOPY to assist us in smooth joining process.

I, YOGESH YADAV (Candidate Name) understand that below documents are mandatory for my smooth joining on Day 1. I will carry all originals as well as photocopies of below mentioned documents on the date of joining. I understand that Non-Submission of below documents can delay my joining or may even lead to cancellation of the offer.

Candidate Acknowledgment

Recruiter Signature



S. No	Mandatory Documents List	Candidate Declaration (Yes/No)	Recruiter Check Yes/No/Remarks
1	PAN card	—	—
2	Aadhaar card	—	—
3	UAN Number	—	—
4	Permanent Address Proof	—	—
5	Bank Account details of any existing bank account – Cancelled Cheque	—	—
6	Date of Birth proof of your Mother, Father & Nominee (For PF/ESIC)	—	—
7	Class X – Pass certificate and Mark sheet	—	—
8	Class XII – Pass certificate and Mark sheet	—	—
9	Graduation & Post Graduation (If applicable) -Degree/provisional certificate	—	—
10	Last Organization - Experience/ Relieving letter + Last 3 months salary slip	—	—
11	7 Passport size colour photos	—	—

**Important Note:** your joining is considered to be confirmed only if you attend Day 1 Training, failing to do so you shall be marked as a dropout with no pay for the day of induction.

Also, your appointment with the Company is subject to a Background Verification clearance.

**Bank Account**


The Company uses only HDFC bank account for processing salary of its employees. Hence, if you already have an existing HDFC account, please submit your account number with IFSC details on the date of joining; OR you will be required to open a new account with HDFC bank for which you will need to submit your address proof, PAN & Aadhaar card and 2 photographs. The representatives of HDFC bank are available every Tuesday and/or Thursday in cafeteria of building no. 110/57, Sector 44, Gurugram- 122001, Haryana.

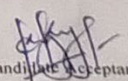
Please note that this is only Letter of Intent and shall not be considered as binding on Company or any commitment of employment on part of the Company or contract of employment between you and the Company.

Please reach out to your recruiter Deepank (Recruiter) at 9650530202 (Contact No.) or Ta-mis@policybazaar.com (Email ID) for any queries or concerns.

Best of luck and we look forward to you having a wonderful relationship with the Company.

Thanks & Regards,

  
Talent Acquisition Team  
Human Resources Department  
Policybazaar Insurance Brokers Private Limited

  
Candidate Acceptance



**OFFICE OF THE ACCOUNTANT GENERAL (A&E), BIHAR, PATNA**

No.- WM-II/2023-24/Apptt./1439

Date:- 07/07/2023

**PROVISIONAL OFFER OF APPOINTMENT**

Subject:- Provisional offer of appointment to the post of Divisional Accountant.

Shri Kunal, son of Shri Nand Kishor is hereby offered a provisional appointment to the post of Divisional Accountant in the office of the Accountant General (A&E), Bihar, Patna on the terms and conditions as mentioned below.

2. This provisional offer of appointment is being issued pending verification of character and antecedents from the concerned district authorities. On receipt of the verification of character and antecedents from the concerned district authorities, the provisional offer of appointment to the post of Divisional Accountant shall be confirmed.
3. In case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self declaration, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will be taken, as a consequence.
4. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority subject to the condition that the total period of probation does not exceed double the prescribed period of probation. During the period of probation, his/her appointment will be purely temporary and governed by the Central Civil Services (Temporary Service) Rules, 1965.
5. During the period of probation, he/she will have to undergo a regular course of training for such a period at such place and in such manner as may be prescribed. He/She may also be assigned regular duties during the period of training.
6. On conclusion of the training referred to in para 5 above and after rendering a continuous service of 01 year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances. On account of failure to pass the said Departmental Examination, he/she will be liable to be discharged from service.
7. During probation, he/she shall have to pass a test in the regional language of the state to which he/she is initially posted as Divisional Accountant (in case he/she has not already passed an examination of matriculation standard in that language).
8. While in service, he/she shall also have to pass a test in hindi (in case he/she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Govt. of India orders for In-Services Training etc. under the Hindi Teaching Scheme.
9. He/She will be allowed to draw his/her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in the Level 6 (six) in the Pay Matrix.
10. In case he/she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide



Govt. of India, Ministry of Finance notification No. 5/7/2003-ECB & PR dated 22-12-2003 and subsequent orders / clarifications issued in this regard from time to time.

11. On satisfactory completion of the probation, he/she will be eligible for confirmation in the cadre of Divisional Accountant. The confirmation is also subject to his/her being considered fit in all respects for permanent retention in the service.

12. He/She will be liable to be transferred to the office of the C.A.G. of India or to any other offices within the IA & AD (existing or to be created in future) on such terms and conditions as the C.A.G. of India may decide. Requests for transfer to any ex-cadre post or to any other organization with or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India/CAG of India/cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc., will not be entertained.

13. During the period of probation, he/she may be allowed, on written request, to apply for the posts of Gr. 'B' Officers under the Reserve Bank of India and the posts under the Central Govt./State Governments to be filled only through the open competitive examinations and carrying pay scales not lower than that of Divisional Accountant.

14. He/She shall not be eligible for appointment to the post of Divisional Accountant, if

- (i) he/she has entered into or contracted a marriage with a person having a spouse living, or
- (ii) he/she having a spouse living has entered into or contracted a marriage with any person.

(He/She will have to give a declaration in this regard as shown in Annexure 'A')

15. His/Her appointment to the post of Divisional Accountant will be subject to his/her being found medically fit, in accordance with the rules on the subject. On acceptance of the offer of appointment, necessary arrangement for his/her medical examination in a Government Hospital will be made and on receipt of the certificate of fitness from the Appropriate Medical Authority (Civil Surgeon/District Medical Officer or a Medical Officer of the equivalent status), he/she will be required to report himself/herself for joining to the undersigned.

16. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 15<sup>th</sup> January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanent settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

17. In case he/she belongs to SC/ST, he/she shall have to produce a certificate, in original, issued by District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes/Scheduled Tribes. In case he/she belongs to OBCs, he/she should also produce a certificate in original from the District Magistrate / Dy. Commissioner or any other competent authority specified in this regard.



18. The appointing authority would satisfy himself/herself about the authenticity of the certificates produced by him/her from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST, OBC/not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.

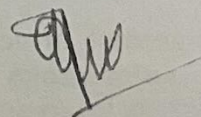
19. If he/she is presently working under Central Govt./State Govt./PSU, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and that there is no objection to his/her appointment as Divisional Accountant in the Indian Audit & Accounts Department.

20. No travelling allowance will be allowed for the journey to be taken up for the initial appointment. However, in case of journey for taking of initial appointment to a post in the North-Eastern States, travelling allowance limited to ordinary bus fare/second class rail fare for road/rail journey shall be admissible.

21. If he/she is willing to accept the offer of appointment on the above mentioned conditions, he/she should communicate his/her acceptance in the enclosed form in Annexure 'B' at once to the undersigned. In case acceptance is not received by **07.08.2023** (within 30 days from the date of issuing offer of appointment), the offer will be treated as withdrawn.

22. Under the normal circumstances, no request for extension to join the post of Divisional Accountant will be entertained. It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.

23. If he/she is willing to accept this provisional offer of appointment, he/she should immediately contact the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC/EWS, age etc., for verification. If he/she had already undergone medical examination at the time of his/her initial appointment under the Central Government/State Government and intends to join the post of Divisional Accountant after giving technical resignation, need not undergo such formalities again for his/her appointment as Divisional Accountant. However, he/she will be required to furnish a certificate to this effect from his/her employer.



(MANMEET KUMAR)

**Dy. Accountant General (Works)**  
**(Appointing Authority)**

O/o the Accountant General (A&E), Bihar,  
Birchand Patel Path, Patna-800001.  
Phone Number-0612-2225766

KUNAL,  
S/O NAND KISHOR,  
D-1/174, GALI NO. 4, ASHOK NAGAR,  
SHADHARA, DELHI-110093





August 01, 2023

To  
Suvitha Shree K  
Namakkal, Tamil Nadu

**Appointment Letter**

Dear Suvitha,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as a Participant of the Engineering Leadership Program (ELP) at Aditya Birla Group. You will be on the payrolls of Hindalco, on the following terms and conditions:

Your employment with the Company shall be subject to the following terms and conditions:

1. Your appointment is effective from 1<sup>st</sup> August 2023;
2. Your Cost to Company (CTC) on joining will be 7,00,000/- P.A (Rupees Seven Lakh per annum) which will be inclusive of company housing benefit valuation. Details of your compensation is as per the attached Annexure "A". The payment of compensation shall be subject to deduction of TDS as per the Income Tax Act rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. The variable pay/ performance linked pay component of your compensation is payable to you as per Company's policy amended from time to time.
3. On completion of 12 months, post assessment, you will be confirmed at job Band 10, your compensation therein will be revised to INR 8,00,000/- P.A. (Eight Lakh per annum). Additionally, a retention of INR 3,00,000/- will be paid over a period of 4 years (conditions applicable).
4. During your first year of joining you shall be eligible to receive proportionate variable pay/ performance linked pay as per the applicable policy, for details of which please refer to the variable pay/ performance linked pay plan of your business. In case of resignation, Transfer, Retirement please refer the company policy with regards to the same or get in touch with your HR to know more details.
5. Your compensation may be revised from time to time in accordance with Company's policies.

**Probation, Confirmation & Separation:**

6. Initially you will be on probation for a period of 12 (twelve) months from the Date of Joining the Company and your confirmation thereafter would be in writing and would depend on your satisfactory performance, else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.
7. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company until you have attained the age of superannuation, as set out in the Company policy, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.
8. During the probation either party may terminate the service by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.



Kamal Kumar Verma  
(Manager)

kamalkumarverma595@gmail.com

Kamal Jewellers & Bankers

Make Every Moment Precious.

Shahpur Road, Tanga Stand,  
Ushait (Budaun).  
243641

9627279230  
Hallmark Gold & Silver  
**KJB**



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय : दिल्ली (पूर्व) / Regional Office: Delhi (East)

डी.एस.आई.आई.डी.सी., फैसिलिटी सेंटर, फ्लैट्टेड फैक्ट्री कॉम्प्लेक्स, झिलमिल दिल्ली-110095

D.S.I.I.D.C., Facility Center, Flatted Factory Complex, Jhilmil, Delhi - 110095

NO. RO/DL(E)/ADM.-I/DR/Offer Letter/PART-I/2024/ 52

Dated: 20-01-2024

**OFFER OF APPOINTMENT**

**Subject: Offer of appointment to the post of Social Security Assistant in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level - 5 in the Pay Matrix as per 7th CPC, Non-gazetted Group 'C', Non-Ministerial.**

On the recommendation of National Testing Agency, vide Public Notice dated **12.01.2024**, **SH. NITISH DEV RAJAT** is hereby offered provisional appointment to the post of Social Security Assistant in Level 5 in the Pay Matrix as per 7th CPC, Non-Gazetted Group 'C', Non-Ministerial, in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

2. The appointment to the said post is subject to following terms & conditions: -

I. This post carries a Level 5 post in Pay Matrix. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If the candidate is not a Government servant, he/she will be entitled to the minimum of the level in the pay matrix. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.

II. The appointment of the candidate will be purely on a temporary basis until further orders.

III. The service of the candidate will be terminable on one month's notice from either side, if post is held on temporary basis. In terms of Regulation 10 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulation 2008, the notice period from either side will be of 3 months, if post is held on permanent basis. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiration of the stipulated period of notice by making payment to the candidate of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

IV. The candidate will be on probation for two years from the date of appointment, for which period may be extended at the discretion of the Competent Authority in terms of Regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulations 2008. On completion of probationary period satisfactorily including passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Social Security Assistant. Further failure to complete the probation to the satisfaction of competent authority or if during the period of probation or extension thereof as the case may be, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Social Security Assistant, such authority may discharge/ terminate the candidate from the service, for reasons to be recorded in writing.

V. The candidate shall be required to undergo training, e.g. Foundation /Induction Course, refresher courses, mid-term career growth, in-service skill development, retirement planning course and other mandatory courses announced by EPFO from time to time.

VI. The leave, Travelling Allowances, Pension/NPS and all other service matters connected with service conditions will be governed by the rules and order in force from time to time that are applicable to the employees of EPFO.

VII. The candidate is liable to be posted/ transferred anywhere in India.





Estd. 1949

Accredited Grade 'A' by NAAC

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA, VADODARA

Maharaja Fatesinhrao Gaekwad Road, Fatehganj, Vadodara-390002, Gujarat, India.

**OFFICE ORDER**No. ADE 09/01/2023-2024 (300010895)

Date : 09-August-2023

To,

AVINASH UPADHYAY

(Application Form No : 300010895)

Subject : Appointment of Temporary Assistant Professor at Faculty of Arts, Faculty of Law

Reference : Notification vide ADE 09/01/2023-2024 dated 05-May-2023, for the Post of Temporary Assistant Professor

In pursuance to your application and on the basis of recommendation of the selection Committee, We are pleased to hire your services as a "Temporary Assistant Professor purely on Temporary basis" in the Political Science (Arts, Law) [2023-2024] Department of Faculty of Arts, Faculty of Law / Department of college/Institution of The Maharaja Sayajirao University of Baroda, Vadodara for academic year 2023-24. You will have to report to the concerned Head of Department/Director/Dean/Principal of the concerned Faculty/College/Institute of The Maharaja Sayajirao University of Baroda, Vadodara.

You are hereby agreed the following terms and conditions.

1. Basis Conditions: This temporary hiring of services for the fixed term shall be for an academic year (approximately 11 months) as a "Temporary Assistant Professor". This contract shall be purely on fixed tenure basis, under a contract, and the tenure shall be at the sole discretion of the University/Institution and as per the requirements of the University/Institution and shall be under strict review at all times. The University/Institution can discontinue the contract at any point of time for any reason whatsoever with a notice period as set hereunder in this contract. This contract shall continue subject to the workload requirement in the concern Department during the above mentioned period. You shall under no circumstances and at any point of time be considered as a Permanent employee of the Institution or The Maharaja Sayajirao University of Baroda and shall have no claim for any benefits facilities, privilege or services available to permanent employee of The Maharaja Sayajirao University of Baroda as this contract is made for only academic year 2023-24 from the date you join the duty.

2. Remunerations & Benefits: Temporary Assistant Professor shall be paid consolidated Rs. 33,500/- per month (Cost to University). This expenditure will be incurred Higher Payment Programme (faculty of Law)

3. Other Benefits: Temporary Assistant Professor whose services are hired for fixed period of Academic year 2023-24 on a purely temporary basis with a fixed remuneration, he/she shall neither be eligible nor he/she can claim any other benefits.

4. Leave: Temporary Assistant Professor whose services are hired for academic year 2023-24 will be entitled to 8 days of casual leaves for each calendar year.

5. Termination / Resignation: The Temporary Assistant Professor whose services are hired for a fixed tenure for academic year 2023-24 may terminate this contract under hiring services by giving 01 month notice in writing to the party of the first part, or with immediate effect by making payment in lieu of notice period. The University

*[Signature]*  
Dean  
Faculty of Arts



# Spring Days School

(Recognised & Affiliated to Central Board of Secondary Education)

I-Block, Ashok Vihar-I, Delhi-110052 Ph: 9650824040, 9958153883

SDS/22-23/PF/KY/

Date: 01-10-2022

To

Ms Kirti Yadav  
G. No 202/3, RPSF  
6th Batalian, Durga Basti,  
Shastri Nagar, Delhi.

Sub: Offer of Appointment – Contractual

On the basis of your personal interview with the School Principal and observation of your work for 1 day by the qualified teacher, you are hereby offered an appointment on Contractual, full time basis for the post of

T. G. T. (S.S.T.) @ Rs. \_\_\_\_\_ per month.

Your appointment will be subject to the following terms and conditions:-

- 1) You shall not be able to resign from the post before 31<sup>st</sup> March, 2023.
- 2) In case you do wish to leave the job before 31<sup>st</sup> March, 2023, this shall be viewed as breach of contract and you may be liable to face legal proceedings.
- 3) You will be required to submit a medical fitness certificate from qualified medical practitioner.
- 4) You will be on probation of two years which may be extended by another year at the discretion of the managing committee of the School.



**Directorate Office**  
**Directorate of Education**  
**(Govt. of NCT of Delhi)**  
**Appointment Order**

Order No: DE.4(33)/DRC(E-IV)/TGT(CS)/(91/20)/2022/8824-38

Post  
30

Subsequent upon selection through Delhi Subordinate Services Selection Board to the post of TGT Computer Science and with the Prior approval of the competent Authority, the following candidates are hereby appointed purely on provisional basis to the post of TGT Computer Science vide pay scale Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 (Pre-revised) plus usual allowances as admissible under the Rules from time to time. The terms and conditions given in the offer of appointment and accepted by him/her. Further, the candidate has sought exemption from Medical examination on the basis of being already in Government Service. In the case of candidates who are referred to Govt. Hospital for medical examination and his/her medical certificate is awaited, the Provisional Appointment is hereby given in relaxation of FK 10 and draw of pay and allowances for a period of 6 months. The candidate is subject to medical examination within 2 months from the date of Provisional Appointment and if the candidate(s) is/are subsequently found medically unfit his/her services shall be terminated after the expiry of the period of 1 month from the date of communication to him/her of the medical officer/board, if no appeal for second medical examination is made by him/her during this period or after the case for second medical examination is finally decided, if, such an appeal is made and accepted. In case of OBC/EWS candidate at the time of joining the candidate will have to submit a certificate from the concerned Head of the School/office that "It is hereby undertaken that the information furnished by me is true and correct and the OBC certificate/eligibility contained in DSSSB advertisement number 04/20 and in the event of being found false or detected incorrect or incomplete at any time, the candidate's eligibility being detected after the appointment, my candidature / appointment is liable to be cancelled / terminated automatically without any further notice. No action can be taken against me by the department as per Rules'. Subsequently, the OBC verification report will be checked by the DDE concerned. If the certificate of the candidate concerned is found invalid, his/her candidature will be terminated with immediate effect. The candidate are hereby appointed to his/her respective place of posting latest by 31/07/2023, failing which his/her appointment shall be stand cancelled without any further communication. The posting details are as under:

No.	Employee Name	Post	Date Of Birth	Category	Posted At
1	AMIR KARIM-20232792	TGT COMPUTER SCIENCE	04/04/1995	OBC	Joharipur- GGMS-1104017
2	AMIT KUMAR-20232643	TGT COMPUTER SCIENCE	18/03/1989	PwD	Mayur Vihar, Phase I, Pkt. II-SBV (Prem Chand)-
3	AMIT MALIK-20232925	TGT COMPUTER SCIENCE	06/09/1991	General	Sultanpuri, Block H- SBV-1412008
4	ANIT KUMAR GOND-20232801	TGT COMPUTER SCIENCE	02/10/1990	ST	Sultanpuri, F-Block, GBSSS-1412083
5	ANIRUDH SHOKEEN-20232790	TGT COMPUTER SCIENCE	01/04/1997	OBC	GBSSS, AYA NAGAR-1923354
6	ANJU KUMARI GAUR-20232930	TGT COMPUTER SCIENCE	01/10/1997	SC	Mandawali , No.3 - SKV-1002190
7	ANKIT -20232798	TGT COMPUTER SCIENCE	06/11/1996	OBC	Rampura- Govt. Co-ed Sarvodaya Vidyalaya-1412089
8	AREENA KUMARI MEENA-20232795	TGT COMPUTER SCIENCE	20/07/1996	ST	Tilak Nagar, No.1-GGSSS-1514014
9	HIMANSHU SAINI-20232922	TGT COMPUTER SCIENCE	03/09/1994	General	Sarai Rohilla-GBSSS-1208004
10	JITENDER VERMA-20232804	TGT COMPUTER SCIENCE	30/09/1991	OBC	Najafgarh-GBSSS(Stadium)-1822249
11	JYOTI -20232920	TGT COMPUTER SCIENCE	13/11/1994	General	Mubarakpur Dabas, No-2,GGSSS-1412253-1412254
12	KASHISH YADAV-20232934	TGT COMPUTER SCIENCE	02/02/1996	OBC	Rohini, Phase-III, Sec-21- Govt. Co-ed Sarvodaya Vidyalaya-1412289
13	MAHESH KUMAR MEENA-20232644	TGT COMPUTER SCIENCE	15/08/1995	ST	Jonapur - SBV-1923359
14	MANITA -20232793	TGT COMPUTER SCIENCE	07/10/1992	OBC	Malviya Nagar-SKV-1923046
15	MANISH RAJ-20232799	TGT COMPUTER SCIENCE	09/02/1991	ST	Qutab Road-SBV-1208002
16	MANOJ KUMAR MEENA-20232802	TGT COMPUTER SCIENCE	02/02/1993	ST	Rohini, Avantika, Sector 1, No.1-GBSSS-1413014
17	MAYANK OJHA-20232931	TGT COMPUTER SCIENCE	01/04/1997	EWS	Hauz Rani-GBSSS-1923021
18	MOHD TAHIR-20232786	TGT COMPUTER SCIENCE	28/08/1990	OBC	Roop Nagar,RSV NO-4-1207013
19	NAVEEN KUMAR-20232789	TGT COMPUTER SCIENCE	23/10/1992	OBC	Narela, SBV-1310017
20	NEHA RANI-20232918	TGT COMPUTER SCIENCE	27/08/1992	General	Anand Vihar-SKV-1001009
21	NISHA RANA-20232924	TGT COMPUTER SCIENCE	20/02/1998	General	Fatehpur Beri-SKV (Priya Darshani)-1923059
22	RAJEEV RAWAT-20232642	TGT COMPUTER SCIENCE	25/05/1990	OBC	Govt. Sarvodaya Bal Vidyalaya, Shastri Park- 1
23	RAMA SHANKAR-20232929	TGT COMPUTER SCIENCE	19/10/1995	SC	Mubarkpur Dabas, No.2-GBSSS-1412254
24	REKHA -20232928	TGT COMPUTER SCIENCE	13/08/1993	General	Sultanpuri, Block-C, Sarvodaya Sr. Sec. Vidyalaya-1412008
25	RISHABH AGGARWAL-20232807	TGT COMPUTER SCIENCE	12/09/1998	General	Bhajanpura-GBSSS (RDJK)-1104150
26	SANSKRITI -20232797	TGT COMPUTER SCIENCE	25/05/1998	OBC	Mubarakpur Dabas-GGSSS-1412133
27	SAVITA MAAN-20232921	TGT COMPUTER SCIENCE	08/01/1992	General	Shiv Vihar- GGSSS-1618193
28	SHALU VERMA-20232641	TGT COMPUTER SCIENCE	28/11/1996	PwD	Rohini, Sector 16, Pocket A-SKV-1413070
29	SHANAZ MOHAMAD-20232935	TGT COMPUTER SCIENCE	26/12/1992	ST	Kailash Enclave-SV-1411005
30	SHIVANI GUPTA-20232805	TGT COMPUTER SCIENCE	06/06/1992	General	Rohini, Sector 9-SV (shaheed capt. Sanjeev)
31	SUDHIR DESWAL-20232791	TGT COMPUTER SCIENCE	01/11/1988	OBC	Govt. Sarvodaya Vidyalaya No.3, Shakti Nagar

*(Signature)*



# Offer Letter@ Rave Digital

Inbox



Human Resourc... 17 Dec 2021



to me, Ekta ▾

Hello Ritu,  
Congratulations !!

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to offer you employment in the position of "**Software Developer**" in our organization.

The general terms & conditions governing your employment, compensation, and other benefits that you would be entitled to are stated is attached here.

We look forward to having you by the date mentioned in the offer. We are sure that you'll have a bright career with our company. Enclosed, kindly find a soft copy of the Offer Letter.

Please acknowledge & confirm your joining by the date specified in the offer letter so that we can work out the necessary arrangements for you.

Please let us know in case of any further questions.





# Uttam School For Girls

To  
Ms Pritika Chaddha  
T1,702,MCC Signature Heights  
Raj Nagar Extension  
Ghaziabad

Date: 07.10.2023

## **Sub: Appointment for Fixed Tenure**

Dear Ms.Pritika

With Reference to your application for employment and subsequent interview. We are pleased to appoint you as TGT English on contractual basis for a fixed period 03.10.2023 to 31.03.2024 on a Consolidated Salary of Rs.59000/- per month.

1. It should be clearly understood that your appointment is being made on **Contractual basis** for a fixed period as stated above. Your contractual appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be payable to you by the Management.
2. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you, you will not claim regular employment even if there is such a vacancy for the post held by you or other wise.
3. Except one Month's Notice or Salary in lieu of one month's notice no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the Management if your services are terminated before the aforesaid specified and fixed period of service. Likewise the employee would be at liberty to leave the job before the expiry of his/her term of fixed appointment provided he/she gives one month's notice or salary in lieu of it.
4. Your duties will include efficient, satisfactory and economical operation in the area of responsibility which may be assigned to you from time to time. As an employee of Uttam School for Girls Managing Committee, you will maintain a high standard of discipline efficiency, integrity and will co-ordinate with other employee/workers and sincerely abide by the instructions of your Superior(s).
5. The Management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the Uttam School for Girls Managing Committee has





# Uttam School For Girls

- its other units or site for work either at present or at any time in future. On transfer, loan or deputation, the terms and conditions of your employment will remain as specified in this letter.
6. You will devote your whole time and attention to the interests of the Uttam School for Girls Managing Committee and will not engage yourself in any other work either paid or in honorary capacity.
  7. Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.
  8. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you.
  9. In case there is any change in your residential address, you will intimate the same in writing to the Personnel Department/Manager with three days from the date of such change and get such change of address recorded.

If the above terms and conditions are acceptable to you, please sign the carbon copy in token of acceptance and return the same for our record.


Mrs. Sharmila Raheja  
Principal

## Declaration by the Employee

I accept the offer and the terms and conditions mentioned in the aforesaid letter.

(Signature of employee)



	<p><b>INDRAPRASTHA COLLEGE FOR WOMEN/इन्द्रप्रस्थ महिला महाविद्यालय</b>  University of Delhi/दिल्ली विश्वविद्यालय  NAAC Grade A+ CGPA 3.33  31, Sham Nath Marg, Delhi-110054/31, शाम नाथ मार्ग, दिल्ली-110054  Website/वेबसाइट : <a href="http://www.ipcollege.ac.in">www.ipcollege.ac.in</a>  Email/ईमेल : <a href="mailto:ipcw@ip.du.ac.in">ipcw@ip.du.ac.in</a>  Tel./दूरभाष : 011-47008184, 011-47533650</p>
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7 August 2023

11<sup>th</sup>/08/08

Ms. Bhawna  
House No- 145  
Malka Ganj  
Delhi - 110007.

Dear Ms. Bhawna,

आपके आवेदन संख्या ADR6085682 के संदर्भ में, मुझे आपको यह सूचित करते हुए हर्ष हो रहा है कि एक विधिवत गठित चयन समिति की अनुशंसा पर, आपको इस महाविद्यालय के इतिहास विभाग में अनुसूचित जाति वर्ग के अंतर्गत सहायक प्रोफेसर के रूप में नियुक्ति का प्रस्ताव निम्नलिखित नियमों और सेवा शर्तों पर देने का निर्णय लिया गया है। आपकी यह नियुक्ति महाविद्यालय की शासी निकाय के अनुमोदन एवं दिल्ली विश्वविद्यालय के द्वारा आपको विश्वविद्यालय के शिक्षक के रूप में मान्यता प्रदान किये जाने के अधीन है।

With reference to your application No. ADR6085682, I am pleased to inform you that on the recommendation of a duly constituted Selection Committee, it has been decided to offer you an appointment as an Assistant Professor in the Department of **History** in this college, under the **Scheduled Caste (SC) Category**, on the following terms and conditions, subject to approval of the Governing Body of the College and subject to the University of Delhi recognizing you as a teacher of the University:

1. आप अपने कार्यभार ग्रहण करने की तिथि से एक वर्ष की अवधि तक परीवीक्षाधीन रहेंगे और यह परीवीक्षा अवधि शासी निकाय द्वारा आगे अधिकतम महीने 12 तक के लिए बढ़ाई भी जा सकती है।

You will be on probation for a period of one year with effect from the date of your joining, and this probationary period may further be extended by not more than 12 months by the Governing Body.

2. आपका प्रारंभिक वेतन दिल्ली विश्वविद्यालय के नियमों के अनुसार एवं 7वें वेतन आयोग की सिफारिशों के आधार पर रुपये 57,700/- (शैक्षणिक स्तर 10) प्रति माह तय किया जाएगा। वेतन के अतिरिक्त, आपको दिल्ली विश्वविद्यालय द्वारा समय-समय पर लागू होने वाली दरों और नियमों के अधीन अन्य भत्ते देय होंगे।

Your initial pay will be fixed as per University of Delhi rules in the Academic Level 10 with rationalized entry pay of Rs.57,700/- per month as per 7th CPC. In addition to pay, you will receive other applicable allowances at the rates and according to the rules in force in the University of Delhi from time to time.



**Directorate Office  
Directorate of Education  
(Govt. of NCT of Delhi)  
Appointment Order**

Order No:DE.3(37)/DRC(E-III)/TGT(English)/Male/2022/ 34

PostingID: 20220312  
Date:23/09/2022

Consequent upon selection through Delhi Subordinate Services Selection Board to the post of the TGT English (Male) and with the prior approval of the Competent Authority, the following candidate(s) are hereby appointed purely on Temporary and provisional basis for the Post Of TGT English (Male) Vide post code 50/21 in the pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 (Pre-revised) plus usual allowances as admissible under the Rules from time to time subject to usual terms and conditions given in the offer of appointment and accepted by him/her. Further, the candidate has sought exemption from Medical examination by virtue of being already in Government Service. In case of OBC/EWS candidate the appointment will be provisional at the time of joining the candidate will have to submit an undertaking to concerned Head of the School/office that "It is hereby undertaken that the information furnished by me are true and correct and the OBC certificate is as per provisions contained in DSSSB advertisement number 03/21 and in the event of being found false or detected incorrect or incomplete at any stage or any ineligibility being detected after the appointment, my candidature / appointment is liable to be cancelled / terminated automatically without any notice and action can be taken against me by the department as per Rules'. Subsequently, verification of OBC/EWS certificate will be initiated/done by DDE concerned. If OBC/EWS certificate of the candidate(s) concerned is found invalid/ineligibility for issuance of certificate his/her candidature will be terminated with immediate effect. The candidate(s) are hereby directed to report to their respective place of posting latest by 27/10/2022 failing which his/her appointment shall stand cancelled without any further communication. The details of candidates are as under:

S.No.	Employee Name	Post	Date Of Birth	Category	Posted At
1	AMAN GAUR-20224584	TGT ENGLISH	20/09/1995	General	Shahbad Daulatpur- GBSSS-1310431
2	ANIL KUMAR-20224567	TGT ENGLISH	04/08/1989	General	ROHINI, SEC-24- GBSSS-1413317
3	ANIL KUMAR YADAV-20224558	TGT ENGLISH	06/05/1995	General	New Rajinder Nagar-SV (Rana Pratap)-2128032
4	ARPIT KHURANA-20224563	TGT ENGLISH	17/08/1992	General	Village Karawal Nagar, Veer Savarkar Complex- GBSSS-1104487
5	MOHIT RATHEE-20224581	TGT ENGLISH	15/02/1995	General	Sawada(Ghevra) Colony H-Block- SV-1413267
6	PARMEET KUMAR-20224565	TGT ENGLISH	26/01/1990	General	Sultanpuri, A-Block- SBV-1412087
7	ROHIT KUMAR-20224561	TGT ENGLISH	05/02/1991	OBC	Nangloi-SBV-1617002
8	SATISH SINGH-20224566	TGT ENGLISH	15/08/1990	General	New Kondli-GBSSS-1002014
9	SAURABH -20224564	TGT ENGLISH	21/05/1992	General	Sawada(Ghevra) Colony, B-Block- SBV-1413323

This appointment is temporary and the above mentioned candidates will be on probation for two years and further subject to: I) Verification of character and antecedents by the DDE concerned. In case character and antecedents of the candidates is found not verified or any false information is given by candidate in self-declaration submitted by the candidate, the appointment shall be cancelled forthwith and other criminal/legal action will also be taken, as a consequence thereof. II) Verification of documents/certificate, NCTE Clarification, Biometric Verification, caste and category certificates will be carried out by the concerned DDE from concerned Institute/Universities/Authorities vide which the candidate has possessed the Educational Qualifications and other relevant documents, after joining the respective school. The Candidate(s) is/are hereby further directed to submit their joining report to the concerned HOS. Although, the first stage verification of correctness of the information/ documents as furnished in application form and e-dossier/dossier vis-a-vis the original documents related to educational qualification, age, cast/category and other essential certificates has been carried out, as per instructions issued by the Govt. of India vide MHA OM number 2/29/54-RRs 19-11-54. However, if any discrepancy is noticed at later stage, the District/HOS Authority will report the same to HQ immediately. This issue with the prior approval of the Competent Authority.

SECTION OFFICER(DRC)

Endorsement No.:DE.3(37)/DRC(E-III)/TGT(English)/Male/2022/ 34

Dated: 23/09/2022

Section Officer  
DR Cell (E-III)  
Dte. of Education  
Govt. of NCT of Delhi

**Copy forwarded to:-**

1. P.S. to Principal Secy/Secy, Education.
2. P.S. to DE, Dte of Education.
3. RD Concerned.
4. DDE Concerned.
5. EO Concerned
6. AO(Estt.)Concerned.
7. AAO Concerned Accounts branch.
8. PAO Concerned.
9. HOS concerned.
10. Incharge(Computer Cell), Dte. of Education with the request to upload the order on the website of the department.
11. Employee Concerned.
12. Guard File

Print Date: 23/09/2022

SECTION OFFICER(DRC)

Section Officer  
DR Cell (E-III)  
Dte. of Education  
Govt. of NCT of Delhi





Employee Details

Personal Record

Name	GAURAV KUMAR-20222867		
Present Place of Posting	JAGATPUR - GBSS-1207255	Date of Joining in Present School	14/09/2022
Designation	TGT SOCIAL SCIENCE	Physically working at (in Diverted Capacity)	
Gender	Male	Father/Husband Name	ASHOK KUMAR
Date of Birth	14/04/1998	Marital Status	UnMarried
Physical Disability	None	Category	General
Registered Mobile No	9643284207	Selection Category	General

Correspondence Address

Address	S/O Sh Ashok Kumar, vill tetariya post barai dist nalanda biharPincode-801303
City	ISLAMPUR
State	BIHAR
Email Id	gauravk205@gmail.com

Qualification(s)

Highest Qualification	Graduation		
Prof. Qual	B.Ed	Other Prof. Qualification	
Graduation Subject	History,Political Science,English		
Post Graduation Subject			
SAV Certificate Issued	NO	Date of Issue of SAV Certificate	
Award	NO		

Appointment Details

Type of Recruitment	DIRECT	Type of Appointment	Regular
Appointment Date	14/09/2022	Seniority No.	
Initial Appointment Order No	01/09/2022	Block Year	
Initial Selection/Nomination Order No	DE.3(33)/DRC(EIII)/TGT(S Sc)/MALE/2022/28	Date of Joining Initial Post	14/09/2022
Subject To Teach	None	Date of Selection/Nomination	
Current Scale	9300-34800(4600)	Date of grant of grade	
Grade		Retirement Date	30/04/2058
Order no. and date		Cadre	Administrative
Nearest School (from Residence)	Adarsh Nagar-SKV-1309031	Aadhar Number	

Print

# WPL

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AA

 docs.google.com



POLICE DEPARTMENT

DISTT. SONIPAT

APPOINTMENT ORDER  
Form 12.22 (i)

In accordance with the recommendation made by Haryana Staff Selection Commission letter No. HSSC/Cntd/Recomm/2022/227, dated 11.03.2022 conveyed by Director General of Police, Haryana, Panchkula office memo No. 4256-81/E(II)-2 dated 14.03.2022 and verification of character and antecedents, having found medically fit and pre joining bio-metric verification conducted by HSSC, Sh. Sourav S/o Sh. Rajbir, Caste- Jat (Gen), VPO/RO- Rohad, PS Ashoda, Distt- Jhajjar, State- Haryana is hereby appointed as temporary Sub Inspector (General Duty) in Haryana Police with immediate effect i.e. 22.03.2022 AN in the pay scale of Rs. 35400-112400-Level-6, Cell-1. His educational qualification is B.Sc and date of Birth is 26.10.1999

He is henceforth declared as the member of police force under Haryana Police Act 2007 (Act No. 25 of 2008) and is vested with the powers, functions, responsibilities and privileges of police officer. He has been temporarily appointed on the condition that he shall by fully bound to abide by Punjab Police Rules, 1934 (as applicable in Haryana), Haryana Police (Non Gazetted and other ranks) service Rules, 2017 (as amended) and other rules framed as well as instructions issued by Government from time to time. Further, his appointment is also subject to outcome of litigation pending in courts(s) if any, related to his appointment. His appointment is further subject to the outcome of satisfactory verification report of educational qualification certificate, caste certificate (if applicable), income certificate (if applicable) and other certificate(s). If at any stage, any certificate is found to be fake/forged or anything adverse is reported against him in this regard at later stage, appropriate legal well as disciplinary action (including dispensing his service without any notice) shall be initiated. He can be discharged from service at any time as per rules when his services are no longer required in public interest in police department by issuing of one month notice. He will not claim his seniority from this temporary appointment. He will be entitled to get the pay from the date of joining duty.

Issue order in order book and all concerned to note for necessary action.

I agree with the above

(Rahul Sharma)  
Sr. Superintendent of Police,  
Sonapat.

Signature of the candidate

*Sourav*

Endst. No. 17088-96

Dated 22/3/22

Copies are forwarded to following for information and necessary action please.

1. The Secretary, Haryana Staff Selection Commission, Panchkula.
2. The Director General of Police, Haryana Panchkula.
3. Inspector General of Police, Rohtak Range, Rohtak
4. R/SSP for OB/CRC/Acct./OSI/LO/CHC
5. Sourav S/o Rajbir, VPO Rohad, Jhajjar

(Rahul Sharma)  
*Rahul*  
~~Sr. Superintendent of Police,~~  
Sonapat.



[illegible]

ज्ञापांक :  
प्रतिलिपि :

यो0स्था04 / 1-01 / 2024

839


यो०वि०, दिनांक ०९ फरवरी, 2024

यो0स्था04/1-01/2024  
सभी नवनियुक्त सहायक योजना पदाधिकारी/सहायक निदेशक का उनका  
अभिप्रमाणित फोटोग्राफ के साथ सूचनार्थ प्रेषित।

क्रम संख्या	:—	14
मेधा क्रमांक	:—	14
अनुक्रमांक	:—	541058
नाम	:—	सुश्री अंजलि प्रभा
पिता/पति का नाम	:—	श्री ब्रह्मचारी अजय कुमार
स्थायी पता	:—	रोड नं०-03, मकान संख्या-41ए, दरियापुर हाउस, शास्त्रीनगर वेस्ट, पो०+थाना-रामपुर जिला-गया, बिहार, पिन-823001

2. आपको निदेश दिया जाता है कि नियुक्ति पत्र की मूल प्रति तथा एक स्वअभिप्रमाणित छायाप्रति के साथ आदेश निर्गत होने की तिथि से 30 दिनों के अंदर अचूक रूप से अपना योगदान योजना एवं विकास विभाग के प्रशासनिक नियंत्रणाधीन पदस्थापित कार्यालयों में समर्पित कर प्रभार ग्रहण करना सुनिश्चित करें। अन्यथा निर्धारित अवधि के पश्चात योगदान स्वीकार नहीं किया जाएगा।



  
सरकार के संयुक्त सचिव



Shankaracharya Marg, Shahed Bhai Bal Mukand-SV-1207008  
Directorate of Education, Delhi  
(Govt. of NCT of Delhi)  
Joining Order

Order No: SBBM-SV/SCM/2022/1009-1013

Appointment Date: 12/12/2022

Mr./Ms. **NIDHI JAIN -20227709**, has joined at **Shankaracharya Marg, Shahed Bhai Bal Mukand-SV-1207008**, as **TGT ENGLISH** on **12/12/2022**.

  
**MAHAK SINGH**  
HOS HOS  
S. B. B. M. Govt. S. V.  
Shankaracharya Marg,  
Delhi-110054

Endorsement No.: SBBM-SV/SCM/2022/1009-1013

**Copy Forwarded to:-**

- (1) Employees Concerned
- (2) RD Concerned
- (3) DD Concerned
- (4) EO Concerned
- (5) AO (Estt./GOC) Concerned
- (6) AAO Concerned Accounts Branch
- (7) PAO Concerned
- (8) Schools Concerned
- (9) Incharge (Computer Cell), Dte. of Education
- (10) Concerned Employee's Personal File
- (11) P.S. To DE, Dte. of Education
- (12) PS To Secretary Education
- (13) Guard File
- (14) Services Department
- (15) Concerned Department

  
**MAHAK SINGH**  
HOS HOS  
S. B. B. M. Govt. S. V.  
Shankaracharya Marg,  
Delhi-110054

**CHANDIGARH ADMINISTRATION  
LOCAL AUDIT DEPARTMENT**

No. ACLA/EA/2023/2062  
To

Dated: 03-10-23

TARANDEEP SINGH JANAGAL (SC-4)  
49 C RANJIT NAGAR BHADSON ROAD  
PATIALA, PUNJAB 147001  
9041003976

**Subject: Provisional appointment to the post of Junior Auditor in the Local Audit Department, Chandigarh Administration.**

\*\*\*\*\*

On the basis of performance in the written examination held on 11.06.2023 followed by scrutiny of documents, the Advisor to Administrator, U.T., Chandigarh is pleased to offer you an appointment to the post of Junior Auditor (Group B) in the Pay Level 06 of "Union Territory of Chandigarh Employees (Revised Pay) Rules, 2023 and usual allowances as admissible from time to time, with effect from date you resume your duties in Local Audit Department, Chandigarh Administration on the term and conditions mentioned herein after: -

**Terms and conditions: -**

- i. Your appointment is subject to the production of medical fitness certificate issued by PMO, Chandigarh. For medical examination, you shall have to appear before Principal Medical Officer, Government Multi Specialty Hospital, Sector-16, Chandigarh on the working days as prescribed by the hospital, after getting the medical examination form (duly filed in by you) attested from this office on any working day during office hours from 09:30 A.M. to 5:30 P.M. (Room No. 307, 3<sup>rd</sup> Floor, Additional Deluxe building, Municipal Corporation, Sector-17E, Chandigarh) before joining the post;
- ii. You will be on probation for a period of two years, from the date of your joining in the department. The probation period can be extended for further period in case of any misconduct, inefficiency or any other contravention of rules or any supportive documents submitted by you, is found wrong/false during the probation period. For assessing your performance during the period of probation, your work and conduct will be taken into consideration. If your work and conduct during the period this period is not satisfactory, your service will be terminated without any notice.
- iii. Nothing adverse should be found/reported against you including registration of any criminal case or condition by any court of law in India after verification of your character and antecedents. In case character & antecedents are found not correct/verified or any false information is given in your self-declaration (Copy enclosed), the provisional appointment letter will be cancelled forthwith and other criminal/legal action as per provisions of the Indian Penal Code (IPC) etc. will be



KENDRIYA VIDYALAYA, AIR FORCE STATION, THANE (1<sup>ST</sup> & 2<sup>ND</sup> SHIFT)

F. NO. 27049/KVTHN/2022-23

Date:- 04.07.22

To

Ms. RINKY GAUTAM  
C-2002, Palash Towers  
Andheri West - Mumbai

Sub: - Appointment as Contractual Teachers for the Post of Primary Teachers  
II Shift

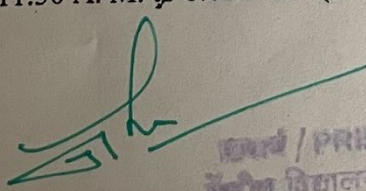
Sir/Madam,

With reference to your application and the performance in the interview held on 15.2.22 & 16.3.22 Ms/ Mr. Ms. Rinky Gautam is hereby given an offer of appointment for the post of PRT (II Shift) on Contractual Basis (Purely temporary) in Shift-I/ Shift-II School. If you are willing to accept the terms and conditions as shown below submit the acceptance of offer immediately. Also submit the agreement of KVS on a Non-Judicial stamp worth Rs.100/-. **Submit the Police Verification Report within the one month from the date of the appointment.**

**Terms & Conditions**

01. You will be paid a Consolidated amount of Rs. 21250/- per month on pro-rata basis ( For example: Consolidated pay X No. of days worked) 30 days
02. During ONLINE CLASSES HALF PAY and FULL PAY on Normal Days will be paid monthly.
03. Apart from teaching, you are responsible for home assignments, evaluation of answer scripts, conduct of examination, invigilation, house-activities, other duties as assigned by the principal from time to time, etc. the payment/ remuneration indicated above will be inclusive of all the services mentioned hereinbefore.
04. You are not entitled for vacation pay and during Autumn Break/ Winter Break/ Summer Vacation. You will abide by the rule & regulations of the Vidyalaya and show due respect to the constituted authority.
05. You shall not claim any payment over the above and you shall well aware that your services will be outsized on monthly basis depending upon the need of the school. You will be relieved at any time without giving any prior notice to you, if your services are not satisfactory to the school
06. The working hours are 7.00 A. M. to 1.30 P. M (1<sup>st</sup> Shift)

And 11.30 A. M. to 6.00 P. M. (2<sup>nd</sup> Shift)

  
(CHANDRASEKHAR SINGH)  
PRINCIPAL

PRINCIPAL  
KENDRIYA VIDYALAYA  
AIR FORCE STATION, THANE  
THANE - 400 607.





OFFICE OF THE DIRECTOR GENERAL OF POLICE, U.T., CHANDIGARH  
ADDL. DELUXE BUILDING, SECTOR - 9 CHANDIGARH - 160009  
Telephone: 0172-2760862 TeleFax: 0172-2740023  
Email: [elbranchchd@gmail.com](mailto:elbranchchd@gmail.com)

To

DEVA (Roll No. 774553/OBC)  
S/D/W/o Sh VINOD KUMAR  
R/o H NO. 670 SECTOR B4 POCKET 1 POLICE  
COLONY NARELA DELHI 40, North West Delhi,  
Delhi - 110040  
Mob. No. 8860935606

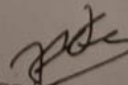
Memo No. 50148 /UT/E-2  
Dated, Chandigarh the:- 12/12/2023

Subject:- Provisional offer letter for appointment for the post of Constable (Executive) in Chandigarh Police - Recruitment 2023.

You have been provisionally selected for appointment as Constable (Executive) in Union Territory Chandigarh Police against a purely temporary vacancy in the Pay Level-03 (Rs. 21700-69100) as per 7<sup>th</sup> CPC of Pay Matrix plus allowances as may be admissible from time to time besides other terms and conditions as specified below:-

- That you, if married, have only one living spouse.
- That you will have to qualify the Basic Training Course meant for Constable from Training Institute where you will be deputed by this department.
- That in case you are serving in any Govt./Semi Govt. Department, you will furnish relieving/clearance certificate from the Head of the concerned department.
- That you will report alongwith Original computer Certificate, as per instructions contained in recruitment notice.
- That you will be governed by the provisions of Punjab Police Rules/Instructions and other rules as applicable from time to time in the Union Territory of Chandigarh.
- That since this offer is for a purely temporary post and your services are liable for termination without any notice or assigning any reason till services are confirmed.
- You will be on probation for a period of three years from the date of joining which is liable to be extended for a further period as deemed fit by the Competent Authority, if your act and conduct is not found satisfactory, during the initial period of probation.
- The appointment is provisional and is subject to verification of the caste/tribe certificate through proper channels and if the verification reveals that the claim of belonging to SC/OBC, as the case may be, is false, the candidate/police personnel will be dealt departmentally under the provisions of the Punjab Police Rules 12.21 or 16.24, as the case may be, and action will be taken to dismiss/remove him/her from service or to take any other action as warranted under the facts and circumstances of the case without prejudice to such further action as may be taken under the provisions of criminal law for the production of false certificate.
- You will be entitled for Salary & Allowances as per prevailing rules/instructions of Chandigarh Administration.
- Your joining as Constable in Chandigarh Police is subject to the police verification to be received from concerned authority of the District.

In case you are willing to accept the offer of appointment on the above mentioned terms and conditions, you should report at RTC, Police Lines, Sector-26, Chandigarh by 05:00 PM on 26.12.2023 positively with your cloths, bedding/essential articles alongwith amount approximate Rs. 5,000/- for security money of mess charges/purchasing of articles to be utilized during training.

  
(Ketan Bansal, IPS)  
Superintendent of Police, Hqs.  
for Director General of Police,  
Union Territory, Chandigarh.



Ref: HRD :745(14): 480108705 :3410001343: GENERAL: SC: 2021

30<sup>th</sup> November 2021

JYOTI  
D 730 39 B STREET NO 11 ASHOK NAGAR  
SHAHDARA  
DELHI - 110093  
8287885299  
tanwarjyoti585@gmail.com

Madam,

**Re: Appointment on probation to the post of Assistant Manager (Scale I)**

We refer to our letter dated 12th November, 2021 with regard to your provisional selection for the post of Assistant Manager (Scale I) and pre-employment medical examination on 30<sup>th</sup> November, 2021 at National Insurance Academy, Pune.

Based on the satisfactory medical examination report, we are now pleased to inform you that you have been selected for appointment to the post of Assistant Manager (Scale I) in "General Insurance Corporation of India" on the following terms and conditions:

1. You are required to attend a Residential Induction Programme at the following address, commencing from 1<sup>st</sup> December, 2021.

**National Insurance Academy  
25, Balewadi, Baner Road,  
NIA P.O.,  
Pune 411 045, India**

2. Your appointment as Assistant Manager (Scale I) will be effective from 1<sup>st</sup> December, 2021 and you as Assistant Manager (Scale I) will be on probation for a period of one year, from 1<sup>st</sup> December, 2021. The probationary period may be extended up to one year, at the discretion of the Management.
3. Your appointment as Assistant Manager (Scale I) on probation will be on a monthly basic salary of Rs.32,795/- in the Scale of Rs.32,795-1610(14)-55,335-1745(4)-62,315 and such other increment / allowance, as may be admissible, under the rules, in force of the Corporation from time to time.
4. You will be required to give an undertaking to serve the Corporation for a minimum period of four years including probationary period. In the event of your resignation from the Corporation before the expiry of the bond period, you will be liable to pay liquidated damages equivalent to one year's gross salary paid to you during the year of probation which could be proportionately reduced depending on the length of service rendered. Besides you will have to submit a stamped Indemnity bond duly executed by two sureties of sound financial standing, for an amount equivalent to one year's gross salary, as mentioned in your letter for pre-employment medical examination.



**भारतीय साधारण बीमा निगम**  
(भारत सरकार की कंपनी)

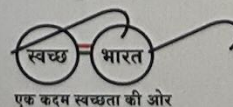
**General Insurance Corporation of India**

(Government of India Company)

CIN NO.: L67200MH1972GOI016133 IRDA REGN No.: 112

"सुरक्षा", 170, जे. टाटा रोड, चर्चगेट, मुंबई - 400 020.

"SURAKSHA", 170, J. Tata Road, Churchgate,  
Mumbai - 400 020. INDIA Tel.: +91-22-2286 7000  
www.gicofindia.in







# ST. XAVIER COLLEGE

(Permanent Affiliation to Nagaland University)

P.B.NO. 18, JALUKIE P.O, PEREN DT

NAGALAND - 797110

[www.stxaviercollegejalukie.org](http://www.stxaviercollegejalukie.org)

[stxaviercollegejalukie@gmail.com](mailto:stxaviercollegejalukie@gmail.com)

Ref: SXC/Staff/Appointment/2022/04-07

Date: 04/07/2022

To

Miss *Wajengsy Nnewmai*  
Peren Town  
Nagaland-797101

Dear *Wajengsy Nnewmai*,

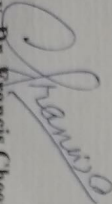
In response to your application for the post of Assistant Professor in the Department of History, I am pleased to appoint you as Lecturer, Department of History, on probation for a year. Extension of your services beyond this period will depend on the satisfaction given during the period of probation. While in service, meticulous performance of duty and proper conduct are expected of you.

If you wish to resign your post, you should give a notice of onemonth provided the period of such notice expires at the end of the semester or surrender one month's salary for failure to keep the gap of time between your letter and discontinuation.

Your service can be terminated by the College at any time after due process according to the Service Rules for Misconduct and any other valid reasons.

In acceptance of the appointment and the rules of St. Xavier College, Jalukie, the copy of the letter shall be signed and returned to the office.

Yours sincerely,

  
Rev. Dr. Francis Cheerangal  
Principal

St. Xavier College  
P.B.18, Jalukie-797110  
Peren Dist., Nagaland





मुंबई सीमाशुल्क अंचल - I  
Mumbai Customs Zone - I  
प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय  
Office of the Principal Commissioner of Customs (General)  
नवीन सीमाशुल्क भवन, बेलाई इस्टेट, मुंबई  
New Custom House, Ballard Estate, Mumbai,  
Maharashtra - 400 001  
Telephone - 022-22757736 / 7422  
E-mail: p.estt-mum-cus-zone1@gov.in



F.No. II/(3)/APPT/188/2023-P&E-O/o Pr. Commr-Cus-Gen-Zone-1-Mumbai

**पंजीकृत/जल्द डाक द्वारा**

**BY REGD. POST A.D / SPEED POST A.D.**

नियुक्ति आदेश संख्या / Appointment Order No.: Mumbai-I Customs/CCO & CCA/EXAMINER/88360  
नियुक्ति आदेश दिनांक / Appointment Order Date: 26.09.2023

सेवा में/To,

Name: KAMLESH KUMAR GODARA

Mobile: 8955800618

Address: VPO. Gajusar Teh.Sardarshahar  
Dist. Churu 331403, Rajasthan

**विषय: संयुक्त स्नातक स्तरीय परीक्षा, 2022 के परिणाम के आधार पर निरीक्षक (परीक्षक) के पद पर अंतिम नियुक्ति का प्रस्ताव - संबंधित।**

**Subject: Offer of Provisional Appointment on the post of Inspector (Examiner) on the basis of result of Combined Graduate Level Examination, 2022- Reg.**

\*\*\*\*\*

अधीनस्थता को आपको सूचित करते हुए हर्ष हो रहा है कि, कर्मचारी चयन आयोग (एसएससी) द्वारा आयोजित संयुक्त स्नातक स्तरीय परीक्षा (सी.जी.एल.ई.) 2022 के आधार पर, आपको निरीक्षक (परीक्षक) के पद ग्रेड पर रुपये 44,900/- के प्रवेश वेतन (7वें वेतन आयोग के वेतन मैट्रिक्स स्तर 7, सूचकांक 1) में व भारत सरकार द्वारा समय-समय पर स्वीकृत किये जा सकने वाले सामान्य भत्तों सहित, अंतिम नियुक्ति के लिए चुना गया है। नियुक्ति के नियम और शर्तें नीचे दी गई हैं।

The undersigned is pleased to inform you that on the basis of result of Combined Graduate Level Examination (CGLE), 2022 conducted by the Staff Selection Commission (SSC), you have been selected for provisional appointment in the grade of Inspector (Examiner) in the entry Pay of Rs. 44,900/- (Level 7, Index 1 in pay matrix of 7th Pay Commission), plus the usual allowances, as may be sanctioned by the Government of India from time to time. The terms and conditions of appointment are detailed as below.

1 of 8

**सेवा की शर्तें / CONDITIONS OF SERVICE**

1. नियुक्ति प्रथमतः अस्थायी है तथा पूर्णतः अंतिम है।

The appointment is temporary in the first instance and purely provisional.

2. आप दो वर्षों तक परीक्षा पर रहेंगे। हालांकि नियुक्ति प्राधिकारी के विवेकानुसार परीक्षा अवधि को बढ़ाया जा सकता है।

You will be on probation for two years. The period of probation may however, be extended at the discretion of the Competent Authority.

3. आपको दो साल के अन्दर निर्धारित विभागीय परीक्षा उत्तीर्ण करनी होगी, जिसमें असफल होने पर आप आगे वेतन में वृद्धि के पात्र नहीं होंगे और निरीक्षक (परीक्षक) की श्रेणी में स्थायी प्रतिधारण के लिए भी आप पर विचार नहीं किया जाएगा।

You should pass the prescribed Departmental Examination within two years, failing which you will not be eligible to draw further increments and also will not be considered for permanent retention in the grade of Inspector (Examiner).

4. परीक्षा की अवधि के दौरान, आप बिना किसी सूचना और कारण बताए सेवा समाप्त होने के लिए उत्तरदायी रहेंगे।

During the period of probation, you will be liable to be terminated without any notice and without assigning any reasons thereof.

5. यदि यह पाया गया कि नियुक्ति से सम्बन्धित आपके द्वारा प्रस्तुत घोषणा या कागजात पत्र झूठे हैं या गलत हैं तो आपको किसी भी समय सेवा से निष्कासित किया जा सकता है।

You will be liable to be dismissed from service if at any time, it is discovered that the declaration and documents submitted by you are false or incorrect.



**RLSMC**  
**International School**  
NH-28, Near- Polytechnic Chauraha, Basti (U.P) 272002  
Mob. 7081458000, 9335305829



Date .14.09.23,.....

Ref.

To whosoever it may concern

**Salary certificate of June, July and August**

Certified that Mr. Lakshay Sharna S/o Mr Ravijesh Rattan Sharma is working as post of TGT Music teacher in our esteemed institution.

His Gross Salary per month is =Rs 25000 (Twenty five thousand) with food and accommodation.

(Address: C/0- Shayam singh Sanjay colony, Purani Basti -272002)

Deduction amount per month is - Rs 0 ( Zero)

Total amount to be credited every month is=25000/=

1) His Salary on June is - Rs 22500

2) His Salary on July is- Rs 25000

3) His Salary on August is - Rs 22500.

Bank Account number- 50100560433481

Bank - HDFC Bank

Regards

Manager

RLSMC International School, Basti





CONFIDENTIAL

12 April 2022

meenakshi  
A-43, sec-33, Noida, Gautam Buddha Nagar, UP-201301

## APPOINTMENT LETTER

Dear meenakshi ,

We have the pleasure in appointing you as **Business Acquisition Officer (Grade: G7 - Executive)**, in the Department of **Sales & Business Development (SAL136)**, **Health Care at Home India Private Limited ("HCAH/Company")** with effect from **12 April 2022** (hereinafter referred to as "**Date of Joining**") and not later than the said date, on the basis of your application and the representations made by you during discussion(s) held with you and the documents shared by you and on the following terms and conditions stipulated herein below:

### 1. Employment

- 1.1. You assure that you are mentally and physically fit to enter the present engagement with the Company. Additionally, you agree to furnish your medical history to the Company, if required.
- 1.2. After joining the Company, you shall deem to be engaged on an exclusive basis by the Company. During the period of your employment with the Company, you agree not to work directly or indirectly for any other person, company, or establishment, either with or without remuneration, without the prior written explicit permission of the Company.
- 1.3. You further assure and represent that you have the requisite skill and expertise for this position, and you shall accordingly render your services in the Company.
- 1.4. You represent that there is no action, suit or proceedings pending against you, whether directly or indirectly.
- 1.5. You undertake to neither seek nor accept instructions from any authority before any court of law or before any other governmental authority including any tribunal, judicial, quasi-judicial or administrative authority, etc.

### 2. Reporting

- 2.1. You will report to , or such other person as may be nominated by the Company (hereinafter referred to as the "**Reporting Manager**").

### 3. Role and Responsibilities

- 3.1. Your reporting and responsibilities shall mainly include all the aspects of the role explained to you as well as any other ad-hoc duties assigned to you from time to time by your Reporting Manager or any person nominated by him/her or your seniors in the Company /your department. The Company reserves its right to modify the nature of your duties and designation at any time as it may deem appropriate, as per the requirement of the Company.
- 3.2. You undertake to perform all roles and responsibilities that may be assigned to you by the Company at any time with high standard of ethics, initiative, creativeness, efficiency and effectiveness in the Company.
- 3.3. You acknowledge that the working days of the Company will be 6(six) days in a week.
- 3.4. In addition to the terms and conditions set out in this Appointment Letter, your employment shall be governed by the overall Human Resource Policy of the Company and the rules and regulations framed therein, in accordance with laws applicable to the Company.
- 3.5. You agree not to delegate your services or any part thereof to any third party without the prior written consent of the Company.
- 3.6. You agree not to engage, either directly or indirectly, in any conduct detrimental to the interests of the Company or contrary to the information received by the management of the Company in any manner

**Communication Address:** Health Care at Home India Pvt. Ltd., Third Floor, Tower-A, South Side, Club-125, Sector- 125, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301

**Registered Office:** Health Care at Home India Pvt Ltd., 4th Floor, Punjabi Bhawan, 10-Rouse Avenue, New Delhi - 110002

**CIN:** U85190DL2012PTC242876 | **Toll Free:** 1800-102-4224 | **www.hcah.in**

whatsoever including but not limited to any acts which may cause or have the potential to cause disparage or disrepute to the Company.

- 3.7. You agree to travel for the Company or any group company (both within India and abroad) as may be required for the proper performance of your duties. In accordance with the travel policy of the Company, you will get the reimbursement for all travel costs deriving from such travel subject to production and submission of all receipts, invoices, bills, etc. of such costs or expenses.

#### 4. Cost to Company (CTC)

- 4.1. Subject to the terms and conditions stated herein, you shall be paid a remuneration as detailed under “Annexure A” attached hereto. The Company shall be entitled to deduct tax at source from any component of your remuneration as per the prevailing income tax law and take such other actions as may be required by applicable law.

#### 5. Probationary Period

- 5.1. You will be on probation for a period of 6 (six) months from the Date of Joining (hereinafter referred to as “Probation”). If in the opinion of the management you are found suitable for the post in which you have been appointed, your services will be confirmed, in writing. The probation period may be extended for such term as may be considered appropriate by the Management, based on your performance. It is agreed by you that unless otherwise informed to you in writing by the Company, your employment may not be considered as confirmed.
- 5.2. During Probation period and any extension thereof, your services may be terminated on either side by giving **15 days’** Notice or on payment of amount equivalent to **15 days** gross salary in lieu thereof and either side is not bound to give any reason.

#### 6. Transfer

- 6.1. You will be initially posted at **Head Office**. You will be liable to be transferred in such capacity that the management may determine, to any other department, branch, unit, factory or establishment under the same management or same principals, whether existing or to set up in future in any part of India or abroad. In such cases, you will be governed by the terms and condition of service applicable at the new placement. You can also be transferred to another firm or company, which is an associate or sister concern of the Company, or in which HCAH has any interest, either financial or managerial, provided your total emoluments are not adversely affected.

#### 7. Confidentiality

- 7.1. You will maintain the highest degree of confidentiality and to keep all the proprietary information including but not limited to commercial, technical and business information relating to the Company and/or its subsidiaries/group companies/affiliates, its business, operation, techniques, treatment protocols, experimental work, patient information, client information, vendor information, financial information, Human Resources plans, business plans, project plans, information relating to operating income, organization, client lists, client data, price calculation models, specification, method of manufacture, software, hardware, source code, object code and other forms of binary files, technology, methods, documentation, designs and materials and general trade secrets and Intellectual Property of the Company, as well as all records, documents and other confidential information relating to the Company including but not limited to its affairs, dealings, practices, associations, the terms of this Appointment Letter and all such information with regard to the Company which are strictly confidential and which any other information labelled “*Confidential*” by the Company and may be known to you or confided in you by any means during the course of your employment with the Company and/or its subsidiaries/group companies/affiliates (“**Confidential Information**”).
- 7.2. You agree to not use the Confidential Information for your own benefit or for the benefit of any third party but only in a duly authorized manner in fulfilment of your services towards the Company or to not disclose to any third persons any of the trade secrets or other Confidential Information of the Company



or its affiliated companies. You will take all appropriate measure necessary to keep such trade secrets and Confidential Information from being disclosed to, or received by third parties.

- 7.3. It is agreed that the Confidential Information and the rights of the Company are not to be affected by this Appointment Letter. Such Confidential Information, trade secrets, proprietary technical data, specifications and methods of manufacture shall at all times remain the property of the Company. You agree that you shall have no rights or licenses, expressed or implied, in the Confidential Information under this Appointment Letter.
- 7.4. In an event you are directed by a court order or any such legal or regulatory request to disclose the Confidential Information of the Company or any part thereof then you undertake to immediately notify the Company, in writing, of such court order or legal or regulatory request in order to enable the Company to take appropriate actions to protect its Confidential Information or any part thereof.
- 7.5. The obligation of confidentiality under this clause will continue to remain in force for perpetuity even after you leave employment with the Company.

## **8. Intellectual Property**

- 8.1. You agree that all the work created /developed by you in the course of your employment with the Company (whether or not during working hours or using Company premises or resources) shall be work for hire and all rights in the same shall vest with the Company.
- 8.2. You agree and acknowledges that all intellectual property, employment inventions, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the Company and all materials embodying all intellectual property created by you in the course of your employment with the Company (whether or not during working hours or using Company premises or resources), shall automatically vest in the Company to the fullest extent permitted by law. To the extent that such rights do not vest in the Company automatically, you agree to assign in the future, all intellectual properties to the Company.
- 8.3. You agree that you shall not, in any manner whatsoever use the intellectual property of the Company including but not limited to the trademark, name, mark or logo or any part thereof of HCAH or any abbreviation of the name of HCAH for your private advantage or otherwise, except as required for the fulfilment of contractual duties hereunder and then only with the express prior written approval of the Company.

## **9. Termination Notice**

- 9.1. In an event you or Company desire to terminate this engagement after your employment being confirmed, either party agree to serve a prior written notice of at least **30 (Thirty)** days or payment of an amount equivalent to the gross salary for the period by which the notice period is short for, in lieu thereof, to the other party.
- 9.2. The management of the Company has a right to extend the notice period subject to criticality / seniority of the position and replacement.
- 9.3. However, in the event of fraud, theft, discrepancy, withholding of any information in the application form, for any other form of misconduct by you, disciplinary grounds or any other such grounds as per its internal policies, the Company reserves its rights to terminate your services forthwith and without any notice or notice pay.
- 9.4. In the event of your unauthorized absence from duty for the continuous period of 10 days, you shall be deemed to have relinquished the employment leading to automatic termination of your employment without any notice of termination or notice pay. The Company shall be entitled to settle your final account subject to your having returned all Company assets, documents, information in your custody and / or provided to you during the course of your employment with the Company.

## **10. After Termination**

- 10.1. Upon termination of your employment with the Company, you shall immediately return to the Company all copies of any documentation, materials, records, manuals or any other documented information including any item of the Company such as phone, mobile sim, laptop, cards, etc. provided to you for

carrying on your duties including all work, products, notes, materials, correspondence, specifications, formulae, books, documents, market data, cost data, drawings or records etc., made or compiled by you during the course of your employment, belonging to the Company or relating to its business and you shall not retain or make any copy of these items.

10.2. You agree not to engage, either directly or indirectly, in any conduct detrimental to the interests of the Company or contrary to the information received by the management of the Company in any manner whatsoever including but not limited to any acts which may cause or have the potential to cause disparage or disrepute to the Company.

10.3. The Company reserves its rights to settle your final account subject to your having returned all company assets, documents, information in your custody and / or provided to you during the course of your employment with the Company.

## **11. Non- Solicitation and Non-Competition**

11.1. During the term of your employment with the Company and for a period of twelve (12) months thereafter, you shall not, whether on your own behalf or on the behalf of any other person, firm or company (whether as partner, agent, director, employee, or consultant or in any other capacity whatsoever) directly or indirectly do any of the following activity:

- (i) endeavor to entice or entice away from the Company, or solicit employment or consultancy of or advise any of existing employees or consultants or any person who is associated with the Company, or any vendor, person or organization providing services to or through the Company, to terminate his/ her contract or relationship with the Company; and/or
- (ii) contact any of the existing or prospective patients/clients of the Company and/or any person or organization with whom the Company is in advanced stages of exploring a professional or business relationship, to entice such clients or organization away from the Company or to damage in any way their business relationship with the Company or for the provision of substantially the same services provided to such clients by the Company; and/or
- (iii) Own, develop, manage, establish, be engaged in or interested in, operate or cause to be operated or consult in any trade or business that competes with the business being carried on by the Company at the time you cease to be engaged by the Company.

## **12. Indemnification**

12.1. You hereby agree and assure to save and hold the Company, its directors, officers and other employees harmless from any claim, loss, cost, harm or damage that may be incurred, arising out of or connected with the employment, based on:

- (a) any claim or suit or other legal proceeding by a third party against the Company alleging that you were negligent while performing your services, responsibilities and obligations;
- (b) any act, omission, negligence or any breach of the terms of this Appointment Letter or internal policies of the Company by you; and/or
- (c) breach done by you of any laws, by-laws, rules, regulations and guidelines.

## **13. Governing Law, Jurisdiction and Dispute Resolution**

13.1. Your employment with the Company is subject to the laws of India. All disputes, claims or differences shall be subject to the jurisdiction of the courts of New Delhi only. All disputes or differences arising out of or in connection with the terms of this Appointment Letter and your employment with the Company shall be referred to a sole arbitrator who shall be appointed by the Company. The arbitration proceedings shall be as per the provisions of the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at New Delhi and the language of the arbitration proceedings shall be English only.

## **14. Miscellaneous**

14.1. No waiver by the Company of any breach of or rights under the terms of this Appointment Letter shall be a waiver of any preceding or succeeding breach or be construed as a waiver of any other right.

14.2. You will be entitled for gratuity, which will be managed and governed as per the applicable laws.

14.3. You shall automatically retire from the services of the Company on attaining the age of 58 years.





- 14.4. You will be held responsible for any loss/ damage to the Company's property issued/ made available to you by the Company and such loss will be made good by you.
- 14.5. The Company shall be entitled to make policies, rules and regulations and other such procedures regarding employees at its sole discretion. You agree that you shall be governed by all policies, codes, rules and regulations and procedures framed and amended from time to time as applicable to the employees in the Company. All such policy decisions of the Company shall be binding on you and shall override the terms of your employment to that extent.
- 14.6. Neither you nor the Company shall be liable nor responsible for any damages in any manner whatsoever for any failure or delay to perform or fulfill any of the obligations including payment obligations under this Appointment Letter when such failure or delay is due to pandemic, epidemic, COVID-19, fire, riot, strike, lockout, war, civil commotion, accident, breakdown of machinery, flood, storm, acts of God, omissions or acts of public authorities preventing or delaying performance of obligation relating to acts of public authorities, including changes in law, regulations or policies of the Government, regulatory authority, lock-down or like restrictions by the appropriate government or authority, acts beyond the control of the Company and/ or you, or for any other reasons which cannot reasonably be forecast or provided against, and which cannot be predicted by men of ordinary prudence.

You are requested to sign the duplicate copy of this Appointment Letter, signifying your acceptance of the terms and conditions of your employment, and return the same to the Company for our records.

Yours faithfully,

For Health Care at Home India Private Limited

**Abhinav Kumar**  
**Human Resources**

**I have read the terms of this Appointment Letter carefully and I understand and accept the obligations which it imposes upon me without reservation. No promises or representations have been made to me to induce me to sign this Appointment Letter. I further give my consent to the Company on conducting my background verification as per the Company Policy. I sign this Appointment Letter voluntarily and freely.**

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

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

**Contact details:** \_\_\_\_\_

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

**Place:** \_\_\_\_\_

**Communication Address:** Health Care at Home India Pvt. Ltd., Third Floor, Tower-A, South Side, Club-125, Sector- 125, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301

**Registered Office:** Health Care at Home India Pvt Ltd., 4th Floor, Punjabi Bhawan, 10-Rouse Avenue, New Delhi - 110002

**CIN:** U85190DL2012PTC242876 | **Toll Free:** 1800-102-4224 | **www.hcah.in**

**Annexure-A**  
**(SALARY STRUCTURE)**

Name : meenakshi
Designation : Business Acquisition Officer

**SALARY ANNEXURE**

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	8212.00	98544.00
HRA	Fixed	4106.00	49272.00
Conveyance	Fixed	1600.00	19200.00
Statutory Bonus	Fixed	1600.00	19200.00
Special Allowance	Fixed	905.00	10860.00
Provident Fund	Fixed	1286.00	15432.00
Employer ESI	Fixed	534.00	6408.00
<b>Total Fixed Salary - A</b>		<b>18243.00</b>	<b>218916.00</b>
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
<b>Total Other Benefit - B</b>		<b>0.00</b>	<b>0.00</b>
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
<b>Total Additional Benefit - C</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>18243.00</b>	<b>218916.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>18243.00</b>	<b>218916.00</b>

**Communication Address:** Health Care at Home India Pvt. Ltd., Third Floor, Tower-A, South Side, Club-125, Sector- 125, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301

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**CIN:** U85190DL2012PTC242876 | **Toll Free:** 1800-102-4224 | **www.hcah.in**





- **Cost to Company**

Your annual remuneration payable by the Company to you will be Rs. **2,18,916.00/-** only.

- **Taxation**

The Income Tax Act as prevailing at the time of your employment will govern the taxation matters on all the CTC components including reimbursements. The Company will deduct tax at source as per the prevailing income tax law. You will be responsible for declaration of your total income to the appropriate authority as and when required by law.

**Date:**

**Signature:**

**Communication Address:** Health Care at Home India Pvt. Ltd., Third Floor, Tower-A, South Side, Club-125, Sector- 125, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301

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DirectCore ServiceDesk/Pune/June/RH11131498/302488/V2

## PRIVATE & CONFIDENTIAL

June 24, 2022

**Mahima Sanoria**  
**Pune**  
**Pune 1**  
**Mahrashtra, India.**

**Dear** Mahima Sanoria,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis ITO Division.

Based on our discussions, we are pleased to offer you the position of Technical Support Engineer -SD, in **Band 5, Level 2** with our organization. The gross compensation will be **INR 4,50,000/-** (Four Lakhs Fifty Thousand **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

Contact Us:

T : +91 080 6750 1000

F : +91 080 6695 9943

E : [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)

[www.mphasis.com](http://www.mphasis.com)

**Mphasis Limited**

Registered Office:

Bagmane World Technology Centre,  
Marathahalli Outer Ring Road, Doddanakundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294





This offer of employment is contingent upon you fulfilling the background verification process and clearing training that the organization will conduct. We look forward to you joining us at our Pune office on June 27, 2022. Please keep your recruiter informed, in case of an advancement in the joining date.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned by either and by mailing it or handing it over to us on or before **June 27, 2022**.

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**ANNEXURE - 1**

<b>Name</b>	<b>Mahima Sanoria</b>
<b>Band</b>	<b>Band 5</b>
<b>Level</b>	<b>Level 2</b>
<b>Designation</b>	<b>Technical Support Engineer -SD</b>

<b>Component</b>	<b>Monthly Gross</b>	<b>Annual Gross</b>
Basic	15,000	1,80,000
House Rent Allowance	7,500	90,000
Special Allowance	2,492	29,900
Ex-Gratia/Bonus1	4,500	54,000
Leave Travel Allowance	NA	NA
<b>TOTAL FIXED CASH</b>	<b>29,492</b>	<b>3,53,900</b>
Performance Incentive	5,625	67,500
Variable Pay2	NA	NA
<b>TARGET CASH COMPENSATION</b>	<b>35,117</b>	<b>4,21,400</b>
Employer Provident Fund	1,800	21,600
Mediclaime Insurance Premium	583	7,000
<b>TARGET COST TO COMPANY</b>	<b>37,500</b>	<b>4,50,000</b>

**Note:**

1. As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".
2. Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time

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### 3. **Additional Benefits:**

- Additionally, you shall be eligible for gratuity as per the gratuity act, subject to 5 years of continuous employment with the organization
- You are covered under Group Medclaim Insurance for a sum insured of INR 300,000 per annum. This mandatory coverage also includes your spouse and 2 children. As per the policy, you have an option to enroll your dependents (parents/parents-in-law) by paying additional premium.
- You are covered under Group Personal Accident Insurance for INR 500,000 per annum.
- You are covered under the Standard Group Term Life insurance for a sum insured equal to 80% of your Fixed CTC or INR 400,000, whichever is higher. This benefit is extended only to the employee.
- Meal Card: You will be eligible to enroll for a meal allowance of INR 2,200 per month. This is a voluntary option and will be adjusted with your special allowance.
- As per the Maternity Benefit (Amendment) Act, 2017, women employees are eligible for Maternity Leave of 26 weeks. Adoption Leave and Paternity Leave are also applicable as the case may be. Please refer to the **Company Policy** for more details.
- NA
- 

Additionally, you will be eligible to receive an longevity bonus of INR 1,00,000 payable in two (2) equal installments. The first installment would be paid on successful completion of nine (9) months from the end of month of coming onboard. The second installment will be paid on completion of eighteen (18) months in the Company. The payment of this longevity bonus would be subject to you scoring a minimum performance rating of 3 during the eighteen month period (in the scale of 1 to 5, where 1 being Low & 5 being High). The longevity bonus will be paid out in the following months' payroll, but would be subject to your being on the active rolls of the Company and not having resigned or serving notice period.

If you move out of the Project that initially hired you, the longevity bonus payment will not be made. Please note that the longevity bonus payable will be subject to income taxes as per prevailing laws and is not a recurring longevity bonus plan and will cease post the 18 month payout. This scheme is not to be



treated as a part of your compensation and Mphasis reserves the right to revisit/withdraw/modify the same without any notice or benefit in lieu thereof. This agreement is between you and Mphasis and should be kept strictly confidential.

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## **ANNEXURE - 2**

### **TERMS OF EMPLOYMENT**

Your employment at Mphasis ("The Company") will be governed by the Mphasis' policies as modified from time to time. Copy of the present policy will be made available to you on your joining Mphasis. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

#### **1) Hours of Work**

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3. Employees at the client site shall follow the working hours as applicable at client site.

#### **2) Place of Employment**

- 2.1. During your employment with Mphasis you will be liable to be transferred or deputed to any of the offices, departments of Mphasis or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Mphasis' policies prevalent at that time.

#### **3) Travel**

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

#### **4) Salary and Benefits**

- 4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company's sole and absolute discretion which is dependent on Organization's as well as Individual performance.
- 4.2. In addition to salary, you shall also be entitled to receive other benefits as

applicable under Mphasis' policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.

## **5) Relocation:**

5.1. You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

## **6) Leave Entitlement Policy**

All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy.

## **7) Termination**

7.1. Your employment with Mphasis is subject to termination on:

7.1.1. Band 5 – Zero to Three months of Joining, one week prior notice by either side.

Beyond three months, one month prior notice by either side.

7.1.2. Band 3 and 4 – One month's prior notice by either side.

7.1.3. Band 2, 1 and 0 – Two months prior notice by either side.

7.2. Mphasis reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

7.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with Mphasis, and that your termination/resignation letter (by whatever name it is called) will be accepted by Mphasis only on your satisfying the mandatory notice period as stated in Mphasis' HR handbook. Further, till such time as Mphasis accepts your resignation letter, you will be deemed to be an employee of Mphasis and the terms and conditions of your employment will still continue to bind you.

7.4. Mphasis shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

7.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Mphasis' policies and code of conduct; or

7.4.2. You are guilty of any misconduct whether or not in the performance



of your duties (including but not limited to be in an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of Mphasis is likely to bring Mphasis any disrepute whether or not such act is directly related to the affairs of Mphasis; or

7.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of Mphasis.

7.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you. In the event of termination under Clause 7.4.2, you shall not be entitled to any benefits whatsoever.

## **8) Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

## **9) Confidentiality**

9.1. You agree at all time during the term of your employment and thereafter (Without limit of time);

9.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Mphasis, and

9.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Mphasis.

9.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

9.2. For the purposes of Clause 10.1., “Confidential Information” means any of Mphasis’ proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Mphasis with whom you

become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Mphasis in any country or jurisdiction (until the same is generally available to the public), and any other business information of Mphasis including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of Mphasis, or which is generally known outside Mphasis.

9.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of Mphasis and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with Mphasis.

## **10) Intellectual Property**

10.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Mphasis shall belong to Mphasis absolutely.

10.2. You agree, at Mphasis' expense, to provide, during and after this employment, all such assistance as Mphasis reasonably considers necessary, to secure the vesting of such rights in Mphasis or Terms of Employment Mphasis its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

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## **11) Data Privacy Compliance Policy**

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

11.1. You consent to the processing of your personal data in accordance with Mphasis data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2. In particular, you explicitly consent to:

- The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
- The transfer worldwide of personal data held about you by Mphasis to other employees and offices of Mphasis' worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Mphasis by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

11.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Mphasis' policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

## **12) Non-Compete**

You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by Mphasis to such client, either directly or indirectly with any of

'Mphasis, client or any third party exposed to you,. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

### **13) Non-Solicitation of Employees and Clients**

You agree that during the period of your employment with Mphasis, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Mphasis, you will not, either directly or indirectly:

(A) solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Mphasis; or

(B) adversely affect the business prospects of Mphasis by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an Employee of the Mphasis for any purpose related in any manner to the business of Mphasis.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Mphasis' present business and the duties of your employment.

### **14) Warranty**

14.1. You warrant that your joining Mphasis will not violate any agreement to which you are or have been a party to.

14.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Mphasis.

14.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

14.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

### **15) Indemnification**

You agree to indemnify Mphasis for any losses or damages sustained by



Mphasis caused by or related to your breach of any of the provisions contained in this Terms of Employment.

## **16) Retirement**

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

## **17) General**

17.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or nondisclosure.

17.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

17.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

17.4. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

## **18) Background Verification Clause**

We are considering all the details given by you in your resume and references provided are to the best of your knowledge. This offer letter can be withdrawn anytime if any of the details provided in the resume or reference check happens to be negative.

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### **Acknowledgement and Acceptance of Appointment with Mphasis**

I, Mahima Sanoria have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on June 27, 2022.

*Mahima Sanoria*

Signature :

Date : 24 Jun 2022, 06:38 AM UTC

### ANNEXURE - 3

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

Sl. No	Details	Description
1.	Photograph	Soft copy of white background passport size photograph
2.	Education Documents	Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)
3.	Identity Proof	Passport/ PAN Card/ Election ID/ Driving Licence
4	Employment Details	<b>Current Employment:</b> last 3 month's salary slip along with a copy of the offer letter <b>Previous Employment:</b> Relieving letter/ experience letter (which captures start date, end date & position details)
5	LOA	Signed Scanned copy of - Letter of Authorization (LOA)

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.





## LETTER OF EMPLOYMENT

Date: **05-Jan-2023**

Dear **Sonu**,

We are pleased to offer you an opportunity to work at **AMCP Edutech Pvt. Ltd.** in the position of **Translator** with effect from **5<sup>th</sup> Jan 2023**.

This Letter of Employment lays down the terms and conditions of your employment with AMCP Edutech Pvt. Ltd. ('**Company**' or '**Abhinay Edutech**'), which terms and conditions shall govern the nature and scope of your employment and shall be binding upon you and the Company.

### **1. TERM AND TENURE OF EMPLOYMENT**

- 1.1 It is agreed that your employment with **Abhinay Edutech** shall commence with effect from **5<sup>th</sup> Jan 2023** and shall continue, subject the terms and conditions of this Letter of Employment, till your employment is terminated in accordance with the terms of this Letter of Employment.
- 1.2 Your initial place of work shall be **Greater Noida**, at the premises of the Company located at Upper Ground Floor, Plot No. 111, Riana Towers, Sector 136, Greater Noida, UP-201304. The Company reserves the right to place you at any of the Company's establishment including its successors or assigns, or affiliates or subsidiaries anywhere in India or abroad, as and when required by the Company.

### **2. APPOINTMENT**

- 2.1. Medical Fitness: By accepting this Letter of Employment, you confirm that you are medically fit to effectively perform your duties for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon to undergo medical examinations from time to time as per the applicable policies of the Company. In the event that any such examination reveals any prior ailment, including any physical or mental impairment, that prevents you from performing or discharging your duties effectively or which may put the health of other employees at risk, the same shall be a reasonable ground to terminate this Letter of Employment with immediate effect.
- 2.2. Background Check: Your employment with the Company is subject to the verification of your credentials, testimonials and other particulars provided by you in your application or at the time of interview or thereafter. If the particulars provided by you are found to be inaccurate, false or misleading, this Letter of Employment shall be deemed void.

### **3. COMMENCEMENT OF WORK, POSITION and OTHER OBLIGATIONS**

- 3.1 On the Commencement Date, and subsequently over the course of your employment, you will report to **Tushar Sharma** or to anyone nominated by him/her, who shall be your supervising authority.

**AMCP EDUTECH (P) LTD.**

Registered Office: Upper Ground Floor, Plot No. 111, Riana Towers, Sector 136, Greater Noida, UP-201304, India



- 3.2 In your position and employment as **Translator** with the Company, you will be required to carry out functions and bear responsibilities as intimated from time to time. The scope of work to be performed by you shall be intimated to you by your supervising authority.
- 3.3 Your scope of work may be subject to suitable modification based with proper intimation to you of the same, which modification shall not entitle you to any additional compensation.
- 3.4 You agree to devote all your time, energy, attention and effort to the activities, operations of the Company and the promotion of the Business of the Company; conform to and comply with the directions given by the board of the Company; and work faithfully and diligently in the best interests of the Company and will not undertake any other direct/indirect business or work honorary or on remuneration basis.
- 3.5 You shall intimate any change of address during the course of your employment to the Company in writing within one (1) week from the date of such change and shall also get the change so effected recorded in the register maintained by the Company.
- 3.6 You will not seek membership of any local or public bodies without obtaining prior written permission of the Company.
- 3.7 You shall not accept any gratification or contribution or otherwise associate with the raising of any funds or make any other collections whether in cash or in kind in pursuance of any object, whatsoever, or accept or demand any subscription from any co-employee or staff-members of the management, third party vendors or any other external party.
- 3.8 Company may give you work before your joining as a part of the onboarding process, in this case clause 7 and 8 is applicable.

#### **4. PROBATION AND CONFIRMATION**

- 4.1. With effect from the Commencement Date, you will be on probation for a period of six (6) months, i.e., till **Probation Date 5<sup>th</sup> July 2023**. During such Probationary Period, if your supervising authority or the Company is not satisfied with your work, or your compatibility with the working conditions, job responsibilities and other personnel, etc. the Company may either extend the Probationary Period maximum by another three (3) months or terminate your services with **thirty (30) days' notice** or salary in lieu of the notice.
- 4.1. You may terminate this Letter of Employment during the Probationary Period by giving **thirty (30) days'** written notice to the Company. Any unilateral termination of engagement in your role/designation prior to completing such notice period shall make you liable to a monetary penalty of one (1) month salary. Any leaves availed during such notice period shall cause such notice to be extended proportionally.
- 4.2. If your employment is not terminated within, or at the end of, the Probationary Period, you shall be deemed confirmed as per the terms of and to the extent specifically provided in this Employment.





- 4.3. You are expected to achieve high standards of initiative, efficiency, loyalty, discipline, and integrity in your area. Your appointment and continuance of employment will be subject to your being remaining fit both mentally and physically and the Company shall have a right to ask you to furnish medical certificate to this effect from a qualified medical practitioner/ Government operated hospital.

## **5. COMPENSATION AND BENEFITS**

- 5.1 During your employment, you will be entitled to a compensation in terms of Schedule I. The said compensation may be subject to annual revision based on your performance, at the sole discretion of the Company.
- 5.2 Any remuneration payable shall be subject to applicable taxes, including taxes levied on compensation, benefits/ perquisites provided and/or statutory contributions made by the Company.
- 5.3 You shall not be entitled to any other compensation or benefit or perquisite, other than to the extent provided in this Letter of Employment or as may be prescribed under the applicable laws.
- 5.4 In addition to the compensation provided under Schedule I, you may be eligible to participate in the Company's performance bonus/ incentive program as applicable to you. Any cash bonus/ incentive shall, at the Company's sole discretion, be based on an evaluation of your performance, which shall be evaluated on an annual basis through a performance appraisal process.
- 5.5 The Company's benefit programs are subject to regular review and modification at the sole discretion of the Company. The Company reserves the right to alter, amend, cancel or vary any of the benefits provided by it to its employees.
- 5.6 Increment and Promotions: Your growth and compensation raise shall depend solely on your performance and contribution to the Company. The Compensation described in Schedule I is subject to review and modification from time to time at the sole discretion of the Company.

## **6. LEAVES**

As per the company policy

## **7. WORK PRODUCT AND ASSIGNMENT**

- 7.1. You agree and confirm that AMCP Edutech shall be the sole and exclusive owner of all rights, titles and interests, whether existing or which shall exist in the future, including but not limited to all rights, titles and interests (including patent rights, copyrights, trade secret rights, mask work rights, *sui generis* database rights and all other intellectual and industrial property rights of any sort throughout the world and on a perpetual basis) relating to any and all inventions (whether or not patentable or copyrightable), computer programs, (including all source codes), works of authorship, literary works, mask works, designs, know-how, ideas, improvements, discoveries, methods, developments, software, and which are created, made, conceived or reduced to



practice by you or under your direction or jointly with others **(is) using equipment, supplies, facilities, or intellectual property including trade secrets of AMCP Edutech; or (ii) relates to the current or future business of AMCP Edutech (including its affiliates) or anticipated research and development, during the employment,** whether or not during normal working hours or on the premises of the Company or any of its affiliates (**'Work Product'**).

- 7.2. To the extent permissible in law, Work Product includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights," "artist's rights," "droit moral," or the like (**'Moral Rights'**). To the extent that you retain any such Moral Rights under applicable law, you hereby ratify and consent to any action that may be taken with respect to such Moral Rights by (or authorized by) the Company and agree not to assert any Moral Rights with respect thereto. Furthermore, you shall confirm any such ratifications, consents and agreements from time to time as requested by the Company.
- 7.3. All Work Product are developed as works for hire. You acknowledge that the intellectual property rights in the Work Product or any other work in the course of the employment shall be the proprietary property of AMCP Edutech, and all rights, title and interests therein shall vest in AMCP Edutech.
- 7.4. Limited License: If, while acting within the scope of the employment or otherwise on behalf of the Company, you use or disclose your own or any third party's Confidential Information or intellectual property (or if any of the Work Product cannot be fully made, used, reproduced, distributed and otherwise exploited without using or violating the foregoing), the Company will have and you hereby grant a perpetual, irrevocable, worldwide royalty-free, non-exclusive, sub licensable right and license to exploit and exercise all such confidential information and intellectual property rights. Such license shall not lapse in any circumstances including for non-exercise of such license by the Company for any period of time. Notwithstanding the foregoing, you agree that you shall not use or disclose your or any third party's Confidential Information or intellectual property without the prior written consent of the Company.
- 7.5. Assignment: In consideration of the compensation payable to you, you hereby agree to absolutely and unconditionally assign to AMCP Edutech (or any third party or entity designated by AMCP Edutech) all of your right, title and interest in and to all Work Product and all intellectual property rights therein, as and when such Work Product and intellectual property rights are created. Such assignment shall, to the extent permissible by applicable law, be automatic, without requiring any further acts by either party. Furthermore, you shall fully cooperate and assist the Company, at the Company's expense, to further evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce, and defend any rights specified to be so owned or assigned. The assignment shall not lapse in any circumstances including on the failure of the Company to exercise the rights assigned hereunder for any period of time. To the extent that the Company is not considered the first owner of the intellectual property rights created by you, the copyright and all related rights, title and interest in all such intellectual property rights is irrevocably assigned by you to the Company for valid and adequate consideration.





- 7.6. You shall assist the Company in every proper way to obtain, and from time to time enforce the proprietary rights relating to Work Products in any and all countries. To that end you shall execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such proprietary rights and the assignment thereof. In addition, you shall execute, verify and deliver assignments of such proprietary rights to the Company and their respective designees.
- 7.7. Waiver of Claims: You shall not initiate or sustain any claims against the Company in respect to any intellectual property rights arising out of any Work Product. You hereby waive any right to and agree that you shall not raise any objection or claims to the Indian Copyright Board with respect to the ownership of the intellectual property rights, under the provisions of Section 19A of India's Copyright Act, 1957. You further agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Letter of Employment shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under this Letter of Employment within a period of one (1) year from the date the assignment becomes effective.

## **8. CONFIDENTIALITY**

- 8.1 **"Confidential Information"** means and includes all non-public information disclosed by the Company, including their agents/ assignees/ representatives, to you, which may have been received, accessed or viewed by the you in writing, visually, electronically or orally, and shall also include any such information received from a third party or any other source, concerning any aspect of the business or affairs of the Company, including but not limited to (a) Financial, commercial, technical or scientific information, trade, business-related, non-technical or temporal nature, internal policies, guidelines, employee information, contractual arrangements, decisions, practices, customers or suppliers information, proposals, plans, projects and information technology systems, sales targets and statistics, promotional activities, business methods, research and development projects, products, pricing, proposals, trade secrets, concepts, intellectual property, sales and marketing strategies and plans or marketing or sales of any past, present, future product or service of the Company or any customers or vendors, drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to Company's business or information that is disclosed by the Company to you before, on or after the date of this Agreement in the course of the your employment, including the terms of this Agreement and all other information relating to, used in or otherwise affecting the past, present or future business of the Company or its parent, subsidiary, affiliate or partner companies or any customers, vendors or other employees, (b) Proprietary information, which includes all Work Products that you may develop, learn or obtain before, during or after the Employment Period, which relates to the Company or its business or the demonstrably anticipated business of the Company or that are received by or for the Company in confidence, and (c) contents of all business negotiations including names and references of interested funds, legal drafts and agreements, financial details, text messages, emails and other communications and any and all other data given or made available.



- 8.2 At all times during employment and thereafter, for the longest period permitted by law, you agree to and shall hold the Confidential Information in strict confidence in accordance with the provisions hereof and shall protect all Confidential Information with the same level of care you apply to your own confidential information, and in any event no less than reasonable care.
- 8.3 You shall not disclose the Confidential Information to any third person without the Company's prior written consent. Nor will you make use of any Confidential Information for your own purpose or the benefit of anyone other than the Company.
- 8.4 You shall not directly or indirectly reproduce, use, disclose, copy, publish, summarize, remove, modify, reverse engineer, decompile, create other works from, disassemble or otherwise deal with any Confidential Information or any part thereof.
- 8.5 You must act at all times in the best interests of the Company and avoid a situation where there is a potential for your interests conflicting with those of the Company.
- 8.6 You shall not at any time improperly use or disclose any confidential or proprietary information or trade secrets of any former employers or of any other person and shall not bring into the premises of the Company, any unpublished document or confidential or proprietary information belonging to any such former employer or third person except with the previous written consent of such former employer or third person.
- 8.7 You agree and confirm that Confidential Information is and shall at all times remain the sole and exclusive property of the Company and that nothing contained in this Agreement grants you any right, title or interest in the Confidential Information. Furthermore, you expressly agree and confirm that all papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment and other materials, including copies in any form or on any media, that relate to the business of the Company or any of its parent, subsidiary, affiliate or partner companies or any customers or clients or employees that you possesses or create, during the employment, whether or not confidential are the sole and exclusive property of the Company.
- 8.8 Without prejudice to the generality of the foregoing, you shall only use Company's resources for purposes of carrying out your duties and responsibilities to the Company and its clients.
- 8.9 Without prejudice to any other provisions of this Agreement, you shall obtain the prior written consent of the Company, before participating in or expressing your opinion in any public or other forum, whether by way of comments, blogs, seminar participation, conferences, debates, discussions or otherwise, on any matter connected with the Company or its clients, including their business, customers, employees, policies, strategies, plans, work environment, financial position, contracts or any other Confidential Information.
- 8.10 You will, upon the request or upon termination of your employment with the Company for any reason, immediately cease use all Confidential Information and return and deliver to the





Company all Confidential Information, including all media containing Confidential Information. You further agree that you shall not retain copies, notes or abstracts of Confidential Information.

8.11 You also agree to provide the declaration as provided in Schedule II to this Letter of Employment.

## **9. NON-COMPETE AND NON-SOLICITATION**

9.1 **'Business of the Company'** shall mean and refer to development, marketing and sale/license of IT, technical and software-based programs based in online and offline mode, specifically operating in the educational and coaching industry.

9.2 During the Employment Period and for **twelve (12) months** thereafter, you shall not:

- (a) Take up direct or indirect employment, consultancy, retainer, or any role, involving monetary or non-monetary consideration with any business/ company/ entity that operates or indirectly to the Business of the Company, including but not limited to (i) BitClass (ii) Teachmint (iii) Vedantu (iv) Appx (v) Unacademy (vi) Learnyst (vii) Knorish (viii) Winaull (ix) Wise. The Company reserves the right to amend or modify the list at their will.
- (b) Be associated with, whether in a capacity of employment, joint venture, promoter, founder, partner, shareholder, collaborator or as a consultant, with any entity which competes with the whole or any part of the Business of the Company, without obtaining the express prior written consent of the Company;
- (c) Attempt to directly or indirectly, whether through partnership or as a shareholder, joint venture partner, collaborator, consultant or agent or in any other manner whatsoever, whether for profit or otherwise solicit the business of any client/customer of the Company;
- (d) Persuade any person, firm or entity which is a client/customer of the Company to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company whether or not the relationship between the Company/such affiliate/group company and such client/customer was originally established in whole or in part through your efforts;
- (e) Employ or attempt to employ or solicit or assist anyone else to employ any employee of the Company or any key manager or consultant who is in engaged with the Company or its affiliate or group companies.

9.3 You hereby acknowledge and agree that the restrictions contained in this clause are reasonable for the legitimate protection of the Business of the Company and its goodwill.

## **10. REPRESENTATIONS AND WARRANTIES**

10.1 You represent and warrant that you have not entered into, and hereby agree not to enter into any agreement, either written or oral, in conflict with this Letter of Employment or the employment with the Company.

10.2 You represents and warrants to the Company that: (a) you are free to enter into employment arrangement with the Company without violation of any third party rights and that the employment with the Company shall not result in violation of any agreement or restrictive



condition that you may have with any third party including former employers; (b) you are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company; and (c) all information provided by you in this Letter of Employment is true and accurate.

- 10.3 You represent and warrant that if you use or disclose your own or any third party's Confidential Information or intellectual property during the course of your employment with the Company, and the same results in infringement or violation of any such third party's rights, the Company shall not be in responsible or liable for the same and you hereby indemnify the Company to such an extent.
- 10.4 You represent and warrant that you have executed and delivered this Letter of Employment as your free and voluntary act, after having determined that the provisions contained herein are for your benefit, and that the duties and obligations imposed on you hereunder are fair and reasonable and will not prevent you from earning a comparable livelihood following the termination of your employment with the Company;
- 10.5 You represent and undertake that your execution and delivery of this Letter of Employment and the promises, agreements or undertakings under this Letter of Employment do not violate any law, rule, regulation or order applicable to you.

## **11. TERMINATION**

- 11.1 The Company shall be entitled to terminate this Letter of Employment by giving a **notice of thirty (30) days ("Notice Period")** or require you to participate in the Company's Performance Improvement Plan ('PIP').
- 11.2 PIP Policy: In a case where your performance has slipped, become inconsistent, or otherwise needs improvement, the Company may direct you to participate in the PIP. The Company shall direct you to participate in PIP for such duration as it may deem fit and any further decision with respect to termination shall be based on the performance during the PIP period.
- 11.3 The Company shall be entitled to forthwith terminate this Letter of Employment by paying you his salary in lieu of the Notice Period, or part thereof.
- 11.4 You shall be entitled to terminate this Letter of Employment by giving ninety (90) days' written **notice** to the Company. Any leaves availed during such notice period shall cause such notice to be extended proportionally. In case the employee fails to serve the notice period then the company holds the right to recover the notice period amount at sole discretion of company.
- 11.5 The Company shall be entitled to terminate your employment immediately without notice or any payment in lieu thereof for cause. For the purpose of this clause, 'cause' shall mean and include the following:
- (a) material breach, of any of your obligations under the Letter of Employment;
  - (b) failure to perform the obligations, duties or responsibilities handed to you or failure to comply with the instructions/ directions of the board of the Company;





- (c) involved in gross misconduct or have committed fraud, misappropriation, embezzlement, theft, dishonesty, breach of fiduciary duty involving personal benefit or act or omission otherwise inimical to the interests of the Company;
- (d) filing of charge sheet for any criminal offence involving imprisonment;
- (e) any act or omission involving moral turpitude;
- (f) gross negligence in the performance of the duties by you;
- (g) declared bankrupt.

11.6 You undertake that pursuant to your termination or resignation, you shall not, at any time thereafter, make any untrue or misleading statements in relation to the Company. Furthermore, you shall not represent yourself as being directly or indirectly employed by or in any way connected with or interested in the Company or with the business of the Company.

11.7 In the event the Company issues a notice for termination of this Letter of Employment, the Company may in its discretion, change the powers, duties and responsibilities to be handled by you during the Notice Period.

## **12. RETURN OF ASSETS AND CO-OPERATION**

12.1. Upon termination of the employment, you shall immediately return to the Company any and all books, documents, correspondence, records, and the like referring to the Company's business and affairs including laptop, desktop, computer, phones (both land line and mobile) and the like provided by the Company to you. Furthermore, upon termination of the employment, you shall promptly return to the Company all items containing or embodying Confidential Information (including all copies), except that you may keep the personal copies of (i) the compensation records, (ii) this Letter of Employment. You also recognize and agree that you have no expectation of privacy with respect to Company's telecommunications, networking or information processing systems (including, without limitation, stored computer files, email messages and voice messages) and that the activity and any files or messages on or using any of those systems may be monitored at any time without notice. You hereby agree and undertake that such Confidential Information has been provided to you in trust and the breach thereof of the obligations herein relating to Confidential Information shall be construed as a breach of trust for which all the civil and criminal consequences thereof shall follow.

12.2. You shall also repay any outstanding amounts due and payable to the Company. Subject to you returning all the Company's assets in good condition (subject to reasonable wear and tear) and all also returning all the Confidential Information of the Company's possession, the Company shall forthwith pay all amounts due and payable to you.

12.3. You hereby agree and acknowledge that if you breach any of the obligations under this Letter of Employment or fail to repay to the Company any portion of amounts due and payable or fails to return any of the Company's asset/ property or Confidential Information in your possession, the Company may withhold payment due and payable to you and adjust such dues against the amounts payable by you to the Company or the loss/damage that the Company may suffer due to such breach and also take such other steps as may be appropriate, to recover the damages from you.



12.4. The Company shall also be entitled at any time during the subsistence of this Letter of Employment, or in any event on termination, howsoever arising, to deduct from and adjust, any remuneration payable to the you hereunder with respect to any monies due from you to the Company including but not limited to any outstanding loans, advances, the cost of repairing any damage or loss to the Company's property caused by you, excess holiday, and any other monies owed by you to the Company.

12.5. You shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person, as may be nominated/appointed by the Board or the Company.

### **13. RIGHT TO OBTAIN INJUNCTION**

13.1 Notwithstanding anything contained in this Letter of Employment, you acknowledge and agree that the covenants and obligations with respect to the matters covered by this Letter of Employment and set forth herein relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause the Company irreparable damage and loss. Therefore, you agree that the Company shall be entitled to an injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any breach of the covenants and obligations contained in this Letter of Employment. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have at law or in equity

### **14. ARBITRATION AND DISPUTE RESOLUTION**

14.1 Any and all claims or disputes arising out of or relating to this Letter of Employment shall be subject to binding arbitration in accordance with the Arbitration and Conciliation Act, 1996 (as amended from time to time).

14.2 The arbitration proceedings contemplated hereunder shall be conducted by a Sole Arbitrator appointed jointly by the you and the Company. The seat and venue of arbitration shall be New Delhi and each party shall equally bear the costs of the arbitration. The award of the arbitrator shall be final and binding upon the Parties.

### **15. MISCELLANEOUS**

15.1. Amendments or Modifications: No modification or amendment to this Letter of Employment and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the Parties.

15.2. Governing Law: This Letter of Employment shall be governed and construed in accordance with the laws of India. Subject to Clause 14 of this Letter of Employment, with respect to any dispute arising out of or related to this Letter of Employment, the Parties consent to the exclusive jurisdiction of and venue in the Courts at New Delhi, India.





- 15.3. Partial Invalidity: If any provision of this Letter of Employment or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent for any reason including by reason of any law or regulation or government policy, the remainder of this Letter of Employment shall not be affected thereby, and each provision of this Letter of Employment shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Letter of Employment shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision
- 15.4. Entirety: This Letter of Employment constitutes the entire agreement between the Parties and shall supersede all prior agreements, whether written or oral relating to your employment with the Company.
- 15.5. Comply with the Company's Rules, Regulations and Policies including Sexual Harassment Policy:  
You agree that you shall abide and adhere to all relevant policies of the Company (existing and as may be adopted in the future, from time to time) including the terms of the Prevention of Sexual Harassment Policy of the Company at all times and any violation thereof shall be deemed to be a material breach of the provisions of this Letter of Employment.
- 15.6. Survival: The provisions of Clause 7 (Work Product and Assignment ), Clause 8 (Confidentiality), Clause 9 (Non-Compete and Non-Solicitation), Clause 10 (Representations and Warranties), Clause 12 (Return of Assets and Co-Operation), Clause 13 (Right to Obtain Injunction), Clause 14 (Arbitration and Dispute Resolution) and Clause 15 (Miscellaneous) of this Agreement shall survive the termination of the your employment with the Company for any reason.

For and on behalf of **AMCP Edutech Private Limited**

Authorized Signatory

By signing and submitting a copy of this Letter of Employment to AMCP Edutech Private Limited, I confirm my fully understanding and acceptance of the aforesaid terms and agree to comply with them.

Acknowledged and accepted by **Sonu:**

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**AMCP EDUTECH (P) LTD.**

Registered Office: Upper Ground Floor, Plot No. 111, Riana Towers, Sector 136, Greater Noida, UP-201304, India



## SCHEDULE I

### Detailed Salary Break Up

State	Uttar Pradesh	
Particulars	Monthly	Annual
Fixed CTC	25,600	307,200
<b>Total CTC</b>	<b>25,600</b>	<b>307,200</b>
<b>Breakup</b>		
Basic Salary & DA	12,800	153,600
HRA	5,120	61,440
Spl Allowance	7,680	92,160
<b>Gross Salary</b>	<b>25,600</b>	<b>307,200</b>
Provident Fund (Employer's Cont.)	1,800	21,600
<b>Total Fixed CTC</b>	<b>25,600</b>	<b>307,200</b>
<b>Total CTC</b>	<b>25,600</b>	<b>307,200</b>
<b>Net in Hand Salary ( It does not include Income Tax, Professional Tax and LWF Deduction, it is applicable as per the respective Act).</b>	<b>22,000</b>	<b>264,000</b>

- Tax would be deducted as per the relevant statute / applicable law.
- Employer and employee PF would be deducted from CTC.
- Above take home salary is indicative subject to relevant deduction and is function of employees individual investments.





## SCHEDULE II

### DECLARATION

In addition to the provisions of the Letter of Employment, I, **Sonu**, hereby declare, agree, and undertake that I shall not disclose or use for any purpose (except in furtherance of the business of the Company or any of its affiliates) any Confidential Information (as defined in the Letter of Employment).

I understand that any Work Product (as defined in the Letter of Employment) shall always remain the property of the Company.

I fully agree and accept that it is my personal responsibility to adhere to all the policies (including IT Policy etc.,) of the Company and any amendment / modification thereof and to comply with all of the provisions of the Letter of Employment in true letter and spirit.

I understand that I will be accountable for any consequence or any misuse of Company's infrastructure, Confidential Information etc.,

**Sonu**

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**Signature**

**S.S. JAIN SUBODH SHIKSHA SAMITI**

(Central Office)

Subodh College Campus, Rambagh Circle, Jaipur - 04

SS/Estb./2023-24/\_\_\_\_\_

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

**OFFICE ORDER**

On the recommendation of the Convener and the Principal, **Ms. Raunak Goswami, M.A., M.Phil, NET, D/o Sh. Gori Raj Goswami**, resident of 6/140, Sector-6, Malviya Nagar, Jaipur born on 13-02-1997 is hereby appointed on the post of **Assistant Professor (English)** in S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur for a fixed period on contract basis from 20-09-2023 to end of the session 2023-24 (before summer break) and the service shall stand terminated automatically thereafter.

**Other terms and conditions of appointment are as follows-**

1. This appointment will be effective from the date of joining.
2. If at any time the candidate wishes to leave, or the Management does not require the service may do so by giving one month's advance notice or one month's salary in lieu of notice.
3. During this period of service a consolidated monthly salary of **Rs. 25,490/-** (Rupees Twenty Five Thousand Four Hundred & Ninety) only shall be payable.
4. If any document submitted by the applicant is found to be fake or forged the Management have the right to terminate the services of the candidate immediately and the security money/salary due shall be forfeited.
5. A fitness certificate from a Registered Medical Practitioner shall be provided by the candidate at own cost at the time of joining.
6. This office order is issued in duplicate so as to return one copy duly signed in token of acceptance.

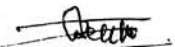
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(S.S. Bothra)

Hony. Secretary

Date: 29.09.2023SS/Estb./2023-24/ 5623 - 5628**C.C. to the following for information & needful**

1. The Convener, SMC, S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur.
2. The Principal with instructions to obtain the following from the candidate on the date of joining -
  - a. Acceptance of this office order from the candidate.
  - b. Attested photocopies of the certificate/testimonials/marksheet etc. after verifying from the original documents and having checked the authenticity of the School/College/University as applicable.
3. AAO, S.S. Jain Subodh Shiksha Samiti, Central Office, Jaipur.
4. Accounts Section, S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur.
5. ~~Ms. Raunak Goswami.~~
6. Personal file.
7. Guard file.
8. Office file.

  
 (S.S. Bothra)

Hony. Secretary

I have read and understood the above terms and conditions carefully and put my signature in acceptance of the same.

Candidates Name &amp; Signature

Date:



Strictly Private & Confidential

15-Dec-2023

3rd Floor, B158/D, Freedom Fighter Enclave, Neb Sarai, New Delhi

Dear Avica Bedi,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in India Corporate Functions as per the below terms and conditions:

Job Profile - **Program & Project Mgmt Specialist**

Management Level - 9

Job Family Group - **Program, Project & Service Management**

Your annual total earning potential for Financial Year 2024 i.e. September 2023 - August 2024 (FY24) will be **INR 2440283.41/-** and will be structured as per the attached Annexure 1- Compensation plan. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

- Annual fixed compensation of INR 1921483/- this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 27%** of the prorated fixed pay in the FY24, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

*Avica Bedi*



**Strictly Confidential**

Your employment with Accenture will be governed by the attached Annexure 5 - Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Accenture is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Accenture, we request you to send an email to [suhail.a.jainekhan@accenture.com](mailto:suhail.a.jainekhan@accenture.com) to confirm your date of joining. At the time of joining, please submit a copy of this letter, Annexure 1 - Compensation, Annexure 2 - Remote working condition Declaration, Annexure 3 - Declaration, Annexure 5 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

*You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.*

After accepting your offer at Accenture, we encourage you to visit our website "Countdown to Accenture" (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of company history - as well as tips on how to develop yourself (and your career) in the future.

*Suhail A. Jainekhan*

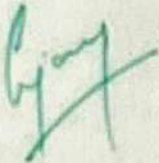


Strictly Confidential

**Avica Bedi**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call suhail a.jainekhan at should you have anything you would like to discuss further.

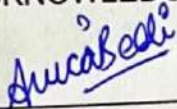
We believe you have a successful career ahead of you at Accenture and look forward to your joining us.

Yours sincerely,



Ajay Vij  
Managing Director, Geographic Services, Accenture India

ACKNOWLEDGED AND AGREED:



Full Name: **Avica Bedi**

Date : 16/12/2023



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## ANNEXURE 1

### COMPENSATION

Salary Component	
	Annual (INR)
(A) Annual Fixed Compensation	INR 1921483/-
(B) Maximum Annual Variable Bonus (Individual Performance Bonus)*	INR 518800.41/-
Annual Earning Potential (A+B)	INR 2440283.41/-

<b>(C)#Additional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 32300
Notional Insurance Premium paid by Company	INR 17000

<b>(D)##Additional Discretionary WFH Benefits/Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 28800 [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

\*Individual Performance Bonus (IPB) amount mentioned is the maximum payable amount at your Management Level.

The IPB is an annual payout in the month of November every year. The evaluation/performance period for this payout is the Accenture Financial Year period from September to August.

*Anica Redi*



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**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

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In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000 /- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of annual fixed compensation or INR 7,50,000 whichever is higher.	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company



1. Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum.  
a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000. You also can avail optional Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
  - 10% of such claims for self, spouse/partner and 4 dependent children
  - 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.  
  
#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion  
  
##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
  - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.
6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance programme guidelines.

**GST Clause:**

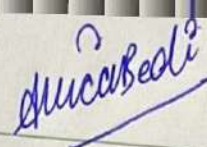
Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/ joining/ relocation/ retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.





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**ANNEXURE 2****REMOTE WORKING CONDITIONS - DECLARATION****NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**





**ANNEXURE 3**

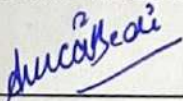
**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

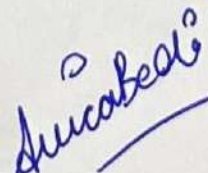
I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:



Full Name: **Avica Bedi**

Date : 16/12/2023





## ANNEXURE 4

### REQUIRED DOCUMENTATION

1. Four copies of your recent passport size photographs
2. Accenture offer letter (signed on all pages)
3. Accenture Terms of Employment (signed on all pages)
4. Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
5. PAN card copy
6. Copy of highest education Graduation Degree/PG/Diploma(whenever applicable) certificates
7. Copy of any mark sheets (Last semester mandatory)
8. Documents in support of your age (10th/ 12th Mark sheet/ Passport Copy etc)
9. Passport copy, if available
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

*Ausabed*

07-02-2024

**Ms. Huba Syed**

**Sub.: Employment Offer Letter**

Dear Ms. Huba,

In pursuance of your application followed by your interview, we are pleased to offer you the position of **Executive** with our client **XL India Business Services Private Limited** at Gurgaon on the mutually agreed terms and conditions. You are requested to join the services of **XL India Business Services Private Limited** on 27th Feb'24 at **Gurgaon**:

The annual CTC shall be **302952/-** The Salary structure is attached herewith as **Annexure-A**.

Please bring the following documents on the day of joining:

- Educational Certificates – Original and Photocopies
- Experience Certificate, if applicable
- Salary slips of last three months, if applicable
- Signed copy of updated Resume
- Resignation acceptance letter from previous employer, if applicable
- Cancelled cheque of savings bank account (in case employee wants to retain the existing A/c)
- 4 Passport size photographs
- Proof of Address (Voter ID, Passport, Aadhar Card, Driving License etc.)
- Copy of PAN Card and original for verification - **Mandatory**
- Copy of Aadhar Card and original for verification - **Mandatory**

This letter of offer is issued to you on the presumption that the particulars furnished by you in your application are correct.

With the receipt of the offer letter and sharing of your personal information, you hereby provide consent to PERSOLKELLY India Private Limited for the collection, use and disclosure of personal data by the employer and its affiliates, in accordance with the Company Policy.

**Please reply with your acceptance of the offer within 48 hours of the receipt of offer. In case you fail to reply, this offer shall stand withdrawn after 48 hours.**

In case of any queries, feel free to contact the undersigned.

Best Wishes,

**For PERSOLKELLY India Pvt. Ltd**



**Devika Yadav**  
**Country Leader, Staffing Solutions (Non-IT)**  
**Authorized Signatory**



**ANNEXURE-A**

Your DOJ will be 27th Feb 2024 for a contract period of 12 months and will expire on 26th Feb 2025.

<b><u>PARTICULARS</u></b>	<b><u>Monthly</u></b>	<b><u>Annual</u></b>
Basic	15000	180000
HRA	6904	82848
Stat. Bonus	1200	14400
<b>Fixed Gross</b>	<b>23104</b>	<b>277248</b>
Insurance	130	1560
PF (Employer's Contribution)	1950	23400
ESIC (Employer's Contribution)	0	0
LWF Employer	62	744
<b>CTC</b>	<b>25246</b>	<b>302952</b>
PF (Employee's Contribution)	1800	21600
ESIC (Employee's Contribution)	0	0
LWF Employee	31	372
Professional Tax	0	0
<b>Net Take Home</b>	<b>21273</b>	<b>255276</b>

\*PT and LWF deduction would be applicable as per Statutory Norms of the State.

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



Private & Confidential

1<sup>st</sup> November'2023

Dear Zafar Iqbal Saeed,

We are pleased to offer you employment as **Associate Ad Operations** in **Flamingo Digital Private Limited**. ("Company"). Your employment with the Company, subject to the satisfactory completion of the Company's pre-hire procedures will begin on a date to be mutually decided by the Company and yourself i.e. **1<sup>st</sup> November'2023**. This offer of appointment is subject to the terms and conditions attached hereto (Appendix A and Appendix B). Your place of posting will be **Gurgaon**.

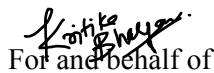
Your Total Base Pay (i.e. annual compensation) will be **INR 6,43,536/- (Six Lakh Forty Three Thousand Five Hundred and Thirty Six Only)** as detailed in **Appendix A**.

Further, **Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Company as announced or amended from time to time.

To confirm your acceptance to this agreement, please initial all the pages and put your signature on the declaration at the last page of this agreement and return to us the duplicate copy of the entire agreement duly initialled and signed. We look forward to a long and mutually beneficial relationship.

*Yours faithfully,*

**Kritika Bhargav**

  
For and behalf of

**Flamingo Digital Private Limited**

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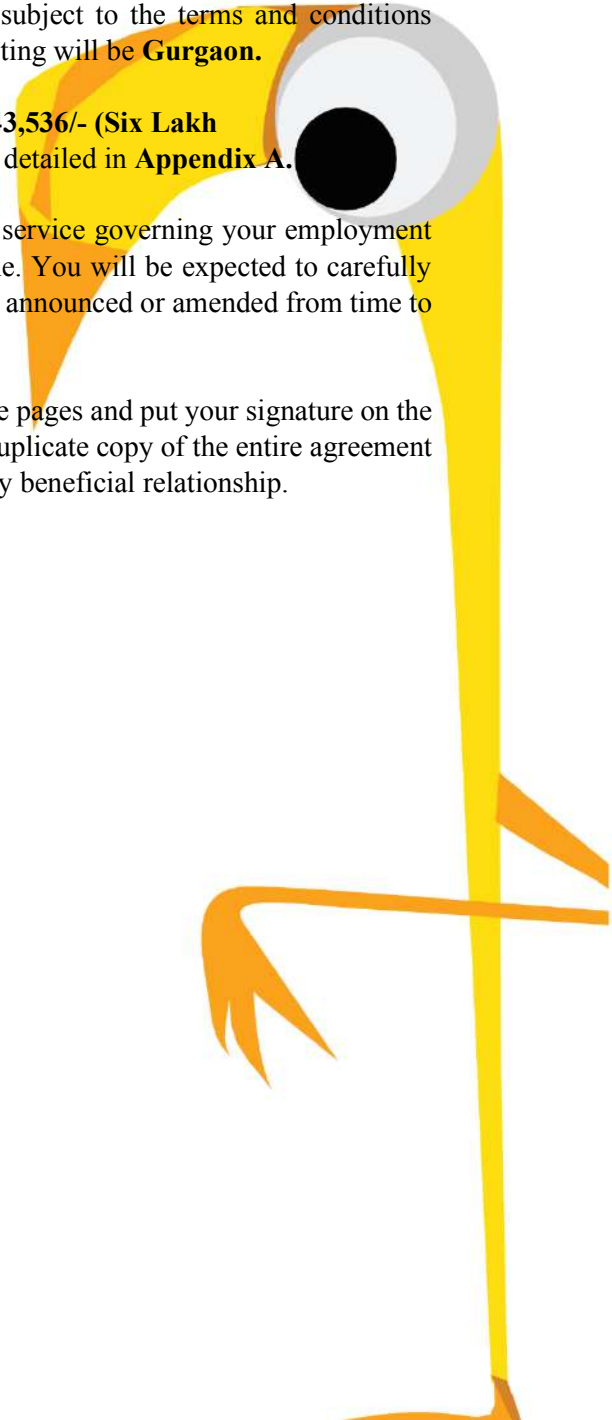
**Flamingo Digital Private Limited**

**Registered Office:** Unit no. 102B, Unitech World (Unitech Cyber Park)  
Tower A, 1st Floor, Sector 39, Gurugram-122001 (HARYANA)

**CIN:** U74140HR2015PTC054674

**GSTIN:** 06AACCF5353Q1Z8

**W:** [www.lyxelandflamingo.com](http://www.lyxelandflamingo.com)





## Appendix A

Name: Zafar Iqbal Saeed

Designation: Associate Ad operations

Location: Gurgaon

### Compensation Details

Salary Structure				
Employee Name: Zafar Iqbal Saeed		Salary Components	Monthly CTC	Annual CTC
PART A	Basic Salary	Basic	26,814	3,21,768
		HRA	13,407	1,60,884
		Special Allowance	5,807	69,684
PART B	Flexible Allowance Package	Fuel Reimbursement	3,000	36,000
		Telephone/Internet Reimbursement	1,000	12,000
PART C	Retrials	PF	3,600	43,200
Total Cost to Company (In INR)			53,628	6,43,536

All the above amounts are based on a full year of service. The annual payable to you shall be liable to tax deduction at source as per the applicable law for the time being in force. The salary is payable monthly and the leave balance gets allocated to your credit on a pro rata basis each month basis the number of days you work during the applicable calendar year.

## **APPENDIX B**

### **General Terms & Conditions**

#### **1. Background Verification**

Your employment in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Company reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

#### **2. Working Hours**

The normal weekly working hours of the Company are 45 hours. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.

#### **3. Leave**

You will be eligible for 21 days' annual leave per calendar year (in addition to statutory holidays). You will not be entitled to receive payment in lieu of any unused leave.

#### **4. Probation**

- You shall be on a probation for three months from the date of joining the organization, which may be extended for further period(s) at the discretion of the management. During probation the company shall evaluate your performance & suitability for the job as per your skillsets.
- On successful completion of probation or its extension, you will be intimated in writing about your confirmation.

#### **5. Confidentiality**

Maintaining confidentiality is a condition to your employment. During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Company. You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients, service providers, sub-contractors or vendors, other than the Directors of the Company or their authorized representatives.

On discontinuation of your employment, you will return to the Company, all papers and documents and all other property pertaining to the Company or affairs of the Company or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract there from.

You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by certain clients of the Company. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to our clients or third parties. You also agree to keep the company and its directors indemnified for any loss which may be caused by your failure to comply with confidentiality agreements.

#### **6. People Handbook- Policies & Procedure**

You acknowledge that the Company has or may from time to time adopt a people handbook, restrictions, policies and procedures with respect to the conduct of its business and the financial and investment affairs of its officers, directors and employees, and you agree to be bound by and to adhere to all such handbooks, restrictions, policies and procedures.

Without prejudice to the above, you agree that you will during the course of your employment abide by



all existing and future India laws applicable to the performance of your duties, all applicable rules and regulations set forth by regulatory agencies, exchanges and self-regulatory bodies and the Company's own internal rules and regulations, policies and practices. You further agree to submit to such supervision as may be necessary to ensure compliance therewith.

## **7. Indemnity**

You hereby agree to indemnify the Company, to the fullest extent permitted by law and to save and hold harmless the Company, from and in respect of all reasonable fees, costs, loss, damages and expenses, including legal fee paid in connection with or resulting from any claim, action, or demand against the Company, that arises out of or in any way relates to any action or omission on your part during the course of your employment with the Company, where you were acting negligently or unlawfully or in breach of the terms of your employment or in an unreasonable manner.

## **8. Intellectual Property**

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the Company may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement you:

- Acknowledge and agree to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you (including codes, designs etc.), either singly or jointly with other persons, are the exclusive property of the Company with unfettered rights for utilization or disposal of the same; and
- Consent the Company and/ or its clients to use or adapt material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

## **9. Confidential and Proprietary Information**

Information and materials relating to the Company, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the Company. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Confidential Information includes, but is not limited to, the Company's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and Information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the Company takes measures to maintain its confidentiality and guard its secrecy. Confidential Information may be copied, disclosed or used by you during your employment with the Company only as necessary to carry out Company business and, where applicable, only as required or authorized under the terms of any agreements between the Company and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the Company. If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the business unit head or directors to seek the Company's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the Company.

## **10. Insider Information**

You are prohibited from using or sharing information, not publicly disclosed, which you obtain during the course of your work for the Company, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the Company's clients and their

affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the Company must maintain independence.

#### **11. Protection of Computer Software/ Company's Assets**

The Company has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the Company, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. All Company property/ assets/data, including any copies thereof, must be returned to the Company on termination of employment or whenever requested by the company.

You will be provided with access to a computer for your business use in the office. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the Company's relevant policies and procedures applicable to usage of the Company's computer equipment, including the Company's policies on the appropriate use of email and the internet.

You acknowledge and agree that the Company reserves the right to monitor your usage of the Company's computer(s) and IT systems/ resources towards ensuring that there is no unauthorized usage thereof. In case of any damage due to Negligence apart from any wear & tear the company is entitled to recover 80% of the cost of damage from you.

#### **12. Exclusivity**

During the continuance of your employment with the Company, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private business and consulting, without obtaining prior permission from director of the Company.

#### **13. Performance Management**

As a part of the People Growth Cycle, Company follow two performance review cycle in the month of April and October. You will be entitled for salary increment once in a year as per your eligible increment cycle. Company encourage outstanding performance consistently and hence you may also be appraised at any time during the year. However, there is no standard process of increments after completion of probation in the company. Such appraisals are undertaken only in the event of outstanding performance and only unanimous management decision.

#### **14. Notice Period**

- During the probation period, the Candidate may terminate the employment by serving 15 (Fifteen) days' written notice, or equivalent compensation, in lieu thereof, to the Company. The company reserve the right to terminate the employment forthwith without any notice.
- On completion of your probation period, the Company or you may at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice of 30 days or more or a salary payment in lieu of that notice. The Company may require you to complete all operative parts of the assignment or project that you may be involved in on the date of resignation as determined by the Company. If, in exceptional cases, the Company may agree to your request for an early release, the Company will recover the salary or part thereof equivalent to the balance notice period.

#### **15. Summary Termination**

This Agreement and your employment may be terminated by the Company immediately without prior notice if you at any time

- Commit any breach of your obligations under this Agreement;



- Disobey a lawful and reasonable order of the Company;
- Misconduct yourself under the influence of any substance abuse. If the company has reasonable grounds of suspecting that you are under the influence of illegal substance abuse while at work, the company may request you to undergo a non-invasive drug test which will be conducted by a medical professional. If found guilty, your employment may be terminated without any notice there off;
- Are guilty of or attempted to commit fraud, dishonesty, theft or gross malfeasance, including, without limitation, conduct of a disruptive, criminal nature, conduct involving moral turpitude, embezzlement, or misappropriation of assets, misuse of the Company's property;
- Are neglectful in your duties, despite being warned;
- Fail to report for work at the Company's office by the Effective Date;
- Remain absent from duty for more than 3 days, without prior permission of a designated senior
- Misrepresent any information to the Company or make any false declaration to the Company or it is found that you suppressed any information from the Company. This clause shall also be applicable to any information or declaration or act committed prior to entering into the employment of the Company;
- You are deemed incapable of continuing in service or performing given work satisfactorily, owing to any physical or mental infirmity/ incapacity or any other reason whatsoever.

This list is not exhaustive. The Company shall also be entitled to terminate your employment immediately without prior notice for any other cause recognized by applicable law.

In the event of termination pursuant to the above provision the Company shall not be obliged to make any further payment to you beyond the amount of any remuneration and payment in lieu of untaken holiday actually accrued up to and including the date of such termination.

Further, the termination of employment under this Agreement shall be without prejudice to any right that the Company may have in respect of any breach by you of any of the provisions of this Agreement, which may have occurred prior to such termination.

## **16. Exit formalities**

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the Company. You will be required to return all documents and property (including data/copies thereof) belonging to the Company before your last working day in order to obtain release. You are also specifically restrained from keeping copies, forward any mails or extracts of any of the Company's or client's documents, codes, information with you, after your release from the services of the Company, except with specific written permission from the Company.

As part of your exit formalities, you have to provide in writing to us that you will be personally liable to us and/ or our clients for any data/ confidential information retained by you, in any unauthorized manner or disclosed by you even after the tenure of your employment.

## **17. Non Solicitation**

Upon leaving the Company you will not, without prior written consent of the Company, for a period of 24 (twenty four) months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, Company or corporation who has, at any time during your employment with the Company, been:

- a client of the Company with whom you have had contact or been involved in the provision of services, or

- an employee of the Company.

To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for twenty four months after the last working day, unless appropriate written consent is obtained from the Company. It is mandatory to immediately notify your director of such an offer.

## **DECLARATION**



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

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

I accept the above.

Name

Signature

Date

**Private & Confidential**

Ref. No: MSTAR202117153

December 9, 2022

Simran Singh Malik  
1834, Outram Lines, Near Nulife Hospital, G T B Nagar,  
Dr. Mukherjee Nagar, North West Delhi, Delhi - 110009

Dear **Simran**,**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Senior Quality Assurance Associate - I** with **Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **March 13, 2023**.

Your place of posting for records will be Mumbai. Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 1,042,761/- (Rupees Ten lakhs forty two thousand seven hundred sixty one only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies. Please be further advised that the Variable Pay is fully discretionary by the Company and any amount paid during for any calendar year shall not entitle you to other Variable Pay for any subsequent years.

**\*\*Skill Premium** is discretionary and may be amended, cancelled or terminated by the Company at any time, in its sole and absolute discretion. The payment of the Skill Premium does not create any contractual right or other right to receive any options or other awards/allowances in the future. Future Awards and allowances, if any, will be at the sole and absolute discretion of the Company. Any amendment, modification, or termination of the plan shall not constitute a change or impairment of the terms and conditions of the employee's employment with the Company

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.



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The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay. Such shall apply following your probationary period.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy. The Company will be entitled to terminate the employment during such probation without providing any notice or base salary payment in lieu, other than for wages associated for the period the employee has worked with immediate effect, without providing any justification.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer**, wherein should the company not receive a formal acceptance in writing/vide an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before by **13-Mar-2023** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note that as per the Company's policy, all onboarding or joining formalities shall be required to be completed within three (3) working days from the date of joining Morningstar. In the event that you face any difficulty in doing so, please inform the Talent and Culture team within the aforesaid period of three (3) working days, so that the appropriate action can be initiated. Failure to follow the Company's policy with regard to completion of your onboarding or joining formalities within the specified period, as mentioned above, may lead to appropriate disciplinary action.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

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The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board").

In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which Implant may then possess or have under his/her control.

The laws of India and the Courts of Mumbai shall govern this contract.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head – Talent & Culture, India



## Appendix A







Compensation		
		Amount Per Annum (INR)
Total Compensation (A+B+C+D)		1,042,761
Base Pay & Allowance (A+B)		893,600
Performance Bonus % of Base Pay (C)		91,000
Retirals Offered (D)		58,161
Pay Components		
	Amount Per Month (INR)	Amount Per Annum (INR)
Base Pay (A)	54,167	650,000
Basic Salary	27,083	325,000
House Rent Allowance	13,542	162,500
Statutory Bonus	3,000	36,000
Flexi Reimbursement/City Compensatory Allowance	10,542	126,500
Total Allowance (B)	20,300	243,600
Travel Allowance	2,200	26,400
Meal Allowance	1,100	13,200
Shift Allowance (General)		
Skill Premium**	17,000	204,000
Flexi Reimbursements		
	Remarks	Max Limit Per Annum
Total		110,015
Books & Periodicals	As per eligibility	
Telephone Bill	As per Eligibility	
Food Coupons	PM 1100 / 2200 / 3300	39,600
LTA	Least of (2*Basic PM) or (2 Lac)	54,167
National Pension Scheme (Employee Contribution)*	NPS Contribution 500 or 5% of Basic per month	16,248

### Notes:

\*\*For skill premium terms refer offer letter first page

**The incumbent shall be paid one-time relocation bonus of INR. 29,250/- with a 1 year claw back from the date of joining, should the incumbent decide to terminate the employment. The amount is subject to applicable taxes in force and payable as per details outlined in the relocation policy subject to relocation.**

1. Flexi reimbursement kindly refer table above.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax Laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on Company, Business unit and Individual performance. Your Performance Bonus will be pro-rated based on start date in your first calendar year with us, provided your start date is before November 1st.
6. Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, prorated to no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
8. \* Please note NPS contribution will be made only If the employee is willing to contribute equivalent amount (Election on ADP is mandatory to avail this benefit)

Benefits Offered	
	Company Contribution / Eligibility Per Annum (INR)
   Invest in Your <b>Retirement (D)</b>	<b>58,161</b>
Employer Provident Fund	21,600
NPS Employer Contribution *	16,248
Gratuity Provision	20,313
   Invest in Your <b>Well-Being</b>	
Health Insurance (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	450,000
Accidental Insurance (Employee only)	1,000,000
Term Life Insurance (Employee only)	1,950,000
Paid Holidays, Time Offs & Flexi Working Hours	Eligibility as per policy
Connect & Heal (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)	Emergency health services
Employee Assistance Program (Self + any 5 family members)	"Your Well-Being Coach"
Creche/Day-Care	Support Parenthood
   Invest in Your <b>Growth</b>	
Education Stipend	Yearly eligibility as per policy
CFA	Sponsored program as per policy
LinkedIn Learning	Sponsored membership
Librarywala.com	Book library membership
   Invest in <b>Great Talent</b>	
Internal Job Posting	Internal growth prospect
Employee Referral Plan	Additional monetary benefit
Rewards & Recognition	Monetary & non-monetary awards
   Invest in <b>Ownership</b>	
Shared Ownership Program	Equity plan with company contribution
Impact Awards	Performance based equity awards
   Invest in <b>Your Community</b>	
Matching Gifts Program	Community support

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## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.





October 16, 2023

Mr. Ritik Kumar Thakur  
D-528, West Vinod Nagar,  
Delhi. 110092

Dear Ritik,

Congratulations! We are pleased to offer you a position of **Project Fellow** in the R&D division of Curadev Pharma with effect from **November 01, 2023**. Curadev spends a significant amount of effort in ensuring that its team is motivated and maintains the highest ethical standards. Please note that as with all similar positions at Curadev, we have a twelve month probation period after which you will receive a fresh letter of confirmation. Your total compensation (cost to company) will be Rs. 4,80,000/- (Four Lakh Eighty Thousand only) per annum.

The offer is valid for a period of one week from the date of this letter. Please confirm acceptance at your earliest convenience.

You will be expected to work in areas of considerable complexity and will have a diverse set of responsibilities. We look forward to your contributions to the organization.

Please confirm acceptance at your earliest convenience.

Best Regards,

**For Curadev Pharma Private Limited**



**Arjun Surya, Ph.D.**  
**President & Chief Scientific Officer**

Compensation Break up	INR
Basic	1,92,000
House Rent Allowance	96,000
Special Allowance	1,37,172
Employee Provident Fund	21,600
Gratuity	9,228
Performance Linked Bonus	24,000
<b>Gross CTC</b>	<b>4,80,000</b>

**Terms of Employment:**

- You will be expected to work with a team and must ensure proper co-ordination & co-operation with the team.
- Except with the written consent or under instruction from the Chief Scientific Officer or Chief Financial Officer of Curadev Pharma Private Limited (Curadev), you shall not at any time during your tenure, give your service or advice to any other person or company in any way directly or indirectly connected with or engaged in any other business undertaking or employment whatsoever.
- You shall not at any time, either during continuance of your employment or after its termination publish, divulge or disclose any secrets, dealings, opinion paper, document, book or matter of any kind whatsoever relating to or affecting the business of the company or its associates except to such person or persons as you may from time to time be duly authorized by the Curadev.
- You will be expected to execute a non-compete and confidentiality agreement. There will be restrictions on your entering into transactions based on information which you may have access to in the course of employment with Curadev.
- You shall also, when called upon, render your services at any location of Curadev or its affiliates or associate concerns as the company may require and in such other capacity as Curadev may determine.
- During probation your performance will be reviewed periodically and the period of probation may be extended at the discretion of the Management, if considered necessary. On successful completion of your probation period, your employment will be confirmed in writing.
- You will be entitled to 20 days Earned leave & 7 days Causal leave annually.





# CURADEV

*Let science do the talking*

- In case of resignation-you have to serve a one month notice period. Salary and other perquisites will be paid to you within one week of the completion of your notice period. In case you leave before the completion of the notice period, any earned leave that you may have accrued will lapse.
- In case of termination-
  - a) With Cause- No notice period will be given to the employee.
  - b) Without Cause – Employee will be entitled to severance package equivalent to one month Basic, HRA and Special Allowance.
- Certain components of your CTC breakup are as per current government norms. If the government amends the current norms, your CTC will be adjusted accordingly.
- You are required to submit following documents upon joining:
  - Proof of date of birth; 2 passport size photographs; attested copies of professional qualification certificates; and PAN

**For Curadev Pharma Private Limited**

**Arjun Surya, Ph.D.**

**President & Chief Scientific Officer**

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**CURADEV PHARMA PVT. LTD.**

**R&D Labs:** B-87, Sector 83, Noida, 201305, India, **Tel:** +91-120-4081818/19, **Fax:** +91-120-4081820, **Web:** [www.curadev.in](http://www.curadev.in)

**Regd. Office:** H-3/63, First Floor, Vikaspuri, New Delhi-110018, Email ID: [interact@curadev.in](mailto:interact@curadev.in), CIN No.: U33111DL2010PTC197755



एकस्व/अभिकल्प/व्यापार  
चिह्न/भौगोलिक संकेत

PATENTS/DESIGNS /  
TRADE MARKS /  
GEOGRAPHICAL  
INDICATIONS

भारत सरकार  
Government of India

वाणिज्य एवं उद्योग मंत्रालय

Ministry of Commerce & Industry

कार्यालय महानियंत्रक एकस्व अभिकल्प एवं व्यापार चिह्न

Office of The Controller General of  
Patents, Designs & Trade Marks

बौद्धिक संपदा भवन, Boudhik Sampada Bhavan,

एस एम रोड, एन्टोप हिल, S. M. Road, Antop Hill,

मुंबई-400 037 Mumbai – 400 037, India.

(Tel):

022-24132735

(Fax):

022-24123322

(Email):

cgpdtm@nic.in  
cgoffice-mh@nic.in

(Website):

www.ipindia.nic.in

No. CGPDTM-11012(13)/1/2021-CGTMR/ 38

Date: 09-01-2024

### MEMORANDUM

On the recommendation of the Staff Selection Commission, Ms. Mansi Bhaskar is hereby offered an appointment to the post of Stenographer 'D' (Grade – II) in Trade Marks Registry, Kolkata under the Office of Controller General of Patents, Designs and Trade Marks under Ministry of Commerce and Industry (Department for Promotion of Industry & Internal Trade) on the following terms and conditions:

- i) The appointment is provisional and is subject to being cleared by the Competent Authority regarding character and antecedents. If the candidate is found not verified or any false information is given by the candidate in this self-declaration, this provisional appointment will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.
- ii) This post is Ministerial and carries the level – 4 in pay matrix of 7<sup>th</sup> CPC. Initial pay fixed at minimum of Rs. 25,500/-
- iii) Her appointment will be purely on temporary basis until further orders. Her service will be terminable on one month notice from either side in accordance with the General Civil Service (Temporary Service) Rules, 1965 without assigning any reason. The appointing authority, however, reserves the right of terminating her service forthwith or before the expiration of stipulated period of notice by making payment to her of a sum equivalent to the pay and allowances for the period of notices or the un-expired portion thereof.
- iv) She will be on probation for two years from the date of appointment, which period may be extended at the discretion of the competent authority. On completion of probation period, she will be considered for confirmation of the said post.
- v) She will be liable to serve in any part of India.
- vi) No travelling allowance for joining the appointment or on termination thereof will be admissible unless otherwise admissible under the rules.
- vii) She will be entitled to draw dearness, house rent and other allowances as are admissible to similar Government servants under the rules in force from time to time.
- viii) She will be required to take the Oath of Allegiance to the Constitution of India.
- ix) She will be required to furnish a marriage declaration in the prescribed form.

- x) Other conditions of service will be governed by the relevant rules and orders in force from time to time.
- xi) The appointment is provisional and is subject to the EWS certificate being verified through the proper channels and if the verification reveals that the claim belong to reserved category is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

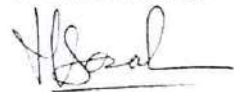
2. This offer of appointment is therefore, conditional up on satisfying the requirements and furnishing the declaration in the form enclosed to this letter along with a reply. If, however, she does not fulfill the above conditions and she desires to be exempted from the above mention Rule due to any reason she should make a representation in this behalf immediately. This offer of appointment should in that case be treated as cancelled and a further communication will be sent to her in due course, if upon consideration of her representation, it is decided to offer her appointment to the post of Stenographer 'D' (Grade – II).

3. If any declarations given or information furnished is proved to be false or it is found to have willfully suppressed any material information, she will be liable for removal from service and other action as government may deem necessary.

4. If the above terms and conditions of service are acceptable to Ms. Mansi Bhaskar, she should convey her acceptance of the offer of appointment immediately to the undersigned. She shall report to the Head of Office, Trade Marks Registry, Nizam Palace, 2<sup>nd</sup> M.S.O. Building, 7<sup>th</sup> Floor, 234/4, A.J.C. Bose Road, Kolkata - 700 020 for duty on or before on 02-02-2024 with the following original documents:

1. Original Certificates of Educational Qualification along with a set of attested copies.
2. Matriculation or equivalent certificate in support of the date of birth.
3. Declaration of Marital status in the form enclosed.
4. SC/OBC/EWS certificate in support of claim belonging to reserved category.

This issues with the approval of the Controller General of Patents, Designs & Trade Marks.



(Hemant S. Borale)  
Director

To  
Ms. Mansi Bhaskar,  
D/o. Indra Mohan Bhaskar,  
B-63 Street No. 7, Khajoori Khas,  
North East Delhi, Delhi – 110 094.

Copy to:

- 1) Head of Office, Trade Marks Registry, Nizam Palace, 2<sup>nd</sup> M.S.O. Building, 7<sup>th</sup> Floor, 234/4, A.J.C. Bose Road, Kolkata - 700 020 with request to verify Date of Birth, Educational qualification, Cast Certificate with original certificate and document before joining of candidate.
- 2) The Pay & Accounts Officer, PAO, PDTM, Mumbai.
- 3) Personal File.
- 4) Office Order File.



**Date:09-Oct-2023**

To,

**Sneha Agrawal**  
**F-29, Gandhi Nagar**  
**Gird, Gwalior**  
**Madhya Pradesh - 474002**

**Subject: Letter of Intent**

Dear **Sneha Agrawal**,

With reference to your application and subsequent interview, we are pleased to inform you that you have been selected (subject to receipt of pending documents & positive background / reference check) as per details given below,

- **Designation : Executive**
- **Department : Corporate HR (L&D)**
- **Base Location : Gurugram (Haryana)**

**You will be entitled to all-inclusive compensation as mentioned in the attached compensation sheet.**

You are advised to report for duty on or before **10-Oct-2023** at **Gurugram (Haryana)**. Please submit a formal acceptance of this LOI, failing which this LOI stands cancelled.

- **Six passport size photographs and One soft copy of Postcard size photograph**
- **A complete, self-attested set of your educational qualifications.**
- **Copy of your PAN card & Aadhar Card**
- **A proof of your address & Identity.**
- **Copy of 3 months' salary slip from your last employment.**
- **Copy of accepted resignation letter from your previous employer**
- **Copy of Joining Letter of your previous employer**
- **Copy of cancel cheque**
- **Previous Employer's Income 12B**

**Terms & Conditions:**

- This Offer/Letter of Intent considered is valid subjected to your clearing the Positive Reference Check.
- The company reserves the right to conduct your Background check / Verification of the information furnished by you, through its inhouse HR Team or external agencies.

We welcome you to EASTMAN family!!

**For, Eastman Auto & Power Ltd.**



**Pooja Seth,**  
**Vice President, Human Resources**



**SALARY ANNEXURE – I**

<b>BREAK UP OF EMOLUMENTS</b>		
	<b>EASTMAN CTC OFFERED</b>	
<b>Emoluments</b>	<b>Monthly</b>	<b>Per Annum</b>
<b>Salary</b>		
Basic Salary	₹ 17,230	₹ 2,06,760
House Rent Allowance	₹ 8,615	₹ 1,03,380
Compensatory Allowance	₹ 5,987	₹ 71,844
<b>Sub Total (Salary)</b>	<b>₹ 31,832</b>	<b>₹ 3,81,984</b>
<b>Statutory</b>		
Provident Fund (Employer Contribution)	₹ 1,800	₹ 21,600
ESI Employer Contribution	₹ 0	₹ 0
Gratuity	₹ 828	₹ 9,936
<b>Sub Total (Statutory)</b>	<b>₹ 2,628</b>	<b>₹ 31,536</b>
<b>Total CTC</b>	<b>₹ 34,460</b>	<b>₹ 4,13,520</b>



**Pooja Seth,**  
**Vice President, Human Resources**

**Note:-**

1. Statutory deductions such as PF, ESI, LWF and Professional Tax etc. will be applicable as per Govt. Regulations.
2. Income Tax will be applicable as per Govt. Regulations.
3. Reimbursements part of salary will be payable on monthly basis subject to submission of actual bills.
4. Gratuity will be payable as per eligibility with respect to "The Payment of Gratuity Act 1972".
5. You would continue to be entitled for Group Mediciam Benefit as per policy

**For Eastman Auto & Power Limited.**

**Name:-**

**Authorised Signatory**



**Signature:-**

**Date:-**

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**Eastman Auto & Power Ltd**

Corporate Off : 572, Udyog Vihar , Phase - V, Gurgaon -122016 (Haryana), India Tel :+91-124-4682600 Fax:+91-124-4627999

Reg. Off : Flat No-101, Community Centre 1st Floor, Naraina Industrial Area, Phase - I, New Delhi-110028, India. | E-mail : info@eastmanglobal.com

**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**

24/08/2023

Rohit Duggal

3/56, Ramesh Nagar

New Delhi, 110015

Dear Rohit,

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 'Offer' you the position of Assistant Vice President on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Designation: Assistant Vice President
- Career Level: C12
- Location: PUNE
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)\*: 3,668,668

\* 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.

*Rohit Duggal*



**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 officers 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.

**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.

*Rohit Dnyasaal*



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**Citicorp Services India Private Limited**

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

**Governing Law**

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

*Rohit Dhyal.*

**Human Resources**

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**Citicorp Services India Private Limited**

**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.

Rohit Duggal  
{Candidate Signature Date}  
signHere1

  
28/08/2023



**Human Resources**

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**Citicorp Services India Private Limited**

**Annexure**

Compensation (INR)

Grade/ C Level	C12
Basic Salary	1,115,181
Special Allowance	747,281
Meal Allowance	36,000
**Car Allowance	637,246
HRA	557,591
LTA	92,932
TC less LPA (a)	3,186,231
*LPA Amount (b)	150,000
Other Cash Components (c)	0
Total Cash (a+b+c)	3,336,231
***Provident Fund – 12%	133,822
****Gratuity – 4.81%	53,641
*****Superannuation – 13%	144,974
Retirals:Overall (d)	332,437
CTC (a+b+c+d)	3,668,668
Sign-On Bonus	0
Notice Period Buy Out	0

*R. Chitambar*



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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.

*Rohit Dhyal*



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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.

Rohit Duggal  
{Candidate Signature Date}  
signHere1

28/08/2023





## Employment Offer

Hello Subham Kumar (Subham),

congratulations for passing our recruitment process positively!

I would like to officially extend and confirm all offered conditions on behalf of ING Hubs Poland. Please find the details below:

- **Position: Junior Specialist** Model Developer I
- **Monthly Salary Base:** 9 000,00 zł gross
- **Tax deductible costs:** 65%
- **Relocation package:** 8 000 PLN gross (paid once after start date)
- **Work Type:** 100%
- **Shift Type:** Basic
- **Contract Type:** Probation Period until 30.04.2024
- **Start Date:** no later than 01.02.2024
- **Location:** ul. Zajęcza 4 00-351 Warszawa

This message is an official offer according to Polish Labor Law.

Nevertheless, I would like to kindly inform you that due to the legal obligation to obtain a work permit and residence basis to stay on the territory of Poland, this offer shall be binding under the following conditions:

- ING Hubs Poland will obtain a positive decision of the competent state authority regarding permission to employ you and
- You will obtain legal basis to stay on the territory of Poland (e.g. visa for work purposes) and
- There will be no other contraindications.

**Due to the fact, that ING Hubs Poland is the entity of Financial Markets and needs to be legally protected, this particular offer is binding only in case of delivering to ING Hubs Poland a Certificate of Non-Criminal Record before the 1st day of work. The Certificate of Non-Criminal Record should be consisted of particular crimes, specified in Art. 3 par. 1 point 1) – 48) of Act from 12th of April 2018 related to regulation of gathering non-criminal record from people soliciting for employment or being employed in a company which is a member of Financial Markets.**

We all hope that extended offer will meet your expectations and acceptance, and you will join our wonderful Team! We all hope that you will bring a lot of effort and knowledge to our Company and have a chance to evolve your professional career path. We are looking forward to working together with you!

Please respond on this email if you accept the offer as presented by **02/10/2023**.

In case of any doubt or questions please feel free to contact us via email: [anna.omylinska@ing.com](mailto:anna.omylinska@ing.com) or [Recruitment.INGHubsPoland@ing.com](mailto:Recruitment.INGHubsPoland@ing.com)

**After accepting the job offer, another message will be waiting in your candidate panel - employment**

**documents. The documents will be available to you for download in the system for a short time. Please make sure to download them to your desktop after opening the message**

Best Regards,  
ING Hubs Poland



# Offer of Employment

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September 21, 2022

QI-HR896258/2022

Ms.Jyoti Sharma,  
House no. 316,Prakash Vihar Colony,  
Near Nanhe Kadam Play school,  
Palwal,Haryana-121102

Dear Jyoti,

**Congratulations!** After speaking with numerous applicants for this role, we are truly pleased to offer the position to you. Your selection is based on your accomplishments, experience and skills you possess that we value and embrace. We hope that you are equally pleased by this news and eager to get started on your new career at Quest Global, where we work every day to make the impossible possible. Your journey to becoming an integral part of our aspirational team begins today. Welcome!

## 1. Commencement and Duration

- 1.1. Your employment will commence with effect from **October 3, 2022**.
- 1.2. The Employer reserves the right to amend the term of employment should it be deemed necessary.  
Any such amendment shall be shared / communicated / provided by Employer to you in writing.

## 2. Role Details

- 2.1 You will be appointed as, **Management Trainee** this role is evaluated at **E1** in the Quest Global' grading structure. In this role you shall report to **Manager**.
- 2.2 You will be expected to work from the following Quest Global Office Bangalore, however this is subject to change as necessary for this role. You may at any time be required to work at another location on a temporary or permanent basis dependent upon the requirements of the role with as much notice as reasonably possible.

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Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B,EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

Reg. office: AEQUUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

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[quest-global.com](http://quest-global.com)





### 3. Remuneration

- 3.1 You will receive an **Annual Total Gross Salary (TGS) INR 425000 (Rupees Four Lakh Twenty Five Thousand Only)**, taxes as applicable. Details of remuneration are as given in Annexure – I.
- 3.2 Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India.
- 3.3 You will be paid monthly in arrears by bank transfer to the nominated Bank Account on the last working day/banking day of each month, unless advised otherwise.

### 4. Benefits

- 4.1 *Annual Leave*: You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion.
- 4.2 *Holidays*: You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site you must follow holidays observed by customer.
- 4.3 *Medical Benefits*: You will be entitled to Medical, Accident & Life insurance coverage as per the Medical Insurance Plan in place, the Plan however can be modified on yearly basis at Employer's discretion. Benefit details are given in Annexure I.

### 5. Work Hours

- 5.1 Your working time shall generally be 47.5 hours per week (Monday through Friday) and the general shift daily working hours are from 9:30 to 19:00 including half hour of lunch break.
- 5.2 You should however be aware that you can be required to work in different shifts as per Quest Global shift policy to such an extent as the position requires.

### 6. Accountability & Ownership

- 6.1 You should perform such duties and conform to such directions and instructions as may be assigned to by the Employer or by such officers who are placed in authority over you. The management will be within its rights to allot any additional jobs within your department or in any other department. Employer expects you to take complete accountability & ownership within the team and the business.

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---

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## 7. Transfer

7.1 You will be initially posted at Bangalore. However, please be aware that you can be transferred at any time from one role to another, from one department to another, from one location and establishment to another, owned, operated or managed by the Employer, or any of its associated Companies in India or abroad. On such transfer Employment will be governed by the terms and conditions applicable to that role, department, location, and establishment.

## 8. Personal Data

- 8.1 As a part of your employment and for any legitimate purpose associated with employment, Employer will keep and process your personal information including sensitive data. Employer maintains, to the best of its knowledge and belief, appropriate precautions to ensure the security and confidentiality of your personal information.
- 8.2 This data will only be made available to authorised persons within the Employer, parties providing services to the Employer (such as pension, benefits and payroll administrators), regulatory authorities and as required by law. The Employer may, as appropriate, transfer such data to and from any of its associated companies.
- 8.3 You will have the right, with limited exceptions, to access and, if necessary, update the personal information held. To make sure that the records are kept up-to-date and to adhere the local compliance, you should immediately inform the Human Resources in writing of any changes to personal details or circumstances such as contact address, contact number, academics, family and dependents information. Any communication or notice required to be forwarded to you will be made to the address in the official records.

## 9. Transport Service

9.1 You can opt for the transportation facility provided by Quest Global based on the availability of seats and the preset standard routes. The cost of transportation will be borne by you, cost details and the routes would be as per the Quest Global Policy.

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## 10. Exclusiveness

10.1 You will be on an exclusive employment of the Employer and will not engage alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of the Employer in any manner.

## 11. Termination of Employment

11.1 Your association with us is crucial and any separation without notice on your part would cause irreparable damage to the company. During the period of your employment, by giving a written notice of three months or salary (basic salary) in lieu thereof your services may be terminated, by either side. In the event you have any incomplete assignment; company will have the discretion to relieve you only at the end of three month notice period. However, at any point of time, your services may be terminated by the Company with immediate effect for any of the terms and conditions is found to be violated and /or for any disciplinary reasons at any time without notice or payment in lieu thereof.

11.2 Employer and Employee are obliged to give the notice as a written notification. In conjunction with the termination, you must immediately deliver to the Employer all working material which you have produced while in employment, copies thereof and all other material related to the Employer, which you have in your possession. The same applies to work tools which the Employer has provided to you with, such as cellular phones, laptops etc

11.3 Employer has the right to terminate the employment with immediate effect in case of breach of company policy or gross misconduct by you, OR if you are absent from work for 10 or more working days continuously without leave/authorization from the Employer and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in the company and your name shall be removed from the payrolls / other records of the company from the start date of your absence.

## 12. Superannuation

12.1 Unless terminated earlier for any reason, you will retire from the services of the Employer on attaining the superannuation age [58 years], for this purpose the official record of you date of birth available in Employer records will be treated as conclusive proof of your age.

## 13. Dispute

13.1 Employer & you have agreed, disputes relating to the employment shall always be settled in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction.

---

### Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

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#### 14. Conditions on Employment

- 14.1 At all times, you shall be governed by such service conditions of Quest Global, as may be in force from time to time. You will also carry out and abide by any instructions, , Code of Conduct, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.
- 14.2 Your continuation in service will also be subject to satisfactory background verification of your credentials, testimonials, etc., and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- 14.3 Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have given any false information.
- 14.4 You must sign the standard Non-Competition & Non-Disclosure Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with Quest Global, shall have more obligations to maintain Quest Global information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep Quest Global informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@Quest-global.com.
- 14.5 You must submit the following documents before the date of joining in Quest Global On-boarding portal:
- a) Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
  - b) Passport Photo Copy
  - c) Passport Size Latest Photographs (2)
  - d) Salary Certificate & Service Certificate from Past employers
  - e) Relieving Letter from Last Employer.
  - f) ID Proof [Driving License, Passport, PAN Card]
  - g) PAN Card & Aadhar card (Mandatory)

**For Quest Global Engineering Services Private Limited.**

**Jagadish Kadagatti**

**Manager - Talent Acquisition**

I confirm and accept the above terms and conditions.

Name: **Jyoti Sharma**

Place:

Signature

---

**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

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**Annexure - I**  
**Compensation & Benefit Details**

**Employee Name : Jyoti Sharma**

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	15000	180000
(B) House Rent Allowance (HRA)	6000	72000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)	0	0
(E) Food Coupon	1100	13200
(F) Telephone / Internet Allowance	1000	12000
(G) Other Allowance	6122	73460
<b>(H) GROSS SALARY(H=A+B+C+D+E+F+G)</b>	<b>30822</b>	<b>369860</b>
(I) Employer Contribution to Provident Fund (PF)	1800	21600
(J) Employer Contribution to Gratuity	722	8664
<b>(K) RETIREMENT BENEFITS : (K=I+J)</b>	<b>2522</b>	<b>30264</b>
(L) Employer Contribution to Medical Insurance Premium *	673	8076
<b>(M) Bonus / Ex-Gratia</b>	<b>1400</b>	<b>16800</b>
<b>(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)</b>	<b>35417</b>	<b>425000</b>
<b>(O) TOTAL VARIABLE PAY (TVP)**</b>		<b>0</b>
<b>(P) TOTAL GROSS SALARY (TGS) : (P=N+O)</b>	<b>35417</b>	<b>425000</b>
<b>Other Benefits</b>		
(Q) Shift Allowance ***	0	0
<b>(R) TOTAL COST TO COMPANY (TCC) : (R = P+Q)</b>		<b>425000</b>

**\*\*\*\* Retention Bonus=Rs.50,000/-(Fifty Thousand Rupees Only)**

**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B,EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

**Reg. office:** AEQUUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

**quest-global.com**



\*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

\*\*Total Variable Pay includes components aligned to Quest Global performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

\*\*\*\*You would be paid one-time bonus of Rs.50,000/- after completion of 12 months from your date of joining. This amount paid to you will be recovered if you leave QuEST within 18 months from the date of joining.

\*\*\*Shift/Onsite allowance will be paid as per the applicable policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 2000000**
- Group Term Life Insurance cover of **INR 2500000**
- Employee Deposit Linked Insurance covers as per statutory requirements.

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of Quest Global policies provided in this document are intended to provide indicative details. The ownership and right for implementation of these policies rests with Quest Global alone. Quest Global reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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[quest-global.com](http://quest-global.com)





## Annexure

We are excited to welcome you to Quest Global fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at Quest Global.

Listed below are some simple actions which can expedite your joining at Quest Global:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same in 1 working day.
- The offer letter should be accepted in the iTracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

The above mentioned screening process has to be completed within fifteen working days of this offer release, so please begin today. A delay in uploading documents may delay your start date.

Your support in completing the background verification is appreciated. Should you have any questions or need clarification on any points, feel free to reach out to us for assistance. We'd be happy to help. In the meantime, please once again accept our congratulations and a hearty welcome. We look forward to you joining the Quest Global team soon!

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### Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

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[quest-global.com](http://quest-global.com)

29 September 2023

Ms. Saanchi Prakash  
24 A GF, Almeria Sector 84, Gurgaon, 122001

## **Your Fixed Term Appointment as Project Consultant in Business Consulting Pl.**

Dear Saanchi,

With reference to your application and the subsequent interview you had with us, we offer you fixed term employment for the period of **6 Month(s)** wherein your employment with us will come to an end on the expiry of the term specified in this letter. This offer is subject to your consent to the above criteria (viz. fixed term), in an unambiguous and unconditional manner.

In addition the subject position in our Organisation is offered as per the following terms and conditions:

### **1. JOB TITLE**

You shall be designated as **Project Consultant** in **HR Band 6**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### **2. ANNUAL COMPENSATION**

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the firm on any item of your remuneration and/or perquisite is **INR 5,50,000 per annum (Rupees Five Lakh Fifty Thousand Only)**. A typical break up is provided as an Illustration in the Annexure to this letter.
- b. Any additional payout other than the remuneration laid down in clause 2(a) above shall be the sole prerogative of the management and does not entitle you to any right to claim in respect thereof.

- c. Your compensation will be subject to Income Tax deductions at source and other applicable provisions/ obligations under the Income Tax Act, 1961.

### 3. DATE OF JOINING

- a. As agreed between us, you shall join the services of the firm on **03 October 2023**.

### 4. TRANSFERABILITY

- a. Your office location will be **NCR-New Delhi (Aerocity)** and your project location will be **New Delhi**. However, your services are liable to be transferred from one location to another, anywhere in India.
- b. You may be required to work from the client's place as and when intimated in view of the nature of the Project.
- c. If you deny relocation/travel for the purpose your services have been hired, your services will be terminated and you will not be paid 45 days salary as per the CTC as it is the cost incurred by the firm for hiring your services.

### 5. EMPLOYMENT TERM

- a. Your appointment is fixed and conditional and not in the nature of permanent employment, but a specific purpose employment of a fixed term.
- b. You will be deployed on a project of temporary nature on a fixed term engagement. Your employment is not of perennial nature for EY's named clients business and is to be finished within a limited period as explained above.
- c. Your appointment is primarily to serve the stated purpose of any Project undertaken by EY.
- d. Employment for this fixed term project does not imply requisite qualification for other jobs within EY, either at the time of appointment or at the time of termination or any time before, after or in between.

### 6. EMPLOYMENT EXTENSION

- a. Your appointment can be extended at the sole discretion of the appointing authority.
- b. EY shall have no obligation to extend, even if the project period is extended.

### 7. NOTICE PERIOD AND TERMINATION

You shall be on probation for a period of 3 months (90 days) from your date of appointment, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

During the probation period described above, either party may terminate the employment by giving one month's notice or one month's salary in lieu of notice,



to the other party, subject to the release date being approved by the reporting partner.

After confirmation of services, either party may terminate the employment by giving a minimum of 2 months (60 days) notice to the other party. The Firm may, at its discretion, with or without conditions, agree to waive off this notice period requirement of 2 months, either wholly or partly.

- a. The fixed term Agreement will terminate automatically with the efflux of time. No additional intimation would be required in this respect unless the above period is extended in writing for the purpose of any Project. Thereafter the offeree shall have no right to continue in the appointed position with immediate effect.
- b. In addition EY will have right to terminate this employment agreement with immediate effect (without any obligation to pay for whatsoever reasons) in case:
  - i. Of the breach of the terms of this Agreement.
  - ii. Of any grievous criminal proceeding getting initiated against you.
  - iii. You abstain from work without permission for more than 2 weeks.
  - iv. For any disciplinary reasons as per EY HR policy.
  - v. For the violation of any of the client's, intellectual property right, confidentiality or data privacy restrictions intimated to you by EY or by the client or their representatives.
  - vi. You are considered medically unfit to render the services.
  - vii. Based on the performance rated by the reporting managers if performance falls under the performance criteria the appointment may be terminated by the appointing authority.
  - viii. Your services may also be terminated on the ground if you deny to relocate/travel to a different location/city for the purpose work and you will also be liable of loss of pay of 45 days salary as per CTC as penalty.
- c. Notice pay for termination by efflux will not be required.
- d. EY will not have any obligation to convert/absorb for regular or permanent employment before or after the end of the fixed term period of Employment.
- e. Termination by efflux of time will not amount to retrenchment or termination of employment in a manner not contemplated by this agreement.

## **8. ANTI BRIBERY**

In connection with the Services, the candidate shall:

- a. Comply with all applicable laws and regulations relating to anti-bribery and anti-corruption.

- b. Promptly report to the Firm any request or demand for any undue financial or other advantage of any kind received by anyone.

Require that all persons performing Services comply with all applicable laws and regulations including those relating to anti-bribery and anti-corruption

## **9. CONFIDENTIALITY**

- a. Remuneration: It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive is observed by you at all times.
- b. Information: You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your own benefit.

Upon termination of your employment, you will immediately surrender to the Firm, all files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge data bases entrusted to you in the course of your employment.

You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copy righted material which is the property of the firm - for your own benefit or for the benefit of any third party - either during the course of your employment or after your separation.

Both in case of termination due to expiry of the term of the Agreement or an earlier termination by EY, you shall ensure orderly hand over of the work, work in progress and deliverables to your relevant supervisor in a manner acceptable to us. Any violation of this clause will entitle us to retain such sum as damages as may be decided by the management but which shall be subject to the maximum limit of 15 days salary.

## **10. PERSONAL DATA**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

In order to Process your Personal Data the Firm would require you to sign a Privacy Notice upon joining. This Privacy Notice is intended to help you understand why and how we may use your information.

You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

## **11. Miscellaneous**

- a. The following annexures form an integral part of this Agreement:

Annexure A - Illustrative compensation break-up

## **12. GENERAL**

- a. You will not either directly or indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature during the tenure of your employment with the firm.
- b. You will have to seek prior permission from the firm for any employment with the client or any other organization working with the client of the firm whose assignment you have worked on directly.
- c. Subsequent to your separation from the firm, for a period of twelve months you will not take up any job or assignment, either full time or otherwise, either directly or indirectly for/on behalf of any other organization working with the client of the firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the firm.
- d. The Rules and Regulations as framed by the organization from time to time shall become conditional upon you and by which you shall abide.
- e. It is clarified that in view of the fixed term hereof, this employment will be without reference to applicable establishment standing orders or other rules of appointment or entitled to continuance of service at Ernst Young.
- f. This appointment is valid subject to:
  - i. Your being medically fit,
  - ii. Your furnishing at the time of joining, documents in proof of your having been relieved by your present employer and
  - iii. Our receiving satisfactory references on your background.
- g. You represent and warrant that you have understood all the terms of this employment agreement completely and do agree to all of them unconditionally.
- h. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your joining. You will further notify or obtain prior approval, as applicable, from Risk Management team, for any changes in the appointments that you may hold in the future.





Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and returning the same to us for the Firm's records.

Thanking you.

Yours sincerely,  
**For Ernst & Young LLP**

A handwritten signature in blue ink, appearing to be 'Anshula Verma', is written over a horizontal line.

**Anshula Verma**

**Authorised Signatory**

I hereby accept the position and terms and conditions of employment offered.

Signature

A handwritten signature in black ink, appearing to be 'Saanchi Prakash', is written over a horizontal line.

**Saanchi Prakash**

Date



## Annexure A

### Illustrative compensation break-up

Particulars	Annual Values (INR)
<b>(A) Salary Components</b>	<b>5,19,600</b>
Basic Salary:	2,53,200
House Rent Allowance:	1,26,600
Special Allowance:	22,200
Conveyance Allowance:	1,17,600
<b>(B) Other Perquisites</b>	<b>30,400</b>
Firm's Contribution to Provident Fund:	30,384
Year End Ex-Gratia	16
<b>(C) Annual Fixed Compensation (A+B)</b>	<b>5,50,000</b>
<b>(D) Other Benefits</b>	<b>32,173</b>
Gratuity (accrual)	12,173
Firm's contribution towards Medical insurance	20,000
<b>(E) Total Compensation (C+D)</b>	<b>5,82,173</b>



Please note that Permanent Account Number (PAN) is mandatory for salary processing. If you do not have a PAN already, then please apply for the same at the earliest.

1. House Rent Allowance (HRA): This will be 50% of your basic salary.
2. Special Allowance: Special Allowance will be in the range of 0% to 10% of the annual fixed compensation.
3. Conveyance Allowance: Conveyance allowance will be the balancing figure in your compensation structure.
4. Telephone Reimbursement: If opted for, you will be eligible for a reimbursement of INR 12000/- per annum. You may choose to claim up to a maximum of three bills namely, mobile, landline and broadband. Upon selection, it will get adjusted from conveyance allowance.
5. Leave Travel Allowance (LTA): If opted for, it will be equivalent to 12.50% of your basic salary, subject to maximum of INR 50,000/- per annum. Upon selection, it will get adjusted from conveyance allowance.
6. Provident Fund (PF): This will be as per the Employee's Provident Funds and Miscellaneous Provisions Act 1952. If you are an active member of PF, it will be mandatory for you to opt for the same. If not opted for, conveyance allowance will be adjusted accordingly.
7. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.
8. You will be eligible for medical insurance coverage for self, spouse, two children and parents/parents in-law up to INR 3 lac per annum, subject to your declaration as per the policy. Additionally, you, spouse and two children will be covered for critical illness cover of INR 10 lacs.
9. In the unfortunate case of death of an employee, the Firm extends financial support to the family up to three times of the last drawn annual CTC of the deceased employee. The minimum amount for this financial support will be INR 25,00,000.

Please note that all the benefits/coverage mentioned above are governed by the Firm's policies and/or statutory law, as applicable.



2019-20-25037412

December 24, 2022

Ms.Sonam Yadav

H No -81 G Block Phase-6 Aya nagar  
South West, Delhi  
Pin Code-110047

### **Offer Letter**

Dear Sonam,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Quality Analyst.

Your Annual CTC will be **360,000 (Rupees Three Lakhs Sixty Thousand Only)**. Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on January 02, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your December 24, 2022 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,  
For Globiva Service Private Limited

A handwritten signature in blue ink, appearing to read 'Havneet Singh', with a horizontal line drawn underneath it.

Authorized Signatory

---

### **Globiva Services Private Limited**

Registered Office: AIHP Signature, 2<sup>nd</sup> Floor Plot No 418-419, Udyog Vihar, Phase-IV, Gurugram, Haryana, 122015  
• Ph.: 0124-4003847

E-mail : info@globiva.com • www.globiva.com • CIN : U93000HR2017PTC070355

### **Employee CTC Breakup**

<b>Components</b>	<b>In INR</b>
Basic Salary	16172
House Rent Allowance	9703
Special Allowance	0
<b>Gross Salary (P.M.)</b>	<b>25875</b>
Employer Provident Fund	1950
Labour Welfare Fund	50
Gratuity	778
Statutory Bonus	1347
<b>Total Retirals</b>	<b>4125</b>
<b>Monthly CTC</b>	<b>30000</b>
<b>Annual CTC</b>	<b>360,000</b>
1. All Reimbursement will be paid as per prevailing IT rules and company policies in effect from time to time.	
2. The above compensation will be subject to Income Tax regulations in force from time to time.	
3. The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax and LWF.	
4. Gratuity to be payable as per the payment of Gratuity Act.	

### **Monthly Take Home Breakup**

<b>Components</b>	<b>In INR</b>
Basic Salary	16172
House Rent Allowance	9703
Special Allowance	0
<b>Gross Salary (P.M.)</b>	<b>25875</b>
Employee Provident Fund	1800
Employee ESIC	0
Employee Labour Welfare Fund	25
Professional Tax	0
Statutory Bonus	1347
<b>Monthly Take Home</b>	<b>25397</b>



# केन्द्रीय विद्यालय संगठन

(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)

## Kendriya Vidyalaya Sangathan

(An Autonomous Body under Ministry of Education, Government of India)

जबलपुर संभाग : जी.सी.एफ. एस्टेट, जबलपुर - 482 011 (म.प्र.)

Jabalpur Region : GCF Estate, Jabalpur - 482 011 (MP)

(URL: <https://rojabalpur.kvs.gov.in/> :: E-Mail: [dc@kvsrojabalpur.in](mailto:dc@kvsrojabalpur.in))

Phone No.: - 0761-2678381

फा. 22042/डी.आर./2023/केविसं.(क्षेका)जबल.प्रशा./24410-12

दिनांक 30.11.2023

पंजीकृत / त्वरित डाक

### ज्ञापन

#### विषय: PRIMARY TEACHER पद के लिए नियुक्ति प्रस्ताव ।

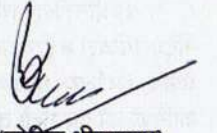
श्री/श्रीमती/कुमारी **PARUL** को उपर्युक्त पद के लिए उनके आवेदन के संदर्भ में यह सूचित किया जाता है कि उन्हें केन्द्रीय विद्यालय संगठन में पे-मैट्रिक्स/लेवल 6 (7वें केन्द्रीय वेतन आयोग के अनुसार) में रु. 35400-112400/- के अस्थायी पद पर नियुक्ति हेतु चयनित किया गया है और वर्तमान में उन्हें क्षेत्रीय कार्यालय **JABALPUR** के अधीनस्थ केन्द्रीय विद्यालय **NO. 2, GCF JABALPUR** में तैनात किया जाता है। वह केन्द्रीय विद्यालय संगठन के कार्मिकों को देय भत्तों तथा अन्य लाभों के हकदार होंगे / होंगी। अभ्यर्थी का यह नियुक्ति प्रस्ताव जिला चिकित्सा अधिकारी अथवा समकक्ष स्तर के चिकित्सा अधिकारी द्वारा जारी चिकित्सा स्वस्थता प्रमाण पत्र प्रस्तुत किए जाने की शर्त के अधीन है।

- यदि अभ्यर्थी महिला हैं तो उन्हें यह प्रमाणित करना होगा कि नियुक्ति प्रस्ताव स्वीकार करते समय वह गर्भवती नहीं हैं अथवा/यदि नियुक्ति प्रस्ताव स्वीकार करते समय चिकित्सकीय परीक्षण के उपरान्त वह 12 सप्ताह या उससे अधिक अवधि की गर्भवती पायी जाती हैं, तो यह अभ्यर्थी की स्वेच्छा पर होगा कि यदि वह चाहे तो अपनी प्रसूति होने तक नियुक्ति के पद पर पदभार ग्रहण करने से छूट प्राप्त कर सकती है। इसके अलावा यदि संबंधित महिला अभ्यर्थी ऐसी परिस्थिति में कार्यभार ग्रहण करने के लिए अपनी स्वेच्छा प्रकट करती है तो उसे सरकारी अस्पताल के मुख्य चिकित्सा अधिकारी (सी. एम. ओ.) से चिकित्सा योग्यता प्रमाण - पत्र प्रस्तुत करना होगा कि वह वर्तमान अवस्था में सौंपे गए कार्यों का निर्वहन करने के लिए योग्य है।
- इस संगठन में **PRIMARY TEACHER** के पद पर प्रथम बार कार्यभार ग्रहण करने हेतु उन्हें कोई यात्रा भत्ता / दैनिक भत्ता देय नहीं होगा।
- वह दो वर्षों की अवधि के लिए परीवीक्षा पर रहेंगी / रहेंगे, जिसे बढ़ाया भी जा सकता है। परीवीक्षा अवधि सफलतापूर्वक पूरा करने के बाद उन्हें केन्द्रीय विद्यालय संगठन के नियमानुसार स्थायी किया जाएगा।
- परीवीक्षा अवधि के दौरान तथा उसके बाद (उनके स्थायी होने तक), कभी भी उनकी सेवाएं समाप्त की जा सकती हैं। नियुक्ति प्राधिकारी के पास यह अधिकार होगा कि वह, नियुक्त व्यक्ति की परीवीक्षा अवधि के दौरान बिना कोई कारण बताए सेवा समाप्त कर सकता है।
- इस नियुक्ति की सेवाओं को शासित करने की अन्य निबंधन तथा शर्तें केन्द्रीय विद्यालय संगठन की शिक्षा संहिता (समय - समय पर यथासंशोधित) में दिए प्रावधानों के अनुसार होंगी। इस संगठन में "केन्द्रीय विद्यालय संगठन कर्मचारी कल्याण योजना" नामक एक कल्याण योजना दिनांक 01.04.2002 से प्रारंभ की गई है और इस योजना में सभी को शामिल होना अनिवार्य है।
- केन्द्रीय विद्यालय संगठन के परिपत्र संख्या 2-17/2003-04/KVS(Budget), दिनांक 08/12.03.2004 एवं F. 2-17/2003-04/KVS(Budget), दिनांक 24.12.2004 द्वारा परिचालित नई पुनर्संरचित परिभाषित अंशदायी पेंशन योजना (Restructured Defined Contribution Pension Scheme) के लिए वह पात्र होंगी / होंगे।
- यह नियुक्ति अस्थायी है तथा अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन इत्यादि (जो भी लागू हो) के उचित माध्यम द्वारा सत्यापन होने की शर्त के अधीन है। यदि सत्यापन के बाद पाया जाता है कि अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन या जो भी लागू हो, होने का दावा मिथ्या है, तो बिना कोई कारण बताए उनकी सेवाएं तत्काल समाप्त कर दी जाएंगी। साथ ही भारतीय दंड संहिता के प्रावधानों के तहत मिथ्या/फर्जी/झूठे प्रमाण-पत्र प्रस्तुत करने के लिए आगे की कार्रवाई की जा सकती है।
- उन्हें अपनी हाल ही की फोटो सहित चरित्र तथा पूर्ववृत्त सत्यापन फॉर्म भरकर संबंधित प्राचार्य को सौंपना होगा।
- इस नियुक्ति प्रस्ताव या इस प्रस्ताव से उत्पन्न किसी संविदा अथवा सेवाओं के संदर्भ में केन्द्रीय विद्यालय संगठन के विरुद्ध किसी भी प्रकार के विवाद या दावे के मामले केवल दिल्ली स्थित न्यायालय क्षेत्राधिकार के अधीन ही होंगे।
- यदि वह उपरोक्त अनुबंधित निबंधन एवं शर्तों के अधीन नियुक्ति प्रस्ताव स्वीकार करती / करता है, तो उसे दिनांक **20.12.2023** तक या इससे पहले पूर्व पृष्ठ पर वर्णित केन्द्रीय विद्यालय में कार्यभार ग्रहण करना चाहिए। इस उद्देश्य के लिए आवश्यक प्रपत्र संलग्न हैं, जिसे विधिवत रूप से भरने के पश्चात् कार्यभार ग्रहण करते समय संबंधित प्राचार्य के समक्ष जमा करना होगा। यदि प्रस्ताव स्वीकार नहीं किया जाता है अथवा नियुक्त व्यक्ति उपरोक्त वर्णित विद्यालय में दिनांक **20.12.2023** तक कार्यभार ग्रहण नहीं करती / करता है तो यह नियुक्ति प्रस्ताव स्वतः रद्द माना जाएगा तथा भविष्य में, उनके द्वारा इस संबंध में किए गए किसी भी पत्र-व्यवहार पर विचार नहीं किया जाएगा।
- किसी सूचना को छिपाना गंभीर अपराध माना जाएगा जिसके लिए उन्हें सेवा से बर्खास्त भी किया जा सकता है।
- उन्हें भारत में कहीं भी स्थानांतरित किया जा सकता है।
- उसकी नियुक्ति कार्यभार ग्रहण करते समय बायोमेट्रिक सत्यापन के अधीन होगी जो भर्ती एजेंसी द्वारा की जाएगी।



15. वह केविसं. के स्थानांतरण दिशानिर्देशों के अनुसार अथवा आरंभिक नियुक्ति के तीन वर्षों तक स्थानांतरण हेतु अनुरोध नहीं करेंगी / करेंगे।
16. यह भी स्पष्ट किया जाता है कि किसी भी परिस्थिति में नियुक्ति स्थान में परिवर्तन के लिए अभ्यावेदन पर विचार नहीं किया जाएगा। साथ ही पद पर कार्यभार ग्रहण करने के लिए समय विस्तार (असाधारण परिस्थितियों को छोड़कर) पर भी विचार नहीं किया जाएगा।
17. पदस्थ कार्मिक को उत्तरवर्ती पदोन्नति हेतु मान्यता प्राप्त विश्वविद्यालय से शैक्षणिक एवं प्रोफेशनल उपाधि लागू नियमों और विनियमों के अनुसार अर्जित करनी होगी।
18. नियुक्ति अनंतिम है और भारत के माननीय न्यायालयों के समक्ष प्रासंगिक मामले पर अदालती मामलों के परिणामों के अधीन है।
19. केन्द्रीय विद्यालय संगठन में कार्यभार ग्रहण करते समय निम्नलिखित दस्तावेज भी अनिवार्य रूप से प्रस्तुत किए जाने अपेक्षित हैं। इन सभी के लिए निर्धारित प्रपत्र/फॉर्म इस पत्र के साथ संलग्न हैं।
  - I. तीन हाल ही के फोटोग्राफ सहित चरित्र एवं पूर्ववृत्त सत्यापन फॉर्म। फॉर्म केवि के प्राचार्य द्वारा एकत्र किया जाना है जो इसे सत्यापित करने के लिए तुरंत उस जिले के संबंधित प्राधिकारी/डीएम को भेजेंगे जहां का वह उम्मीदवार है। यह सुनिश्चित किया जाए कि सत्यापन रिपोर्ट यथाशीघ्र प्राप्त हो।
  - II. पैरा 2 में वर्णित उम्मीदवार के संबंध में जिला चिकित्सा अधिकारी या समकक्ष चिकित्सा अधिकारी द्वारा जारी चिकित्सा योग्यता प्रमाण-पत्र नियुक्ति प्रस्ताव के संबंध में स्वीकृति।
  - III. नियुक्ति प्रस्ताव की स्वीकृति
  - IV. सत्यनिष्ठा संबंधी शपथ पत्र।
  - V. चल और अचल सम्पत्तियों का विवरण एवं अन्य सभी देयताएँ।

संलग्नक: यथोपरि।

  
 (समेत श्रीवास्तव)  
 उपायुक्त

✓ PARUL

S/O / D/O AJESH KUMAR

RZ-95A/291, GALI NO 5, GEETANJALI PARK

WEST SAGAR PUR, SOUTH WEST DELHI, DELHI - 110046

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प्रतिलिपि निम्नलिखित को अग्रेषित है :-

1. प्राचार्य, के०वि० NO. 2, GCF JABALPUR को इस आशय से प्रेषित है कि अभ्यर्थी के कार्यभार ग्रहण करने की तिथि की सूचना संबंधित क्षेत्रीय कार्यालय को तत्काल दी जाए। नियत तिथि पर अभ्यर्थी के कार्यभार ग्रहण न करने की स्थिति में इस कार्यालय को सूचना ई-मेल द्वारा दी जाए। यह नियुक्ति प्रस्ताव केविसं. की शिक्षा संहिता के अनुच्छेद 46 के अनुसार प्रमाणपत्र इत्यादि प्रस्तुत करने के अधीन होगा। अभ्यर्थी के मूल प्रमाणपत्रों से योग्यता एवं शैक्षिक अर्हता के सत्यापन तथा सभी अपेक्षित फॉर्म / कथनों के प्रस्तुत करने के पश्चात ही उन्हें कार्यभार ग्रहण करने की अनुमति दी जाए। अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन कोटा के अंतर्गत नियुक्त व्यक्ति को इस आदेश के पैरा - 8 में वर्णित मूल प्रमाणपत्र प्रस्तुत किये जाने पर ही कार्यभार ग्रहण करने की अनुमति दी जाए। प्राचार्य से यह भी अनुरोध है कि अभ्यर्थी की योग्यता संबंधी सभी मूल प्रमाण पत्रों की जांच कर स्वयं संतुष्ट हों कि अभ्यर्थी नियुक्त पद हेतु समस्त अपेक्षित योग्यताएँ रखती / रखता है।
2. प्राचार्य, के०वि० यदि श्री / श्रीमती / सुश्री PARUL द्वारा यह नियुक्ति प्रस्ताव स्वीकार किया जाता है, तो नए पद पर कार्यग्रहण करने के निदेश के साथ, अभ्यर्थी को तत्काल कार्यमुक्त किया जाए एवं इसकी सूचना संबंधित प्राचार्य / क्षेत्रीय कार्यालय को दी जाए। यदि नियुक्त कर्मचारी वर्तमान में इस विद्यालय में कार्यरत नहीं हैं तो यह ज्ञापन तत्काल संबंधित विद्यालय में प्रेषित करते हुए इसकी जानकारी क्षेत्रीय कार्यालय और संगठन (मुख्यालय) को भी दी जाए।
3. सहायक आयुक्त(स्थापना II/III), केन्द्रीय विद्यालय संगठन(मु.), नई दिल्ली - सूचनार्थ।
4. कार्यालय आदेश फ़ाइल।

उपायुक्त





भारती कालेज  
दिल्ली विश्वविद्यालय  
**BHARATI COLLEGE**  
University of Delhi

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E-mail : principalbc@gmail.com | Website : www.bharaticollege.du.ac.in

Ref. No.: BC/Teaching/English/2023/1537

Dated: 04.11.2023

**Dr. Anavisha Banerjee**  
103, Rama Appartments  
Plot-2, Sector-11, Dwarka  
New Delhi- 110075.  
Email: anavisha.banerjee@gmail.com  
Mob: 9818074644

Sir/Madam,

With reference to your application/candidature for the post of Assistant Professor in the Department of English under **Unreserved (UR)** category in response to the advertisement No. Bharati/Teaching/2023/1781 dated 16-02-2023, I am to inform you that on the recommendation of the Selection Committee, you have been appointed as Assistant Professor, in the Department of English under the UR category in the Academic Level 10 of the 7<sup>th</sup> CPC Pay Matrix (Rs.57700-182400) plus usual allowances as admissible under the University rules on the following terms and conditions:

1. That this offer is subject to the approval of the Governing Body of the College
2. Your initial basic pay in the above pay level will be fixed in accordance with the University Rules.
3. You will be on probation for a period of one year from the date of your joining duty which may be further extended by not more than 12 months by the Governing Body. You shall be confirmed in appointment on the expiration of your probationary period.
4. You will be governed by the New Pension Scheme as applicable to all the new appointees w.e.f. 01.01.2004 and onwards under Statute 28-A of the University of Delhi as amended from time to time.
5. You will be expected to do teaching and research work and such other work as may be assigned to you from time to time.





# भारती कालेज

दिल्ली विश्वविद्यालय

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6. You may, whenever and wherever necessary, be required to participate in the teaching and research activities as per the requirements of the College and assigned to you from time to time.
7. You are expected to strictly follow the amendments to Ordinances XIII of the Ordinances of the University regarding workload of teachers:

Your workload shall not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It shall be necessary for you to be available for at least Five hours daily in the College. You shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the College. The direct teaching-learning work load shall be 16 hours per week. Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

8. In all the matters relating to Group Insurance, Leave and other conditions of services, you will be governed by the rules in force in the University of Delhi from time to time.
9. You will be required to enter into an Agreement of Service with the College/University within one month from the date of joining.
10. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness/medical certificate from any one of the following at the time of joining the College:

- The C.M.O, WUS Health Centre, University of Delhi, Delhi-110007
- The Professor/Asst. Director/Associate Professor or Reader/Senior Research Officer/Assistant Professor of any of the Medical College/Institutes in Delhi or outside Delhi.
- Any of the Senior or Junior Hony. Physician/Surgeon attached to any Govt. Hospital, New Delhi.
- From any Government Hospital of Delhi.





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- Senior Staff Physician/Surgeon of CGHS/ESI
- Civil Surgeon or Distt. Medical Officer in India

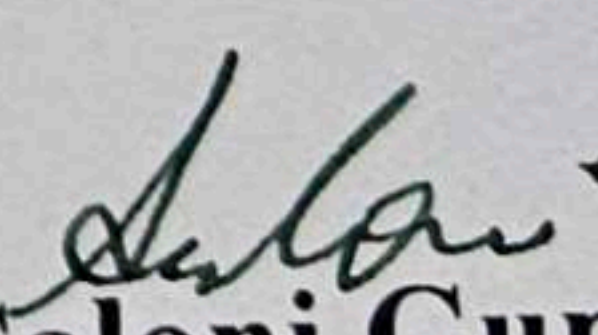
11. You will not be paid TA/DA/Conveyance charges for joining duty.

12. In case you are already in employment in another organization/institution, you should bring the relieving letter from your previous employer, failing which you will not be allowed to join. You are also required to bring your Last Pay Certificate from your previous employer (if applicable) for the purpose of fixation of your pay.

13. The appointment will also be subject to verification of your educational qualifications, age, cast certificate (SC/ST/OBC/PWD) wherever applicable, teaching/post-doctoral research/publication, experience etc. and other documents as mentioned in your application.

If the offer of appointment on the above terms and conditions is acceptable to you, you are required to intimate your acceptance of offer and report for joining duty along with all necessary documents including the medical fitness certificate within a period of one month from the date of issue of this appointment letter.

Yours faithfully

  
Prof. Saloni Gupta  
Principal

Copy to: (i) Administrative Officer  
(ii) Section Officer (Admin/Accts.)  
(iii) Librarian  
(iv) Person concerned





# भारती कालेज

दिल्ली विश्वविद्यालय

## BHARATI COLLEGE

University of Delhi

सी-4 जनकपुरी, नई दिल्ली-110058 | C-4, Janak Puri, New Delhi-110058  
दूरभाष : 011 43273000 फैक्स : 43273040, 43273060 | Ph. : 011 43273000 Fax : 43273040, 43273060  
E-mail : principalbc@gmail.com | Website : www.bharaticollege.du.ac.in

-2-

6. You may, whenever and wherever necessary, be required to participate in the teaching and research activities as per the requirements of the College and assigned to you from time to time.
7. You are expected to strictly follow the amendments to Ordinances XIII of the Ordinances of the University regarding workload of teachers:

Your workload shall not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It shall be necessary for you to be available for at least Five hours daily in the College. You shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the College. The direct teaching-learning work load shall be 16 hours per week. Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

8. In all the matters relating to Group Insurance, Leave and other conditions of services, you will be governed by the rules in force in the University of Delhi from time to time.
9. You will be required to enter into an Agreement of Service with the College/University within one month from the date of joining.
10. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness/medical certificate from any one of the following at the time of joining the College:

- The C.M.O, WUS Health Centre, University of Delhi, Delhi-110007
- The Professor/Asst. Director/Associate Professor or Reader/Senior Research Officer/Assistant Professor of any of the Medical College/Institutes in Delhi or outside Delhi.
- Any of the Senior or Junior Hony. Physician/Surgeon attached to any Govt. Hospital, New Delhi.
- From any Government Hospital of Delhi.





भारती कालेज  
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E-mail : principalbc@gmail.com | Website : www.bharaticollege.du.ac.in

-3-

- Senior Staff Physician/Surgeon of CGHS/ESI
- Civil Surgeon or Distt. Medical Officer in India

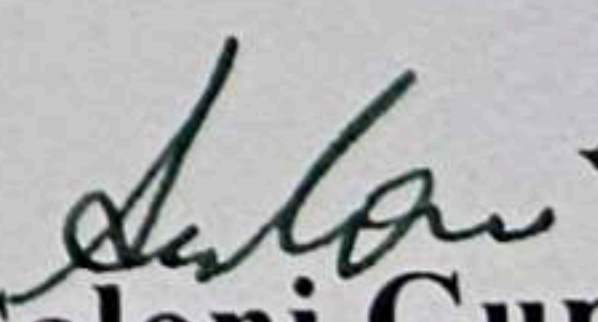
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If the offer of appointment on the above terms and conditions is acceptable to you, you are required to intimate your acceptance of offer and report for joining duty along with all necessary documents including the medical fitness certificate within a period of one month from the date of issue of this appointment letter.

Yours faithfully

  
Prof. Saloni Gupta  
Principal

Copy to: (i) Administrative Officer  
(ii) Section Officer (Admin/Accts.)  
(iii) Librarian  
(iv) Person concerned



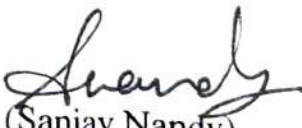
रक्षा मंत्रालय / MINISTRY OF DEFENCE

संयुक्त सचिव व मु.प्र.अ. कार्यालय / Office of JS & CAO

**POSTING : PERSONAL ASSISTANT APPOINTED ON THE BASIS OF  
STENOGRAPHER (GRADE 'C' & 'D') EXAMINATION, 2019**

Consequent upon qualifying Stenographer (Grade 'C' & 'D') Examination – 2019, **Sh. Rahul Meena (ID A331917, DOB: 02.07.1998)**, has been appointed in the grade of **Personal Assistant (PA) (Group 'B', Non-Gazetted)** in **Pay Level 7** as per 7<sup>th</sup> CPC (Rs.44900-142400) in the AFHQ Stenographers' Service wef **03.02.2023 (F/N)** and posted to Air HQ (Shri Vishesh Chopra, PA proceeding on long leave). Sh. Rahul Meena, PA may be taken on strength of Air HQ wef 03.02.2023(F/N).

2. Sh. Rahul Meena, PA will be on probation for a period of two years from the date of appointment, which may be extended at the discretion of the Competent Authority. Failure to complete the period of probation to the satisfaction of the Government will render him liable to be discharged from service or reversion to his substantive post, if any under the Central or State Government, in which he may be retaining lien.
3. Two Assessment Reports, duly filled, first immediately on completion of first year and second immediately on completion of second year, should be sent to CAO/APAR (P-2) Cell, under intimation to this office. Concerned Administrative Section is requested to ensure timely submission of blank Assessment Report forms of the official to the user office for completion, under intimation to this office.
4. Charge assumption report may be sent to all concerned.
5. One copy of Note No. A/51402/Steno-C-2019/Rank SL/24/CAO/R-3 dated 02 Mar 2023 alongwith all its enclosures, is being sent to Air HQ for further necessary action.

  
(Sanjay Nandy)  
SAO, CAO/P-2(A)  
24 Mar 2023

Air HQ/PC-1

Copy to:

CAO/APAR (P-2) Cell

PS to Dir (HR)

AFHQ Stenographers Assn.

Circular Folder

CAO/R-3

:- For information w.r.t your note No. A/51402/Steno-C-2019/Rank SL/24/CAO/R-3 dated 02 Mar 2023

✓ Sh. Rahul Meena, PA – For compliance.



**Directorate Office  
Directorate of Education  
(Govt. of NCT of Delhi)  
Appointment Order**

Order No: DE.3(30)/DRC(E-III)/TGT (Natural Science)/Female/2022/ 39-48

Posting ID: 20220330

Date: 10/10/2022

Consequent upon selection through Delhi Subordinate Services Selection Board to the post of the TGT Natural Science (Female) and with the prior approval of the Competent Authority, the following candidate(s) are hereby appointed purely on provisional basis, under the relaxation of FR 10 (4) for the Post Of TGT Natural Science (Female) Vide post code 36/21 in the pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 (Pre-revised) plus usual allowances as admissible under the Rules from time to time subject to usual terms and conditions given in the offer of appointment and accepted by him/her. The Provisional Appointment and drawl of pay and allowances for a period not exceeding 2 months is subject to medical examination within 2 months from the date of Provisional Appointment under provisions of FR 10 and if the candidate is subsequently found medically unfit his/her services shall be terminated after the expiry of the period of 1 month from the date of communication to him/her of the findings of the medical officer/board, if no appeal for second medical examination is finally decided if such an appeal is made and accepted. Further, the candidate has sought exemption from Medical examination by virtue of being already in Government Service. In case of OBC/EWS candidate the appointment will be provisional at the time of joining the candidate will have to submit an undertaking to concerned Head of the School/office that "It is hereby undertaken that the information furnished by me are true and correct and the OBC/EWS certificate is as per provisions contained in DSSSB advertisement number 02/21 and in the event of being found false or detected incorrect or incomplete at any stage or any ineligibility being detected after the appointment, my candidature / appointment is liable to be cancelled / terminated automatically without any notice and action can be taken against me by the department as per Rules'. Subsequently, verification of OBC/EWS certificate will be initiated/done by DDE concerned. If OBC/EWS certificate of the candidate(s) concerned is found invalid/ineligibility for issuance of certificate his/her candidature will be terminated with immediate effect. The candidate(s) are hereby directed to report to their respective place of posting latest by 10/11/2022 failing which his/her appointment shall stand cancelled without any further communication. The details of candidates are as under:

S.No.	Employee Name	Post	Date Of Birth	Category	Posted At
1	ALKA -20224820	TGT NATURAL SCIENCE	24/01/1992	SC	Dayalpur-GGSSS-1104026
2	ANJALI -20224795	TGT NATURAL SCIENCE	28/08/1994	OBC	Yamuna Vihar, Block B, No.1-GGSSS-1104023
3	ANJALI -20224804	TGT NATURAL SCIENCE	27/12/1990	OBC	HASTSAL- GGSSS-1618278
4	ANJALI MALHAN-20224793	TGT NATURAL SCIENCE	31/12/1993	OBC	Kakrola-SV-1618009
5	ANJANA MEENA-20224833	TGT NATURAL SCIENCE	20/08/1994	ST	Khyala, No.2-SKV-1514013
6	ANJU -20224790	TGT NATURAL SCIENCE	04/10/1994	OBC	Sultanpuri, Block F-GGSSS-1412089
7	ANNPURNA -20224781	TGT NATURAL SCIENCE	04/10/1990	OBC	Shakurpur, No.1-G(Co-ed)SSS-1411125
8	ANNU MISHRA-20224773	TGT NATURAL SCIENCE	02/08/1997	General	Sarvodaya Kanya Vidyalaya (Rani Chennama), D - Block, Jahangir Puri-1309256
9	AREEBA UROOJ-20224798	TGT NATURAL SCIENCE	20/02/1995	OBC	Pataudi House- SKV-2127184
10	ARISHA AHMED-20224806	TGT NATURAL SCIENCE	06/03/1996	OBC	Bulbuli Khana-SKV-2127021
11	ARJITA GUPTA-20224779	TGT NATURAL SCIENCE	08/09/1991	General	Neb Sarai-G(Co-ed)SS-1923031
12	ASHIMA DUA-20224778	TGT NATURAL SCIENCE	07/07/1992	General	Kalkaji, No.1-SKV (Veer Savarkar)-1925029
13	ASTHA BANSAL-20224770	TGT NATURAL SCIENCE	17/12/1992	General	Dhakka-SKV-1309025
14	BHAWNA GULIA-20224788	TGT NATURAL SCIENCE	05/10/1996	OBC	Janakpuri, Block A, No.2-GGSSS-1618064
15	BINA KUMARI LIMBU-20224826	TGT NATURAL SCIENCE	13/02/1985	ST	Chirag Enclave-S(Co-ed)V (Kautilya)-1925003
16	CHHAYA -20224794	TGT NATURAL SCIENCE	08/03/1995	OBC	Trilokpuri, Block 27-GGSSS-1002175
17	DEEPA -20224768	TGT NATURAL SCIENCE	02/11/1988	General	Rajapur Khurd-G(Co-ed)SS-1618192
18	DEEPSHIKHA SHOKEEN-20224785	TGT NATURAL SCIENCE	06/02/1992	OBC	Sultanpuri, D-Block,G(Co-ed)SSS-1412088
19	EKTA -20224777	TGT NATURAL SCIENCE	27/09/1989	General	R. K. Puram, Sec-3- G(Co-ed)SSS-1719103
20	GARIMA CHANDEL-20224824	TGT NATURAL SCIENCE	08/12/1994	SC	Uttam Nagar, No.2-GGSSS-1618021
21	GEETIKA MANN-20224812	TGT NATURAL SCIENCE	27/07/1992	OBC	Siraspur-GGSSS-1310157
22	GUNJAN CHHIKARA-20224772	TGT NATURAL SCIENCE	28/02/1997	General	Rampura- Govt. Co-ed Sarvodaya Vidyalaya-1411032
23	HIMANI -20224769	TGT NATURAL SCIENCE	16/07/1996	General	Tri Nagar, Narang Colony- Govt. Co-ed SSS-1411037
24	INDRANI KUMARI-20224825	TGT NATURAL SCIENCE	02/01/1996	SC	Karawal Nagar-GGSSS-1104142
25	JYOTI -20224835	TGT NATURAL SCIENCE	15/08/1991	General	Rohini, Sec-4- Govt. Co-ed Sarvodaya Vidyalaya-1413336
26	JYOTI KHATRI-20224808	TGT NATURAL SCIENCE	14/05/1993	OBC	Prahalad Pur-SKV-1310032
27	JYOTI RANI-20224811	TGT NATURAL SCIENCE	23/02/1992	OBC	Brahmapuri-GGSSS-1105026



28	JYOTI SONI-20224791	TGT NATURAL SCIENCE	26/03/1994	OBC	Rajapur Khurd-G(Co-ed)SS-1618192
29	KANCHAN VERMA-20224784	TGT NATURAL SCIENCE	27/05/1990	OBC	Bindapur-G(co-ed)SSS-1618191
30	KIRTI -20224805	TGT NATURAL SCIENCE	10/12/1996	OBC	Bindapur-G(co-ed)SSS-1618191
31	KOMAL KHATRI-20224787	TGT NATURAL SCIENCE	09/06/1992	OBC	Govt. Sarvodaya Kanya Vidyalaya, Shiv Ram Park, Nangloi-1617222
32	KRITIKA KAPOOR-20224800	TGT NATURAL SCIENCE	20/07/1990	OBC	Defence Colony, Block A- SN SKV-1924025
33	KUDRAT SOLANKI-20224801	TGT NATURAL SCIENCE	13/12/1993	OBC	Mangolpuri, Block-K-2,SV-1412082
34	MADHURIKA DEWANAND WETHE-20224828	TGT NATURAL SCIENCE	16/09/1997	ST	Chirag Enclave-S(Co-ed)V (Kautilya)-1925003
35	MAMTA YADAV-20224775	TGT NATURAL SCIENCE	01/12/1992	General	Mangolpuri, Block H-SKV-1412024
36	MANJU RANI-20224816	TGT NATURAL SCIENCE	03/04/1986	SC	Gokalpuri-SKV-1104020
37	MEENAKSHI -20224809	TGT NATURAL SCIENCE	21/11/1993	OBC	DWARKA SEC-17 GOVT CO-ED SARVODAYA VIDYALAYA-1821279
38	MEENU YADAV-20224786	TGT NATURAL SCIENCE	10/02/1995	OBC	Goela Khurd-GGSSS-1822028
39	MEGHNA -20224819	TGT NATURAL SCIENCE	30/03/1993	SC	Jafrabad, Zeenat Mahal(Urdu Medium)-SKV-1105018
40	MOIRA KAUSHIK-20224927	TGT NATURAL SCIENCE	06/09/1992	General	Jafrabad, Zeenat Mahal(Urdu Medium)-SKV-1105018
41	MONIKA KUMARI-20224783	TGT NATURAL SCIENCE	01/02/1996	OBC	Nehru Nagar-G(Co-ed)SSS-1924041
42	NEELAM FREEDA KERKETTA-20224834	TGT NATURAL SCIENCE	26/02/1987	ST	Mandoli-SKV-1106019
43	NEHA ARYA-20224823	TGT NATURAL SCIENCE	03/12/1988	SC	Bharat Nagar-SKV-1411031
44	NEHA,SAGAR-20224822	TGT NATURAL SCIENCE	12/12/1996	SC	Tukhmirpur, No.2 - GGSSS-1104419
45	NILIMA -20224766	TGT NATURAL SCIENCE	10/12/1996	General	Nangloi-GGSSS-1617021
46	NIVEDITA CHHILLAR-20224796	TGT NATURAL SCIENCE	17/05/1988	OBC	Khera Kalan-SKV (Baba Nane Nath)-1310039
47	PALLAVI CHOUDHARY-20224789	TGT NATURAL SCIENCE	15/10/1992	OBC	Shastri Park-SKV-1105021
48	PARGATI -20224767	TGT NATURAL SCIENCE	18/12/1998	General	Nihal Vihar, Nangloi- Govt. Sarvodaya Co-ed Vidyalaya-1617223
49	POOJA -20224807	TGT NATURAL SCIENCE	03/08/1991	OBC	Pitampura, Block FU-SV-1411008
50	POOJA -20224928	TGT NATURAL SCIENCE	25/09/1996	OBC	Sultanpuri, D-Block,G(Co-ed)SSS-1412088
51	POOJA KHATRI-20224810	TGT NATURAL SCIENCE	29/04/1993	OBC	Holambi Kalan, Metro Vihar, C-Block- G(Co-ed)SSS-1310407
52	POOJA RANA-20224815	TGT NATURAL SCIENCE	01/08/1992	OBC	Roop Nagar, No.1-G(Co-ed)SSS-1207039
53	POONAM -20224930	TGT NATURAL SCIENCE	06/09/1992	OBC	Karala-SKV-1413078
54	PREETI KHATRI-20224780	TGT NATURAL SCIENCE	20/06/1982	OBC	Bhorgarh- GGSSS-1310470
55	PRIYANKA -20224771	TGT NATURAL SCIENCE	28/12/1991	General	Rani Khera-S(Co-ed)V-1412095
56	PRIYANKA -20224818	TGT NATURAL SCIENCE	12/08/1994	SC	Sangam Vihar-GGSSS-1923052
57	PRIYANKA PURI-20224813	TGT NATURAL SCIENCE	30/11/1995	OBC	Village Karawal Nagar, Veer Savarkar Complex- GGSSS-1104486
58	PRIYANKA RAI-20224817	TGT NATURAL SCIENCE	08/12/1993	SC	East of Kailash, No.1-GGSSS-1924032
59	RACHNA NIGAM-20224821	TGT NATURAL SCIENCE	15/02/1990	SC	Ghonda, No.2-SKV-1104019
60	RENU KADYAN-20224792	TGT NATURAL SCIENCE	20/07/1992	OBC	Barwala-G(Co-ed)SSS-1310161
61	RITIKA -20224814	TGT NATURAL SCIENCE	24/08/1996	OBC	Adarsh Nagar-GGSSS-1309034
62	RUCHIKA -20224782	TGT NATURAL SCIENCE	09/10/1997	OBC	Vipin Garden- Govt. Co-ed SS-1618316
63	SANDHYA KUMARI SHARMA-20224831	TGT NATURAL SCIENCE	23/01/1991	ST	HASTSAL-SKV-1618061
64	SEEMA MEENA-20224829	TGT NATURAL SCIENCE	06/06/1996	ST	Molar Band-GGSSS No. 3-1925190
65	SHALU -20224929	TGT NATURAL SCIENCE	02/02/1998	General	Baprola Vihar- GGSS-1617211
66	SHIVANI -20224832	TGT NATURAL SCIENCE	31/07/1996	ST	Kakrola-SV-1618009
67	SHWETA JOSHI-20224827	TGT NATURAL SCIENCE	20/06/1989	ST	New Usmanpur(Gautam Puri)-GGSSS-1105117
68	SHWETA SHARMA-20224774	TGT NATURAL SCIENCE	06/09/1998	General	Shakurpur, No.1-G(Co-ed)SSS-1411125
69	SONIA -20224797	TGT NATURAL SCIENCE	18/06/1992	OBC	Mohan Garden-GGSSS -1618264
70	SUDHA BENG-20224830	TGT NATURAL SCIENCE	25/12/1988	ST	Burari-SKV-1207036



71	TANYA BANSAL-20224803	TGT NATURAL SCIENCE	08/10/1992	OBC	Joga Bai-SKV-1925049
72	UZMA JAMIL-20224799	TGT NATURAL SCIENCE	15/01/1977	OBC	Kamla Market, Zeenat Mahal-SKV No.1-2127014
73	VANDANA ROHILLA-20224802	TGT NATURAL SCIENCE	22/11/1995	OBC	Sannooh-SV-1310004
74	VIDHI -20224776	TGT NATURAL SCIENCE	04/06/1997	General	Rohini, Avantika, Sector 1-GGSSS-1413069

This appointment is temporary and the above mentioned candidates will be on probation for two years and further subject to: I) Verification of character and antecedents by the DDE concerned. In case character and antecedents of the candidates is found not verified or any false information is given by candidate in self-declaration submitted by the candidate, the appointment shall be cancelled forthwith and other criminal/legal action will also be taken, as a consequence thereof. II) Verification of documents/certificate, NCTE Clarification, Biometric Verification, caste and category certificates will be carried out by the concerned DDE from concerned Institute/Universities/Authorities vide which the candidate has possessed the Educational Qualifications and other relevant documents, after joining the respective school. The Candidate(s) is/are hereby further directed to submit their joining report to the concerned HOS. Although, the first stage verification of correctness of the information/ documents as furnished in application form and e-dossier/dossier vis-a-vis the original documents related to educational qualification, age, cast/category and other essential certificates has been carried out, as per instructions issued by the Govt. of India vide MHA OM number 2/29/54-RRs 19-11-54. However, if any discrepancy is noticed at later stage, the District/HOS Authority will report the same to HQ immediately. This issue with the prior approval of the Competent Authority.

SECTION OFFICER (DRC)

DR Cell (E-III)

Dte. of Education

Govt. of NCT of Delhi

Endorsement No.:DE.3(30)/DRC(E-III)/TGT (Natural Science)/Female/2022/ 39-48

**Copy forwarded to:-**

1. P.S. to Principal Secy/Secy, Education.
2. P.S. to DE, Dte of Education.
3. RD Concerned.
4. DDE Concerned.
5. EO Concerned.
6. AO(Estt.)Concerned.
7. AAO Concerned Accounts branch.
8. PAO Concerned.
9. HOS concerned.
10. Incharge(Computer Cell), Dte. of Education with the request to upload the order on the website of the department.
11. Employee Concerned.
12. Guard File

Print Date: 11/10/2022

SECTION OFFICER (DRC)

Section Officer

DR Cell (E-III)

Dte. of Education

Govt. of NCT of Delhi

**Directorate Office  
Directorate of Education  
(Govt. of NCT of Delhi)  
Appointment Order**

Order No: DE.4(49)/DRC/E-IV/PRT(42/21)/2023/25


Posting ID: 20240009

Date: 08/01/2024

In pursuance of appointment order no. DE.4(49)/DRC/E-IV/PRT(42/21)/2023/16137 dated 28.12.2023 through which the following candidate was appointed purely on Temporary and provisional basis, under the relaxation of FR 10 (4) for the Post of Assistant Teacher (Primary) vide post code 42/21 in the pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 (Pre-revised) plus usual allowances as admissible under the Rules from time to time subject to usual terms and conditions given in the offer of appointment and accepted by him/her, the following candidate has joined DR Cell E-IV on 29.12.2023 as Assistant Teacher (Primary). Accordingly, he/she is hereby taken on strength of this Directorate w.e.f. 29.12.2023 and is posted for all purpose in the school as mentioned against his/her name with immediate effect with the direction to report to his/her new place of posting. Further the officials will draw his/her salary from the following school with effect from date of joining i.e. 29.12.2023.

S.No.	Employee Name	Post	Date Of Birth	Category	Posted At
1	EKTA SHARMA-20234331	ASSISTANT TEACHER (PRIMARY)	05/11/1998	General	Tughlakabad Extn., No.1-SKV (Aruna Asif Ali)-1925061

The terms and conditions as mentioned in the aforesaid appointment order dated 28.12.2023 shall remain the same. Non-compliance of this order will be viewed seriously.

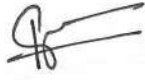
  
**SHINGARE RAMCHANDRA MAHADEV**  
ADDL. DIRECTOR (Admn.)

RAMCHANDRA M. SHINGARE  
Additional Director Education  
Dated:.....

Endorsement No.: DE.4(49)/DRC/E-IV/PRT(42/21)/2023/

**Copy forwarded to:-**

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5. EO Concerned
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11. Employee Concerned.
12. Guard File

  
**SHINGARE RAMCHANDRA MAHADEV**  
ADDL. DIRECTOR (Admn.)

Print Date: 08/01/2024

RAMCHANDRA M. SHINGARE  
Additional Director Education

## **AGREEMENT**

by and between

### **EUTECC GmbH**

Swiss Federal Identification Number CH-020.4.065.068-2

Wiesenstrasse 8  
8008 Zurich, Switzerland  
**("Party A")**

and  
**Independent Contractor**  
Pratishtha  
Born: 14.Nov.1998

Personal ID No.: 355704748660

Tax Number: EOTPP8541E

Address: A-3/265 Nand Nagri Delhi 110093  
India

**("Party B")**

Hereafter jointly referred to as the "**Parties**" and individually the "**Party**".

WHEREAS

**Party A**, a daughter company of the European Technology Chamber, represented in this agreement by Mrs. Sierra Freifrau Tucher von Simmelsdorf, German citizen.

**Party B** is a Indian independent contractor, settled in India.

The Chamber desires to cooperate with Party B in Business as Contractor, without building an employer-employee relation.

Whereas Party B desires to cooperate with the Chamber in Business as Contractor and without to form an employer-employee relation.

Party A and Party B have entered into an agreement (the "Agreement") as follows:

### **1. Position**

Commencing from the Effective Date as defined in Section 6.1 below, Party A shall cooperate with the Contractor and the Contractor shall cooperate with the Chamber in any project decided by the Chamber as "Junior Content Writer-German Speaking" upon the terms and conditions set forth herein

### **2. Duties and Responsibilities**

2.1 Party B shall devote his time, attention and abilities to fulfil the terms of this Agreement, to promote the Business of the Chamber in his country of residency and worldwide and shall



perform his duties diligently, conscientiously and promptly to the best of his ability and to the satisfaction and benefit of the Chamber.

Party B's overall duties and responsibilities to promote the business shall involve, but shall not be limited to:

a) Provide services with a focus on:

- Write and curate marketing content across a broad variety of formats, media and platforms including our website, print magazine and social media
- Conduct market, competition and trend analyses and identify new topics under SEO aspects and optimize existing content
- Editing articles and content provided by others
- Scripting storylines for small video projects

b) Further details will be described in the Customer's project management tool as well as in regular project meetings.

General tasks of the EU Tech Chamber such as support in organizing mutual Chamber Events around the globe and in his country of residency may also be required.

The contractor uses his knowledge, his experience and his network in the country of residency or in the region he is based to help the chamber reach their goals.

2.2 Party B will report on a daily basis to the Management of the EU Tech Chamber. All project related tasks are followed-up in Party A's collaboration tool.

2.3 As a basis for the delivery of service Party B runs its own equipment at own costs (PC, highspeed internet connection). Party B is free to deliver his services from any adequate place he chooses in his country of residency. Party A provides a virtual cloud-based machine (Windows 365, Azure) and asks Party B to do all his work exclusively on this machine. Party A also provides an E-Mail account, as well as access to the collaboration tool ShareSuite. The Email shall not be used for Party B's private purposes, and the Party B hereby gives his irrevocable consent to Party A to enter the accounts and tools provided at any time and for any purpose (see paragraph 6 monitoring policy). Party B is obliged to use this IT infrastructure for all EU Tech Chamber's related activities and shall not use any other tool or infrastructure.

### **3. Compensation**

#### **3.1 Compensation**

For the mentioned duties in article 2.1, Party B will receive a compensation of USD 550 per full month (Base Salary, subject to fulfilment of working hours requirement)

#### **3.2 Compensation terms**

Party A receives an invoice prior to payment.

Monthly payments will be transferred via international bank transfer or PayPal.

All fees related to the money transfer are paid by Party B. Swiss VAT will be paid by Party A. Only delivered services will be paid.

If services are not delivered for a full month, compensation is adjusted pro-rata.

#### **3.3 End of Contract**

When the contract ends, the final payment will be paid pro rata in case contract ends during the month.

- 3.4 Party B confirms to be self-employed and registered in the relevant home-country and therefore responsible to pay all related taxes, fees and social security costs in relation to this agreement according to the rules and laws of the jurisdiction of residency. Party B should provide the Chamber with such proof. Furthermore, Party B is responsible for an adequate accident insurance.
- 3.5 All invoices directed to the Chamber by the contractor should include the tax identification number or corresponding alternative according to the jurisdiction of the residency.
- 3.6 The contractor should inform Party A immediately if his country of residency changes. Party B applies his best efforts for a continuous and stable growth. Targets set for each calendar year will be set by the Chairman of EU Tech Chamber.

#### **4. Representation**

- 4.1 Party B shall have no authority toward third parties on behalf of Party A or the Chamber and shall not execute any agreements, contracts or any other document that bind the Chamber or deviate from the standard policy of the Chamber, without the prior written authorization of the Chairman of the Board of Directors.
- 4.2 Furthermore, Party B is not allowed to enter into Business on other than Chamber's behalf with a client in the Chamber's CRM, advocates of the Chamber as well as people which were contacted on behalf of the Chamber and took part in the Chamber events without prior approval of Party A. This applies for the duration of the agreement as well as for one (1) year after its termination.
- 4.3 In order to protect the Brand of Party A, in the outside communication as well as Social Media Profiles, Party B will be representing the EU Tech Chamber.
- 4.4 Party B undertakes to notify Party A, immediately and without any delay, of any interest or matter which he may have a personal interest or which is likely to create a conflict of interest with his role in the Chamber or their activities.

#### **5. Confidentiality**

- 5.1 Party B agrees to be bound by non-disclosure provisions concerning information that is of a confidential nature ("Confidential Information").
- 5.2 Confidential Information shall include, but not be limited to, all business, financial, operational, technical or other information, know-how or data of whatever kind and whether the information is made available:
- in writing by e-mail, letter or other means
  - by delivery of items
  - by oral or visual presentation
  - in any other manner including by electronic data transfer

Information disclosed by a third party or Party A itself, publicly available or required to be disclosed by law, shall not be deemed as confidential.

- 5.3 Without Party A's prior written consent to the contrary, Party B shall keep the Confidential Information confidential and shall not disclose it to any other party in any way whatsoever, in whole or in part.

The Contractor recognizes that the Chamber may have received, and may receive in the future, from third parties, their confidential or proprietary information subject to a duty on the Chamber's part to maintain the confidentiality of such information and to use it only for certain limited purposes. The Contractor agrees that he owes the Chamber and such third parties, starting the Effective Date and thereafter, a duty to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person or firm and to use it in a manner consistent with, and for the limited purposes permitted by, the Chamber's agreement with such third party. Such information will be regarded for the purposes of this Agreement as a part of the Confidential Information. The Contractor will indemnify the Chamber and hold it harmless from and against all claims, liabilities, damages and expenses, including reasonable attorneys' fees and costs of suit, arising out of or in connection with any violation of the foregoing.

- 5.4 Upon request of Party A, Party B shall immediately return all written Confidential Information made available to it together with all copies thereof and shall also destroy all documents which it may have prepared based on the Confidential Information made available to it as well as any electronically stored data.
- 5.5 Non-disclosure undertakings above apply to all of the information disclosed by each of the Parties to the other, regardless of the way or form in which it is disclosed or recorded but they do not apply to:
- a. Any information which is in the public domain (unless as a result of the breach of this Agreement) or
  - b. Any information which is already known to Party B and which was not subject to any obligation of confidence before it was disclosed to Party B by Party A.
- 5.6 Nothing in this Agreement will prevent Party B from making any disclosure of the Confidential Information required by law or by any competent authority.
- 5.7 Party B represents and warrants to Party A that the execution and delivery of this Agreement and the fulfilment of the terms hereof: (i) will not constitute a default under or breach of any agreement or other instrument to which he is a party or by which he is bound, including and without limitation to, any confidentiality or non-competition agreement, (ii) does not require the consent of any person or entity, and (iii) shall not utilize during the term of his work any proprietary information of any third party, including prior employers of the Contractor.

## **6. Monitoring Policy**

Party A establishes a monitoring policy for India as of February 1<sup>st</sup>, 2022 to support the chamber's way of working together as a remote team. All contractors based in India are part of the monitoring. Party A uses a software to monitor the activity on the provided accounts. The goal is to ensure the best way of collaboration and communication in a timely manner and an efficient use of the provided tools. The software that is used for monitoring is called Teramind. Teramind's remote employee monitoring keeps track of all user activity on the virtual cloud-based machine (Windows 365, Azure) and all installed applications and activities. This includes:

- Web activities
- Apps and App usage
- Email and Chat activity
- Files
- On-screen content
- Etc.



Access to the monitored data is only given to the Chamber's IT, HR and management. In case of termination of the service agreement, all data will be stored for one month and after that deleted. Therefore any private usage of the virtual cloud-based machine (Windows 365, Azure) is strictly prohibited.

## **7. Term and Termination**

- 7.1 This Agreement shall enter into force on November 16, 2023.
- 7.2 Party B's work under this Agreement shall commence on November 16, 2023 (the "Effective Date").
- 7.3 Notice period clause is not applicable for first 3 months of contract. Agreement can be terminated with immediate effect during first 3 months of contract.
- 7.4 In case of termination Party B will only be paid for the time he/she was actively working for Party A.

## **8. Entire Agreement**

This Agreement constitutes the entire understanding and agreement between the Parties, supersedes any and all prior discussions, agreements and correspondence with regard to the subject matter hereof, and may not be amended, modified or supplemented in any respect, except by a subsequent writing executed by both Parties.

## **9. Notices**

All notices, requests and other communications to any Party shall be given or made in writing, mailed (by registered or certified mail) or delivered by hand to the respective Party at the address set forth in the caption of this Agreement or to such other address as such Party may hereafter specify for the purpose of notice to the other Party. Each such notice, request or other communication shall be effective: (i) if given by facsimile or email, when such facsimile or email is transmitted to the information specified herein and the appropriate answerback is received or (ii) if given by any other means, when delivered at the address specified herein.

## **10. Governing Law**

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of Switzerland, without giving effect to principles of conflicts of law, and the courts of Zurich shall have exclusive jurisdiction over the Parties in all disputes related to or in connection with this Agreement or the subject matter hereof.

Munich/Zürich, \_\_\_\_\_

Delhi / India, \_\_\_\_\_

### **Party A**

.....  
Sierra Freifrau Tucher von Simmelsdorf  
EUTECC GmbH

### **Party B**

  
Pratishtha

### Data protection consent of the Contractor

Party B hereby gives his consent to the collection, processing and use of his personal data within the scope of the purpose of the business relationship as well as for the purpose of fulfilling legal obligations by the contract partner.

Munich/ Zürich, \_\_\_\_\_

Delhi / India, \_\_\_\_\_

#### Party A

.....  
Sierra Freifrau Tucher von Simmelsdorf  
EUTECC GmbH

#### Party B



Pratishtha





**Date: April 21, 2021**

**Ms. Debi Paul**

MF-5/B-35, Shalimar Garden, Extn -2  
Sahibabad, Ghaziabad, U.P.- 201005 India

**Dear Debi,**

## **OFFER OF EMPLOYMENT**

With your expressed interest to join Mastercard India Services Pvt. Ltd. ("The Company"), whose ultimate indirect parent company is MasterCard International Incorporated, it is my pleasure to extend our offer of employment (the "Employment Letter") to you as **Associate Consultant, Advisors**.

In the course of employment with The Company you will have access to Proprietary or Confidential Information (as such term is defined in Paragraph 12) that relates to or will relate to the business of The Company and/or its parent and/or step up parent and/or subsidiary and/or step down subsidiary and/or group and/or affiliate companies, as applicable (hereinafter collectively known as "MasterCard"), and you will be introduced to important business contracts and therefore, you agree to be bound by certain restrictive covenants. The appointment will be subject to the following terms and conditions of employment.

### **1. Date of Appointment**

Your joining date is to be agreed, but will be on or not later than **July 26, 2021**. Upon your acceptance of this offer and joining the Company, this Employment Letter shall serve as the principal contract governing your employment terms, during currency of your employment with the Company and MasterCard.

### **2. Duties and Responsibilities**

You will perform the duties and discharge responsibilities of **Associate Consultant, Advisors (Career Level 9)** based in **Gurgaon, India**. You will report to **Shashank Trivedi** or such other supervisory person as MasterCard may from time to time appoint.

During the period of your employment you will be required to devote full time, attention, skill and effort to the affairs of The Company and MasterCard in this position. You will be expected to serve The Company and MasterCard faithfully in a conscientious and professional manner and to use your best endeavors to promote MasterCard's interests and welfare and implement MasterCard's values. In addition, due to the nature of the environment and consequent business needs, the Company or MasterCard may require you to perform duties or services not only for The Company but also for any company within MasterCard. Furthermore, the duties and responsibilities discharged by you may be limited, supplemented or otherwise assigned or changed from time to time at MasterCard's discretion.

Please note that MasterCard has a right to transfer your employment, without your approval, to any other location in India or overseas, or to any other entity, whether or not such entity is an affiliate/group company of MasterCard, depending upon business needs.



### 3. Probationary Period

Initially, for a period of six (6) months, you will be on probation before your position is confirmed. Please note that the Company, at its sole discretion has the right to extend your probationary period for an additional period of three (3) months. Upon successful completion of the probationary period, your position will be deemed to be confirmed by The Company, and no formal intimation of confirmation shall be issued to you.

### 4. Compensation

#### Fixed Compensation

During the term of this Employment, you shall be entitled to the following emoluments including Basic Salary payable in twelve (12) equal monthly installments. These are subject to statutory deductions including, without limitation, any deduction on account of taxes. In addition, these emoluments are subject to compliance with the laws of India (including any State laws) and the rules and schemes framed under such laws, as amended from time to time, as well as changes as decided by MasterCard. You may be eligible to receive salary increases, bonuses and other benefits in accordance with the compensation policies of MasterCard.

Salary Components	Yearly
Basic Pay	4,80,000
House Rent Allowance (HRA)	2,40,000
Special Allowance/Other Allowance	4,02,400
<b>TOTAL CASH COMPONENT (A)</b>	<b>11,22,400</b>
Leave Travel Allowance (LTA) / Reimbursement (B)	<b>20,000</b>
Employer Contribution to Employee Provident Fund (Statutory contribution @ 12% of basic)(C)	57,600
<b>Total Fixed Cost to Company D = (A+B+C)</b>	<b>12,00,000</b>

*\*Gratuity will be accrued according to statutory requirements.*

*1 Per the Provident Fund Act, you may be required to contribute an equal amount, which will be deducted by payroll from your basic salary payments.*

#### Variable Compensation / Incentive Plan

Based upon the terms of the program, you are eligible to participate in The Company's Mastercard Advisors Incentive Plan (MAIP). This bonus program is based on corporate, business unit or region, and individual performance and currently has a targeted pay out of **5%** of total fixed compensation (with an award cap of **250 %** of incentive target). Bonus amounts are based upon senior management's assessment of established performance goals. Please note that receipt of a bonus payment is not guaranteed and is solely at the discretion of the Company and may be prorated based on your service in the current year if you join the company on or before 30<sup>th</sup> September. The Company also has a right to withdraw/alter the variable compensation/incentive plan as provided herein without any requirement of consultation in this regard.

Target Variable Compensation (INR)	60,000
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### **Sign-On Bonus (If applicable)**

You will receive a one-time sign-on bonus of **INR 50,000** (less lawful deductions and withholdings), which will be provided to you within the first two regular payroll cycles after you join The Company. If your employment ends for any reason other than position elimination, death or disability within twelve (12) months of commencing employment, you must repay this bonus to MasterCard, in full, within thirty (30) days of your termination.

### **Recovery of Moneys**

In the event of an overpayment to you, you authorize the Company and MasterCard to make appropriate deductions from the next or any subsequent payment to you, following the discovery of the error.

The Company and MasterCard may set off any amounts you owe to it against any amounts that the Company or MasterCard owes you at the date of termination, except for amounts the Company or MasterCard is not entitled by law to set off.

### **5. Code of Conduct; Personal Conduct and Compliance with Policies**

MasterCard and the Company are committed to high standards of professional integrity and ethics in the business community. MasterCard's Code of Conduct located at <http://investorrelations.mastercardintl.com/sets> forth the policies and procedures of MasterCard for conducting its business legally and ethically. As an employee of the Company, you are required to abide by the Code of Conduct and to certify annually your compliance with the Code of Conduct.

You will also be required to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all the policies and procedures laid down by the Company and MasterCard, from time to time.

### **6. Normal Hours of Work**

A normal workday (core business hours) will be from 9.30 am to 6.30 pm, Monday through Friday, totaling 40 working hours per week, exclusive of a one hour lunch period. However, when needed, you will be required to work beyond the stipulated hours due to business requirements.

### **7. Other Employment**

During your employment with the Company and MasterCard, you may not engage or be interested in, either directly or indirectly, in any capacity, any trade, business or occupation other than the Company and MasterCard's business, except with the written consent of the Company. This clause does not, however, prevent you from holding, whether directly or through nominees, of investments listed on any Stock Exchange, provided that not more than five (5) per cent of the shares or stock of any one company are held.

A handwritten signature in blue ink, appearing to read "Abhishek", with a horizontal line underneath.





## **8. Annual Leave**

Based on normal hours of work, you shall be entitled to 22 business days leave per year of completed service, and it has to be taken with the written consent of The Company. Any leave, up to a maximum of 45 calendar days per year of completed service, can be carried forward, but must be taken before the end of the next leave cycle.

## **9. Income Taxes**

You will be responsible for all personal income taxes arising from your employment with the Company and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

## **10. General Provisions**

In respect of any matter not specifically provided for in this letter, you will be governed by the rules and regulations of the Company and MasterCard in force from time to time, and in the absence of such regulation by the relevant Indian statutory regulation, if any.

## **11. Retirement Age**

You will superannuate from the services of The Company on attaining the age of 60 years.

## **12. Protective Covenant**

You acknowledge and agree that, by virtue of your employment with the Company, you have acquired and will acquire "Proprietary or Confidential Information," as hereinafter defined, as well as special knowledge of MasterCard relationships with its customers and business associates, and that, but for your association with MasterCard, you would not or will not have had access to said Proprietary or Confidential Information or knowledge of said relationships. You further acknowledge and agree (i) that MasterCard has relationships with its customers and business associates which have been and will continue to be developed at great expense; (ii) that many of MasterCard's relationships with its customers and business associates are permanent or near permanent in nature, and will continue to be valuable, special and unique assets of MasterCard; and (iii) that the foregoing are legitimate and protectable interests which are critical to its competitive advantage in the industry. In return for the consideration described in this Employment Letter, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and as a condition precedent to the Company entering into this Employment Letter, and as an inducement to the Company to do so, you hereby represent, warrant, and covenant as follows:

- a. that this Employment Letter has been executed freely and is a voluntary act, after having determined that the provisions contained herein are of a material benefit to you, and that the duties and obligations imposed on you hereunder are fair and reasonable and will not prevent you from earning a comparable livelihood following the termination of your employment with the Company;

A handwritten signature in blue ink, appearing to read "Aebipaul", with a horizontal line underneath.



- b. you have read and fully understood the terms and conditions set forth herein, have had time to reflect on and consider the benefits and consequences of entering into this Employment Letter, and have had the opportunity to review the terms hereof;
- c. the execution and delivery of this Employment Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound;
- d. you agree that, during the term of your employment and for a period of six (6) months after the termination of your employment for any reason whatsoever, you will not, except on behalf of and as directed by the Company, directly or indirectly, contact or solicit, or direct or assist any third party to contact or solicit, any of MasterCard's customers or business associates for the purpose of providing services that are the same as or substantially similar to the services provided by MasterCard;
- e. you also agree that all memoranda, notes, records or other documents made or compiled by you or made available to you during the period of your employment concerning the business and/or operations of MasterCard shall be MasterCard's property and shall, if in your possession or control, be delivered to MasterCard immediately upon termination of your employment for any reason whatsoever. You shall not use for yourself or others, or divulge to others, any Proprietary or Confidential Information of MasterCard, obtained by you as a result of your employment, unless authorized by The Company. For purposes of this Paragraph 12, the term "Proprietary or Confidential Information" shall mean all information which is known only to you or to you and other employees of MasterCard, former employees of MasterCard, consultants of MasterCard or others in a confidential relationship with MasterCard and relates to specific matters concerning MasterCard or its affiliates including, without limitation, trade secrets, marketing programs, customers, potential customers and vendor lists, pricing and credit techniques, program codes, research and development activities, private processes, and books and records as they may exist from time to time, which you may have acquired or obtained by virtue of work performed for or on behalf of MasterCard or which you may acquire or may have acquired knowledge of during the performance of the said work;
- f. during the period of your employment with the Company and for a period of six (6) months after termination of your employment, you will not (without the express written approval of the Company) directly or indirectly own (partially or completely) or control, whether through ownership of shares, contract or otherwise, or work or render services for, be employed or engaged by, represent in any capacity, or advise, assist or consult with (whether or not for compensation), any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which conducts or is involved with any business activity that competes with the business conducted by MasterCard; and during the period of your employment with the Company and for a period of six (6) months following the termination of your employment with the Company, you shall not directly or indirectly employ, engage, contract in any manner for (or assist any other person to employ, engage, contract in any manner for) the services of, or solicit the services of, any person who is or, at any time during the period of your employment, was an employee of MasterCard;

A handwritten signature in blue ink, appearing to read "Abhishek", with a horizontal line underneath.

- g. **Intellectual Property:** You agree to promptly disclose to MasterCard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of MasterCard, which you may create, invent, discover, develop or learn in connection with your employment. In consideration of your employment with the Company, you agree that such Intellectual Property, whether created at your home or at the office premises of MasterCard or any other place, shall be the exclusive and absolute property of MasterCard and that MasterCard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of employment and that which may be relevant to the subject matter of your employment by the Company and MasterCard, whether or not the same was made at the direction of MasterCard or was intended for MasterCard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created, conceived of or reduced to practice by you does not automatically vest in MasterCard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to MasterCard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to MasterCard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.
- h. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("**Copyright Act**") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of MasterCard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of MasterCard created by you prior to the date of appointment.

You agree that at MasterCard's request and expense, for the purpose of perfecting the title of MasterCard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of MasterCard, and you shall make best endeavours to do so and shall also make best endeavours to provide such information and documents as may be requested from time to time by MasterCard, both before and after the termination of this Employment Letter for any reason.







You acknowledge and accept that MasterCard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by MasterCard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under sub-clause (g) of this Paragraph 12, at its sole discretion.

- i. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect MasterCard in the conduct of its business and that, if you become employed by another employer, you shall be required to disclose the existence of this Paragraph 12 to such employer and you hereby consent to and MasterCard is hereby given permission to disclose the existence of this Paragraph 12 to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of MasterCard and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- j. You acknowledge and agree that this Employment Letter including, without limitation, the restraints imposed upon you pursuant to this Paragraph 12 does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Paragraph 12 will result in irreparable harm and continuing damages to MasterCard and its business and that MasterCard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of MasterCard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Employment Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Employment Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

### 13. Consent to Use Image

You grant full permission to MasterCard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "**Image**") in any internal or external communication, public filings or advertising materials for any purpose MasterCard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to MasterCard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

A handwritten signature in blue ink, appearing to read "S. B. Paul", with a horizontal line underneath.



#### 14. Termination of Employment

This Employment Letter may be terminated with (a) one (1) month's written notice by either party or by the payment of one month's fixed compensation in lieu of notice during the probation period; and (b) three (3) months' written notice by either party or by payment of three months' fixed compensation in lieu of notice after confirmation of employment.

Notwithstanding anything contained elsewhere, MasterCard will have the right to terminate your employment forthwith without provision of any notice period or payment, as stated above, in the event you indulge in any act, which in the sole discretion of MasterCard amounts to 'misconduct'.

Upon termination you will be required to return all MasterCard property in your possession including but not limited to any stationary, laptop, smartphone/mobile phone, company-issued credit card, documents, identification card, manuals, customer lists, proprietary information, car, keys, insurance cards etc. that have been issued to you or have been acquired by you in the course of your employment.

#### 15. Other Agreements

You represent and warrant that you are not a party to any other agreement, arrangement, contract, understanding, court order or otherwise, which will in any way, directly or indirectly, restrict or prohibit you from fully performing the duties of employment or interfere with your full compliance with this Employment Letter. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Employment Letter.

#### 16. Verification

You warrant that all information provided by you to MasterCard in connection with any employment related checks, including information regarding your existing and/or past employment (s), experience and qualifications, and your academic, business and other references, is accurate and truthful, and that you agree to, and will provide full and complete disclosure required for the purpose of conducting employment checks by the Company.

This offer of employment and/or your employment is subject to any checks being completed to the satisfaction of the Company for which you have consented [**for foreigners add "as well as the India Government's approval for you to reside and work in India"**]. An adverse report received including any false / wrong information / disclosure, whether received prior to your joining the Company and/or after, may lead to this offer of employment being withdrawn with immediate effect and/or your employment being terminated immediately, by written notice from the Company.

#### 17. Miscellaneous

A handwritten signature in blue ink, appearing to read "Sebastian", with a stylized flourish at the end.

##### Personal Data

You hereby irrevocably agree and provide your consent to the holding and processing by MasterCard, itself or through a third party agency, whether in India or in any other jurisdiction, both electronically and manually,



the personal data or information relating to you (including data residing in the laptop or other electronic resource provided to you by the Company or MasterCard), in connection with your employment, administering and managing the employees, and complying with the applicable laws, regulations, Government or regulatory directives and procedures or otherwise in connection with its business or operations. Further, you undertake to execute any further document(s) which MasterCard and/or any third party agency, acting on its behalf, may require for the purpose of the foregoing.

### **Notices**

All notices required or permitted to be given under the provisions of this Employment Letter shall be in writing and delivered personally or by certified or registered mail, return receipt requested, postage prepaid, or given by a internationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Employment Letter:

If to The Company:

Mastercard India Services Pvt Ltd  
4th Floor, DLF Plaza Tower,  
Phase 1, DLF City, Gurgaon - 122002

With copy to:

MasterCard  
Business Bay, Wing Tower A  
Survey No. 103, Opp Poona Club Golf Course  
Airport Road, Yerawada, Pune 412006

Attn: Human Resources

If to you:

MF-5/B-35, Shalimar Garden, Extn -2  
Sahibabad, Ghaziabad, U.P.- 201005 India  
[debipaul.du.or.21@gmail.com](mailto:debipaul.du.or.21@gmail.com)

### **Construction**

This Employment Letter shall be construed with, and be governed by, the laws of India without giving effect to the principles of conflicts of laws.

### **Successors and Assigns**

This Employment Letter shall be binding on the successors and assigns of The Company and MasterCard and shall inure to the benefit of and be enforceable by and against its successors and assigns.

A handwritten signature in blue ink, appearing to read "debipaul", with a horizontal line underneath.





This Employment Letter is personal in nature and may not be assigned or transferred by you.

### Entire Agreement

This Employment Letter contains the entire understanding and agreement between the parties relating to the subject matter hereof and all prior oral and written agreements hereby are extinguished, and neither this Employment Letter nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing signed by the party against whom enforcement of any waiver, modification, change, amendment, discharge or termination is sought.

### Survival

The provisions of Paragraph 12 shall survive the termination of your employment.

### Illegality

If any one or more of the provisions of this Employment Letter shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

### Captions

The captions of the sections hereof are for convenience only and shall not control or affect the meaning, interpretation or construction of any of the terms or provisions of this Employment Letter.


If you agree to accept the appointment on the foregoing terms and conditions of employment, please sign and return this Employment Letter, on or before **April 25, 2021** to signify and indicate your acceptance, failing which this offer will become null and void. The second copy of this Employment Letter is for your records. Sincerely yours,

**Priti Singh**  
**Head of Human Resources**

---

Accepted and Agreed to

Name: Debi Paul

Signature: 

Date: 22 - 04 - 2021

**CONTRACT APPOINTMENT LETTER**

**Project :-** "Development of longitudinal growth reference and assessment of growth velocity, cardio metabolic measures and its correlation among children in India- A prospective study"  
Funding **Indian Council of Medical Research (ICMR)**

**No.F.:-2-1365/2022/RS**

**Research Section ,AIIMS  
New Delhi -29**

**Dated:-**

**31 AUG 2022**

**Subject :-** Contract appointment for the post of **Research Associate-II** in the project titled **"Development of longitudinal growth reference and assessment of growth velocity, cardio metabolic measures and its correlation among children in India- A prospective study"**

Funded by **Indian Council of Medical Research (ICMR)**  
duration from **16/12/2021** to **15/12/2024**

With reference to his/her application dated **08/08/2022** for the contractual post of **Research Associate-II** in the above mentioned project, Sh./Smt/Ms./Dr **VARHLUNCHHUNGI** is informed that on the recommendation of Project Investigator, the competent authority has approved his/her contract appointment w.e.f **08/08/2022** or the date he/she assumes the charge of the contractual work on a consolidated payment of Rs. **49,000/- +HRA** p.m. with the following terms & conditions:-

- i) The appointment will be purely on a contractual basis and comes to end on the day the project comes to an end and also the candidate is in no way assumed to be permanent and derives no right whatsoever in that regard.
- ii) The first/initial contract appointment will be given for a duration of **three months** only. Subsequently, the contract appointment will be extended for further periods on a six monthly or yearly basis only on the recommendation of PI. The responsibility of seeking extension is with the employee and should be done at least 15 days before the expiry of the tenure.
- iii) The contract appointment is subject to production of original degree/ certificate in proof of educational qualification, experience and age.
- iv) The joining report of the candidate should be countersigned by the PI.
- v) No TA/**any other allowance** will be given for joining the contract job.
- vi) The institute reserves the right to terminate the contract appointment at any time with **15 days** notice.
- vii) The project employee can resign from the post either by giving 15 days notice or by paying 15 days salary in lieu thereof.
  - (a) Project employees resigning without giving 15 days notice or depositing 15 days salary, will NOT be issued Experience or No Dues certificate.
  - (b) They will not be considered for appointment to any other project in AIIMS.
  - (c) 'a' & 'b' can be relaxed by the competent authority at the discretion of the PI.
- viii) The project staff shall not lay any claim to permanent absorption in AIIMS, after the expiry of the project.
- ix) Private practice of any kind is not allowed.
- x) All project employees will also sign a Non-disclosure form (as per IPR rules) before joining as per Institute format.
- xi) The candidate should read and understand the terms of this contract appointment and sign the enclosed undertaking along with his/her joining letter.
- xii) If he/she accepts the offer on the above condition, he/she should report himself/herself to duty but not later than ..... Failing which the offer of contract appointment shall be treated as cancelled.

**Facility for contractual research staff:**

1. **Grant of Leave:**



- (iii) Administrative approval/permission will be granted as per guidelines/rules of Research Section, AIIMS.
- (iv) However, for those JRF/SRF who are registered for PhD in AIIMS, they should send their request for permission to Academic Section and a separate request may be sent to Research Section for sanction of TA/DA, registration fee from their fellowship or research project.
- (v) The research staff may be permitted for training/fellowship in India and abroad for a maximum period of three months. However, in exceptional circumstances, on the recommendation of the project investigator, the same may be extended for a maximum period of six months. No research staff will be permitted for training/fellowship abroad for more than a maximum period of six months during the entire period of his/her appointment/duration of the research projects.

  
30/8/22  
Sr. Administrative Officer (Res.)

To. ✓ Sh/Smt/Dr./Ms VARHLUNCHHUNGI  
Research Associate-II

Thr: DR. M.KALAIVANI  
Project Investigator  
Dept of Biostatistics

Copy to:- 1. Accounts Wing, Research Section  
2. Personal File



- i) Casual/Earned Leave: A project employee can avail a total of 30 days leave per annum (Pro-rata-basis @ 2.5 days per month of completed service) from the date of joining. The leave record will be forwarded by the Principal Investigator (PI) to the Research Section. This leave cannot be accumulated or encashed.
- ii) Extraordinary Leave: A project employee can be sanctioned extraordinary leave (leave without pay) when no other kind of leave is admissible or when the employee specifically applies for it. The duration of extraordinary leave on any occasion will be sanctioned only on the recommendation of Principal Investigator (PI).
- iii) Maternity Leave: As per GOI/AIIMS rule, female employees are entitled to avail maternity leave for a period of 180 days on full pay. No extension will be normally granted. If extension is allowed, it will be treated as EOL without pay.
- iv) Miscarriage /abortion Leave: A total of 45 days will be admissible. Application should be supported by a certificate from a Registered Medical Practitioner.
- v) Paternity Leave: A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife before or upto six months from the date of delivery of the child. If such leave is not availed of within this period, it shall be treated as lapsed. Paternity leave cannot be combined with any other kind of leave.
- vi) Academic Leave: A project employee can avail upto 7 days academic leave per year for accepted poster/platform presentation in national/ international conference/ symposium, only on the recommendation of PI.

**NOTE: The Project Investigator (P.I.) is the authority to sanction/ recommend all types of leave to project staff so that the work of the project which is a time bound nature does not suffer.**

2. Employees Health Scheme(EHS)  
The EHS facility is allowed to all research personnel along with their immediate families i.e. spouse & children only.
3. Leave encashment:  
The contractual project staff are not entitled for encashment of leave after expiry of the project or resignation tendered by him/her.
4. Leave Travel concession  
Contractual project staff are not covered under the leave travel concession scheme.
5. Provident Fund  
Contractual project staff are not covered under the General Provident Fund/Contributory Provident Fund-cum-Gratuity Scheme/New Pension Scheme. They are engaged for a short duration in the project and against the post sanctioned by the funding agency.
6. Allotment of Institute Residential Accommodation  
Contractual project staff are not entitled for institute residential accommodation.
7. Retirement benefits:  
Contractual project staff are not entitled for any retirement benefits as they are appointed for a short period against the post sanctioned by the extramural funding agency without any liability.
8. IRF/SRF who are registered PhD students of AIIMS will be governed by Rules & Regulations for above points as per Academic Section.
9. Participation in scientific events in India and abroad (Conference/ Symposium/ Seminars/ Workshops/Short term Training.)
  - (i) Permission for attending any of the above must be given by PI.
  - (ii) Funding for attending national and international conference can be obtained by project staff from any of the following sources with permission of PI.
    - a) Project/fellowship funds - if there is such a provision already sanctioned by the funding agency in the project/fellowship.
    - b) Extramural travel funding from ICMR/DST/DBT/Conference organizers etc.
    - c) AIIMS Endowment Fund for attending the international conferences abroad.

F. No. 7/15/2023-CS.I (A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel and Training)  
\*\*\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 24 January, 2024

To ✓  
Shri/ Ms. **PRASHANT CHOUDHARY**  
(Roll No.: 2201235588 / Rank : 927 )  
Vill-malhpur KHAiyaa  
Moradabad, Uttar Pradesh  
PIN- 244501

Subject: Offer of appointment to the post of Assistant Section Officer (ASO) in the Central Secretariat Service (CSS) on the basis of Combined Graduate Level Examination, 2023.

Dear candidate,

It gives me immense pleasure to offer you the post of Assistant Section Officer (ASO) in the esteemed Central Secretariat Service (CSS). You have been selected on the basis of the result of Combined Graduate Level Examination (CGLE), 2023 conducted by the Staff Selection Commission.

2. As a CSS officer, you shall have the opportunity to contribute in our nation's growth and development by being responsible for formulation, interpretation and implementation of Government policies, thus touching the life of every Indian. We can assure you a great, challenging and rewarding experience as you become a member of one of the earliest services of the country which forms the backbone of the Central Secretariat.

3. The position of ASO carries a pay scale of Level-7 (Rs.44900-142400) as per 7<sup>th</sup> CPC. You will be entitled to usual allowances at the rates admissible and subject to the conditions laid down in the rules and orders concerned with CSS governing the grant of such allowances in force from time to time. Your appointment will be purely on temporary basis subject to successful completion of the probation period.

4. You are hereby informed that you are being directly allocated to Ministry/Department on appointment to the post of ASO. This offer of appointment shall be subject to the following terms and conditions:-

- i. Your appointment to the post shall be governed by Central Secretariat Service Rules, 2009 (available on DoP&T's website) and regulations made there under.
- ii. The appointment is **provisional** and subject to verification of character and antecedents from the concerned authorities as per procedure laid in this regard. Furnishing of false information or suppression of any factual information in the attestation form would lead to disqualification and would render the candidate unfit for employment under the Government with resultant dismissal from service.
- iii. You will have to give an undertaking at the time of joining that if anything adverse comes out in the character and antecedents verification that would make you ineligible for appointment



in the first instance, then you will be liable to be discharged from Government service forthwith without any further notice.

- iv. Your appointment may be terminated at any time by one month's notice given by either side namely, the appointee or the appointing authority without assigning any reason. The Government, however, reserves the right of terminating your services forthwith or before the expiry of the stipulated period of the notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof.
- v. You will be appointed on probation, the period of probation being two years from the date of initial appointment. This will be further subject to the verification of your character and antecedents/Caste certificate/PwBD Certificate/income certificate/other claims wherever applicable. The period of probation may be extended at the discretion of the competent authority but the total period of extension of probation shall not, except where it is necessary, by reasons of any departmental or legal proceedings pending against you, exceed one year. **During the period of probation, you may be required to undergo such training and to pass such tests as the Department of Personnel and Training may prescribe from time to time.**
- vi. You have to undergo the foundation training programme organized by the Institute of Secretariat Training and Management (ISTM). **The Foundation Course is compulsory** and has to be completed as a part of the successful completion of probation in service. The Pre Foundation training will be for a period of six weeks. The Pre-Foundation Course will have the objective of exposing the probationers to the functioning of Government and its ethos. The course will be delivered through online mode, which will include selected reading material and stipulated courses on Integrated- Government Online Training (i-GOT)/e-Learning Management System (e-LMS) of ISTM or any other platform. You may immediately register yourself on the e-LMS and start the course, by visiting the following URL-  
  

**<https://www.istm.gov.in/>**
- vii. In case of any difficulty or clarification required in registering at ISTM website, you may write to [ftpccell-istm@gov.in](mailto:ftpccell-istm@gov.in) or call at Telephone No. 011-26737514 between 10:00 hrs to 17:00 hrs on all working days.
- viii. Assistant Section Officers not completing the Foundation Course shall not be confirmed in the post till such time they pass the examination conducted by the ISTM. It may be noted that the marks awarded in training will count for your seniority. Seniority in the Grade will be governed by **Para 16 (2)(II)(i)(a)** of Central Secretariat Service Rules, 2009 and other relevant rules prevailing at the time of seniority determination.
- ix. During the period of probation, you will be liable to be discharged from service at any time without any notice, if-
  - a. on the basis of your performance or conduct you are considered unsuitable for further retention in service, or
  - b. you are otherwise found ineligible or unsuitable for being retained in the service.
- x. The appointment carries with it the liability to serve in any part of India;
- xi. You will be covered under the **New Pension Scheme** notified by the Ministry of Finance No.5/7/2003-ECB&PR dated 22.12.2003 and as amended from time to time.



- xii. You will not be entitled to any travelling allowances for joining the service on appointment, unless you are holding a permanent post under the Central or State Government.

5. If you are already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc. your appointment shall be subject to vigilance clearance and relieving by the present employer.

6. In terms of Department of Public Enterprises (DPE) instructions/guidelines contained in O.M. No. 15(2)/2003-DPE(GM)/GL-57 dated 29.07.2004, "the bond executed by employees of the Public Enterprises, who have received training at the cost of Public Enterprises and have applied during the currency of the bond to join Central Government/State Government services should not be enforced subject to the condition that a fresh bond is taken to ensure that the employee serves the new employer for the balance of the original bond period". Accordingly, such candidates would be required to execute a bond to that effect.

7. The appointment will further be subject to taking an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form, at the time of joining.

8. In accordance with the Rule 7(4) of Central Secretariat Service Assistants' Grade (Direct Recruit Competitive Examination) Regulations, 2010 in regard to recruitment to service under the Government of India, "No person who has more than one spouse living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, and no person whose marriage is void by reason of his or her spouse having already a spouse living at the time of such marriage shall be eligible for any appointment on the results of the examination, provided that Central Government may, if satisfied that there are special grounds for so doing, exempt any person from the operation of this sub-regulation." This offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Ministry a declaration to the effect, in the prescribed proforma, at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately. This offer of appointment shall, in that case, be treated as cancelled and a future communication will be sent to you in due course, if upon a consideration of your representation, it is decided to offer you the appointment.

9. In accordance with the Rule 7(6) of Central Secretariat Service Assistants' Grade (Direct Recruit Competitive Examination) Regulations, 2010, appointment to the Service shall be subject to orders regarding special representation in the service for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Caste (OBC), Economically Weaker Section (EWS) and Person with Benchmark Disabilities (PwBD) issued by the Central Government from time to time. It may be noted that your appointment shall be provisional and be subject to verification of the SC/ST/OBC/EWS/PwBD certificate through proper channels. If it is found that your claim with regard to your belonging to SC/ST/Other Backward Classes/EWS/PwBD or not belonging to creamy layer is false, your services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

10. You shall immediately intimate the change, if any, in your name/address etc. after appointment to the appointing/administrative authorities concerned.

11. Besides the above, your service will be governed by CCS (Conduct Rules), Establishment (Pay) Rules, CCS (CCA) Rules and by other relevant rules and orders in force from time to time. You are requested to acquaint yourself with the same by visiting the Department's website [www.persmin.nic.in](http://www.persmin.nic.in). In accordance with the relevant rules in force in regard to the recruitment to the services under the Government of India, if any declaration or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you shall be liable to be removed from service and to any such other action as the Government may deem fit.

12. In case you accept the above terms and conditions, you shall join the post by reporting to DS/US (Admn./Estt.) of the Ministry/Department on or before 8<sup>th</sup> February, 2024.

Ministry of Finance  
Department of Expenditure  
North Block, New Delhi-110001

13. At the time of reporting, you are requested to furnish the following documents:-

- Oath of allegiance/faithfulness to the Constitution of India;
- Original Educational certificates;
- Original Caste Certificate; PwBD certificate (if applicable);
- Certificate relating to date of birth; age relaxation, if any;
- Undertaking as in para 4(iii) above;
- Declaration regarding marital status;
- Declaration regarding OBC (Non-Creamy Layer) status as on crucial date (if applicable)

14. It is also informed that this offer of appointment may lapse automatically in accordance with this Department's OM No.35015/2/93-Estt.(D) dated 9.8.1995, in case you fail to join the respective Ministry/Department. **Further, your appointment to the post of ASO in CSS is subject to the outcome of W.P (C) No. 16593/2023 filed by Shubam Pal & Ors. before Hon'ble High Court of Delhi.**

*Best wishes*

Yours faithfully,



(L. Raghavendran)

Under Secretary to the Government of India

Tele: 24642705

Copy to:

Ministry of Finance  
Department of Expenditure  
[Deputy Secretary/Under Secretary (Admn/Estt.)]  
North Block, New Delhi-110001

(एल. राघवेन्द्रन)  
(L. RAGHAVENDRAN)  
अवर सचिव / Under Secretary  
कार्मिक एवं प्रशिक्षण विभाग  
Deptt. of Personnel & Training  
भारत सरकार / Govt. of India



Registered Address:  
Fractal Analytics Pvt. Ltd.  
Level 7, Commerz II, Oberoi  
Garden City,  
Western Express Highway  
Goregaon (E), Mumbai 400 063  
Phone: +91 22 40675800  
Fax: +91 22 40675809  
CIN: U72400MH2000PTC125369

August 02, 2023  
Muskan Singhal

### Offer of Appointment

Dear Muskan ,

We are delighted to offer you the position of **Imagineer(Grade E)**. The position is based out of **Gurgaon** and entails travel within and/or outside the country depending on project delivery requirements.

Your appointment is effective from the date of your joining which shall be [no later than/ on or before] **September 14, 2023**.

### People principles at Fractal

We believe that we are building a great organization, an institution that can stand the test of time, a place that is unusually honest, client and people focused, a place we can all be proud of having created. In our quest for excellence, we are governed by following people principles in everything we do:

- We place extreme trust in one another.
- We believe in freedom - We respect the choices people make.
- We treat each other as we would like to be treated.
- Anyone can ask a straight question and expect a 100% honest answer.
- The content of our work is respectable no matter what it is-as long as the why and how are clear.
- Once a Fractalite, always a Fractalite.
- We hire for Fractal first and then for the appropriate role.

The overarching principle at Fractal is to do what's right for the client and Fractal. When in doubt, we choose client over Fractal, Fractal over any team within Fractal and any team in Fractal over self.



## Higher Education Support

At the end of Year 3, top performing Imagineers (solely determined by the Company) will be eligible for 100% sponsorship to leading Postgraduate programs in India (the program details to be solely determined by the Company). You become eligible for being considered for the Higher Education Support Financial Assistance ("Assistance") only if you meet or exceed the milestones and performances determined by the Company. If you receive the Assistance, you will be considered to be under unpaid sabbatical during the period of the study. Upon completion of the study, you are required to re-join Fractal and serve further three years of continuous service (Re-joining Period").

## Other Terms and Conditions

### 1. Compensation

(a) Your 3-year compensation is fixed at **INR 31,00,000/-** , break-up for the first year is **INR 7,50,000/-** including a Committed Pay of **INR 68,182/-** and will be subject to statutory and other deductions as per company policies and practices. Break-up for second year is **INR 8,25,000/-** including a Committed Pay of **INR 75,000/-** and will be subject to statutory and other deductions as per company policies and practices. Break-up for third year is **INR 9,25,000/-** including a Committed Pay of **INR 84,091/-** and will be subject to statutory and other deductions as per company policies and practices.

(b) Joining Bonus : As a part of the offer, The Joining Bonus will be paid to you in two tranches.

- First tranche: **INR 1,00,000** will be paid to you along with salary credited on first month of your employment from the date of joining.

- Second tranche: **INR 1,00,000** will be paid to you along with salary credited on third month of your employment from the date of joining.

In case, you resign (serving notice period) or are terminated from your position at Fractal Analytics within 18 months of continuous employment from the Joining Date, you shall be liable to return the total amount of joining bonus (on actuals).

(Joining Bonus payments are subject to statutory deductions)

(c) **Committed Pay** : You will be entitled to be considered for such **Committed Pay** upon completion of your first anniversary at Fractal, provided your employment has not been terminated as per Clause 10 (Termination) below. The details of your compensation break-up are provided in the attached Appendix – I.

(d) **Retention Bonus** : Upon completion of 2(two) years ("Retention Period") of continuous service with the organization, you will be paid a retention bonus of **INR 4,00,000/- ("Retention Bonus")** along with the salary credit of twenty fifth month from your date of joining ("Retention Bonus Pay-out Date"). (Retention Bonus payments are subject to statutory deductions).

## **2. Other Work**

(a) This is a full-time employment with the company. As an employee of the company, you agree to devote your best efforts to further the best interests of the company. You shall devote yourself exclusively to the business and operations of the company. During your employment with the company, you will not, without the prior written approval from the HR department of the company, take up any other work, assignment, or project for remuneration (part time or otherwise).

(b) Further, during your employment with the company, you will not, without the prior written approval from the HR department of the company, (i) take up any work, assignment, or project on a pro bono basis (part time or otherwise) or (ii) work in an advisory capacity or (iii) author any book or article or other publication or conduct any training, workshop, or presentation.

The approval under (a) or (b) shall be granted at the absolute discretion of the HR department and on a case-to-case basis.

(c) If such work or assignment or project under (b) above: (i) applies or involves or uses, in any manner and to any extent, the know how or trade secrets, other intellectual property rights or the proprietary or confidential information of the company, or (ii) is defamatory for, or prejudicial to the interest of, the company, its management or any of its employees, then you will not be permitted to take up such work or assignment or project. The HR department shall determine whether such work or assignment or project is covered by (i) or (ii) above and such determination shall be final and binding on the employee

## **3. Confidential Information**

You will protect confidential, proprietary and other information of the company, in accordance with the provisions of the non-disclosure agreement executed by you with the company ("**NDA**").

## **4. Conflict of Interest**

It is intended to avoid conflict between your interest as an employee, and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company. Further, if any conflict of interest does arise in future, you will promptly report the same to the APEX manager of your team and the HR department.

Without prejudice to the provisions of Clause 3 (Other Work), during your employment with the company, you will not engage in activity that:

- (a) conflicts with the company's business interests
- (b) interferes with the proper and efficient performance of your duties in relation to the company, or
- (c) interferes with the independent exercise of your judgment in company's best interests.

Noted below are a few examples of conflict of interest:

(a) You or any dependent member of your family should not have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market, or the interest is not material.

(b) You or any dependent member of your family should not buy/sell or lease any kind of property, facilities, or equipment from or to the company or any affiliate or to any other company or individual that is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of the management.

(c) You are not to serve as an officer, director or in any other management capacity or as a consultant to any another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of the management of our company.

(d) You are not to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

(e) You or any dependent member of your family should not accept commission, a share in profits or other payments, loans (other than with established banks or financial institutions), services, excessive entertainment and travel or gifts or more than nominal value from any individual or organization doing or seeking to do business with the company.

## **5. Non-Compete and Non – Solicitation**

(a) Non-Compete - You agree and undertake that for a period of one (1) year from the Termination Date of your employment with the company in any manner whatsoever, you will not, directly, or indirectly:

i) be concerned in any business or activities which competes with the business or activities of the company or any part thereof.

ii) become a partner, director, designated partner, manager, shareholder (holding more than (two per cent) 2% interest in the company), employee, seconded, consultant or agent in, of or to,

(A) any past or present client of the company or its affiliates, if you were part of, involved in, assisting, or advising on, or supervising or leading, any project, work, assignment or deliverable for such client, any time during the nine (9) months immediately preceding such Termination Date, or

(B) any entity or individual/s (as applicable) involved in any business or activities which competes with the business or activities of the company or any part thereof.

(b) Non-Solicitation- You agree and undertake that for a period of one (1) year from the Termination Date of your employment with the company in any manner whatsoever, you will not, directly, or indirectly:

i) interfere with, tender for, canvass, solicit or endeavour to entice away from the Company the business of any Person who was a customer, client, or agent of or supplier to, or who had dealings with the Company.

ii) supply any product, carry out or undertake or provide any service to any Person who was a customer, client, or agent of or supplier to or who had dealings with the Company



iii) interfere or endeavour to interfere with the continuance of the provision of goods or services to the Company by any Person who was a supplier to the Company

iv) be employed by, enter partnership with, employ, attempt to employ, or negotiate or arrange the employment or engagement by any other Person, of any Person who was part of the management of the Company, an employee employed in a skilled or managerial capacity of the Company; and

v) solicit, interfere with, tender for or endeavour to entice away from the Company any contract, project or business, or the renewal of any of them, of the Company which is in progress on the date of termination of the Company or negotiations for which are in progress on that day.

(c) You agree and acknowledge that:

i) your obligations as set out in 6(a) and 6(b), above extend to you, acting not only on your own account but also on behalf of any other firm, company or other person or entity, and whether alone or jointly with any person, partner, director, designated partner, manager, shareholder (holding more than (two per cent) 2% interest in the company), employee, secondee, consultant or agent of any other person or entity and shall apply whether you act directly or indirectly; and

ii) the restrictions contained above represent a partial restriction to work and do not violate your freedom to work and are considered by you to be reasonable in all circumstances.

## **6. Protection of Interest**

You agree to abide by the terms of the NDA, inter alia, in relation to Inventions (as defined under the NDA) and protection of company's rights and interests in relation to such Inventions. The NDA will become applicable to you from the date of joining and you shall abide by its terms in the interest of the company.

Without prejudice to your obligations under this offer letter or the NDA, you further agree and undertake to refrain from disclosing or sharing the Inventions, any part thereof or any information in relation thereto, including the existence of such Invention, or any other information the disclosure of which might harm or destroy the competitive advantage of, or prejudice the business interests of the company.

## **7. Company's policies**

By executing this offer letter, you also agree to be bound by the company's policies which are all available at the company's knowledge management portal: [Employee Handbook – HomeIndia \(sharepoint.com\)](#) and the terms and conditions of the Training Policy provided as Annexure A to this offer letter (the "Company Policies") which may be updated from time to time. You will acquaint yourself with the terms and conditions contained in such Company Policies. If you have any questions on the meaning and/or implication of any of the terms and conditions contained therein, you may consult your manager, APEX manager or HR Business Partner in the company.

## **8. Leave**

As a principle, the company does not account for leaves availed by you while at Fractal. The overall guideline is that you are permitted to take twenty-seven (27) days off per year on an average all-inclusive of vacation time as well as times of sickness or personal emergency.

The company may be required to record the number of leaves availed by you along with the duration of your employment with the company to fulfil any obligations towards you as per applicable employment statutes.

## **9. Notice Period**

Your employment can be terminated either by you or as per Clause 10 (Termination) below by the company with a minimum of thirty (30) days' written notice or salary in lieu of such notice. If the employment is being terminated pursuant to clause 11 (termination), then the company agrees that on your request, the notice period served by you will stand extended by such period as mutually agreed provided that the total notice period will not exceed sixty (60) days.

If the employment is being terminated pursuant to a resignation received from you, then you agree that on company's request, the notice period served by you will stand extended by such period as the company may deem fit, provided that the total notice period will not exceed sixty (60) days. The company may, at its sole discretion, relieve you before the expiry of the notice period served by you with salary in lieu of thirty (30) days' notice period or the period of shortfall, whichever is less.

## **10. Termination**

(a) Your employment shall terminate automatically upon you attaining the age of sixty (60) years, or upon death or Permanent Disability.

For the purpose, of this offer letter, the term "Permanent Disability" shall mean incapacitation or impairment due to any accidental bodily injury, adverse sickness or fatal disease or any mental illness or disorder, continuing for more than one hundred and eighty (180) days (which need not be consecutive) in any twelve (12) month period which is certified as such by a qualified medical practitioner selected by the company.

(b) The company shall be entitled to terminate your employment on the following grounds by delivering a written notice of termination to you:

(i) If you fail, refuse or are unable to perform your duties or responsibilities or have been negligent, if there is a consistent lack of performance at your end, and/or you fail or refuse or are unable to meet the targets/goals prescribed for you by the company (in each instance, other than by reason of disability, incapacity, or illness).

(ii) If you have committed any act or omission constituting misconduct.

(iii) If you have committed a breach or have violated any provision of this offer letter, NDA, or the Company Policies, and have failed to remedy or cure such breach or violation on or before the expiry of the notice period set out in the termination notice from the company to you.

(iv) If you have been convicted by any court or authority for any crime punishable with fine and/or imprisonment, including misappropriation of funds or property of the company and/or its affiliates, theft, or fraud.

(v) If you have committed any act or omission that has resulted or is likely to result in injury or reputational harm to the company and/or any of its affiliates.

Unless a separate review/disciplinary process is applicable as per applicable law, the company may refer any of occurrences referred to above to the internal review/disciplinary committee and the decision of such internal

review/disciplinary committee shall be final and binding on you and the company. If the decision confirms the relevant occurrence, then the notice period as per this Clause 11 shall commence from the date of such decision.

Any termination of employment, whether by you or the company shall be effective from the date immediately succeeding the expiry of the applicable notice period ("**Termination Date**").

Notwithstanding anything to the contrary, where you have committed a misconduct and the same is brought on record with proof at an enquiry held for the purpose by the internal review committee, you will not be entitled to the notice or salary in lieu of such notice. For the purposes of this Clause 11, 'misconduct' shall include breach or violation of the Company Policies.

## **11. On Separation**

On termination of your employment in any manner whatsoever, you will immediately handover before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, any electronic gadgets including laptop, calculator, storage devices, etc., belonging to the company or relating to its business and shall not make or retain any copies of these items.

In case, you resign (serving notice period) or are terminated from your position in the organization:

- At any time prior to the payment of the Committed Pay, the Committed Pay becomes not payable by the Company,
- At any time within one year of continuous employment from the Joining Date with the Company, Year 2 and Year 3 Compensation does not become payable by the Company, and Company is liable for payment till your date of resignation,
- At any time within 2 years of continuous employment from the Joining Date, Year 3 Compensation does not become payable by the Company, and Company is liable for payment till your date of resignation,
- At any time within 18 months of continuous employment from the Joining Date, you will be liable to refund Company the Joining Bonus (on actuals),
- At any time prior to the Retention Bonus pay-out date, the Retention Bonus becomes not payable by the Company,
- At any time within 2 years of continuous employment from the Retention Bonus Pay-out Date( as defined in clause 1 (c) ), you will be liable to refund Company 100% of Retention Bonus paid (on actuals),
- At any time post the completion of the study, if you do not join or within three years of continuous employment from Re-joining Period, you will be liable to refund the Company the Higher Education Sponsorship (on actuals)
- At any time within one year of continuous employment from date of availing relocation assistance you are required to return to the company, the total amount incurred for relocation assistance as well as the cost of initial accommodation (on actuals) incurred by the company for you as a part of the full and final settlement.



## 12. Submission of Certificates and Photographs

Please bring the following documents, while reporting for duty:

- (a) Copies of certificates in support of your age, qualification and experience including degree mark sheet along with originals for verification.
- (b) Relieving letter from previous employer's and pay slip or salary certificate.
- (c) Copies of Permanent Account Number (PAN), passport and driving license, if any.
- (d) 2 latest stamp size (3cmsX3cms) colour photographs of yourself with light blue colour background and 2 stamp size photographs of your spouse and children, as applicable.

Please sign and return a copy of this letter as a token of your acceptance of the offer.

Yours sincerely,

For Fractal Analytics Pvt. Limited



Name: Rohini Singh

Chief People Officer

I accept the offer

Signature: 

Name **Muskan Singhal**

## APPENDIX – I: YEAR 1 COMPENSATION

Description	Monthly Pay	Annual Pay
	(INR)	(INR)
<b>A) Monthly Component</b>		
Basic	27,509	3,30,109
House Rent Allowance (HRA)	13,755	1,65,055
Leave Travel Allowance <sub>1</sub>	1,250	15,000
Meal Vouchers <sub>2</sub>	1,100	13,200
Company's Contribution to PF	1,800	21,600
Special Allowance	11,405	1,36,855
<b>Fixed Compensation</b>	<b>56,818</b>	<b>6,81,818</b>
<b>Committed Pay</b>		<b>68,182</b>
<b>Cost to Company ( CTC)</b>		<b>7,50,000</b>

### Your Benefits package includes

Benefits	Coverage
Medical Insurance <sub>4</sub>	5,00,000
Personal Accident Insurance	15,00,000
Term Life Insurance	15,00,000
Free Meals & unlimited Snacks <sub>5</sub>	10,000

1. Payable as reimbursements\*
2. The meal vouchers are issued within a week from the date of processing payroll for each month and form part of monthly pay check.
3. Committed Pay is a guaranteed pay payable at the end of first anniversary provided you are not serving notice and other terms & conditions apply.

4. The Group Medclaim is a family floater policy that gives flexibility in the usage of the cover amount as the entire amount can be utilized by either an individual or any member/s of the family (self, spouse, children - up to two & dependent parents). Details of the insurance scheme will be provided to you on the joining of the company.
5. Catered Meals are provided\*

\* Subject to deductions as per the Income tax and other statutory deductions that may be applicable

For Fractal Analytics Pvt. Limited



Name: Rohini Singh

Chief People Officer

Name: Muskan Singhal

Date :

Signature: 



## NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("Agreement") is made as of the **September 14, 2023** between Fractal Analytics Private Limited ("Company/Fractal"), and **Muskan Singhal** ("Employee").

WHEREAS, the Employee is employed as a **Imagineer** with the Company, with effect from **September 14, 2023** pursuant to the offer letter/employment agreement dated **August 02, 2023** [issued to/executed by] the Employee.

The Employee and the Company are desirous of recording additional terms of employment and have agreed to execute this Agreement, in supersession of the existing non-disclosure agreement, if any executed by the Employee with the Company. This Agreement is effective from the date of employment as per the offer letter/employment agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### 1. Confidentiality

#### a) Proprietary Information

The Employee acknowledges and understands that the Employee will have access to such Proprietary Information is solely as a by-product of the Employee's employment with the Company. The Employee shall not, in any manner whatsoever, represent and/or claim that he/she has any interest by way of ownership, assignment or otherwise in the Proprietary Information (as further defined below). The Employee agrees that, at all times during the Employee's employment with the Company, and thereafter, and without regard to when or for what reasons such employment terminates, the Employee shall not disclose any such Proprietary Information to any person outside the Company or utilize such Proprietary Information to compete against the Company unless such disclosure is (1) necessary for the Employee to perform the Employee's duties as an employee of (and only while employed by) the Company, (2) in response to a valid subpoena or order by a court or other governmental body, or (3) otherwise required by law or regulation. In the event that Employee receives a subpoena or similar demand to disclose Proprietary Information, the Employee shall promptly notify the Company. For purposes of this Agreement, "Proprietary Information" shall include, without limitation: (i) the details of any current or prospective clients, or suppliers, (ii) any and all books, notes, memoranda, records, correspondence, documents, computer and other discs and tapes, data listings, codes, designs, drawings and other documents and materials relating to the business of the Company; (iv) any information or document pertaining to financial, marketing, technical or business information or trade secrets of the Company, including without limitation, concepts, techniques, know-how, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, business plans, strategies, customers and suppliers as well as software for business and professional use application programs, operating systems, internet websites or e-commerce solutions, books, discs, hardware and information for the microcomputer and internet marketplace used by the Employee in the course of his employment with the Company; and (v) any other non-public information gained in relation to the Company or its affiliates in the course of the Employee's employment with the Company/such affiliate. Proprietary Information shall not include information that is or becomes part of the public domain other than directly or indirectly, through the breach of this Agreement.

#### a) Property

The Employee agrees that on request by the Company or on termination of the Employee's employment with the Company, the Employee will immediately deliver to the Company all tangible property that embodies or contains any Proprietary Information.

**b) Non-disclosure to the Company**

The Employee represents and warrants that the Employee has not disclosed and will not disclose to the Company any trade secrets or other confidential or proprietary information that may not lawfully be so disclosed by the Employee, by virtue of the ownership of the same by another person or entity or otherwise.

**c) Confidential Information of Third Parties**

The Employee acknowledges and understands that, in dealing with third parties with which the Company has business relations or potential business relations subject to the Company's agreement to maintain the confidentiality thereof. The Employee shall not do any act or omission which results in the Company being in a breach or violation of the terms of such confidentiality provisions.

**1. Work Made for Hire**

The Employee and the Company agree that the Employee may make inventions or create other Intellectual Property (as further defined below) solely in the course of the Employee's duties and agree that in this respect the Employee has a special responsibility to further the interests of the Company.

**a. "Intellectual Property"** shall include, without limitation: all registered or unregistered patents, registered designs, trademarks and service marks, copyrights, design rights, database rights and similar proprietary rights and including (without limitation) all such rights in materials, works, prototypes, inventions, discoveries, techniques, computer programs, source codes, data, technical, commercial or confidential information, trading, business or brand names, goodwill or the style of presentation of the goods or services or any improvement of any of the foregoing and the right to apply for registration or protection of any of them and in existing applications for the protection of any of the above.

**b.** Any invention, discoveries, improvement, design, process, information, copyright work, computer program, developments, improvements, copyrightable material, trade mark, trade name or get-up, work or other output made, created or discovered by the Employee in the course of his/her employment with the Company and during working hours, in conjunction with or in any way affecting or relating to the business of the Company, or capable of being used or adapted for use in or in connection with such business, together with all Intellectual Property subsisting therein, (the "Intellectual Property Rights") shall be disclosed immediately to the Company and shall, to the fullest extent permitted by applicable law, be deemed "work made for hire" and belong to and be the absolute property of the Company, and the Employee hereby assigns to the Company with full title guarantee and by way of present assignment of future rights, all such Intellectual Property capable of assignment by way of present assignment of future rights, which may fall within the definition of the Intellectual Property Rights absolutely for the full term of those rights. If in the course of Employee's employment at Fractal, Employee use in or incorporate into a Fractal product, program, process or machine, and invention owned by him/her or which Employee has an interest, Fractal is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use/modify, alter and sell that invention without restriction as to the extent of Employee's ownership or interest. Employee hereby assigns exclusively to Fractal all his/her right, title, and interest in and to any all-Intellectual Property Rights that Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period of Employee's employment at Fractal. Employee will make prompt and full disclosure to Fractal of any Intellectual

Property Rights, and if for any reason the assignment pursuant to this clause is not effective, will hold all such Intellectual Property Rights in trust for the sole benefit of Fractal. Employee hereby waives and quits claim to Fractal, any and all claims of any nature whatsoever that Employee now or hereafter may have for infringement of any patent resulting from any patent applications for any Intellectual Property Rights so assigned to Fractal.

c. If and whenever required so to do by the Company, the Employee shall at the expense of the Company and in furtherance of its obligations under (b) above: (i) apply with or join the Company in applying for Indian or foreign patent or copyright or any other protection or registration in India or the United States and/or in any other part of the world for any Intellectual Property Rights; and (ii) execute all instruments and do all things necessary for vesting all Intellectual Property Rights (including such patent or other protection or registration when so obtained) and all right, title and interest to and in them absolutely, with full title guarantee and as sole beneficial owner, in the Company.

d. The Employee irrevocably and unconditionally waives all rights under any applicable law respecting copyright, in connection with the Employee's authorship of any existing or future copyright work in the course of his employment with the Company, in whatever part of the world such rights may be enforceable and Employee hereby irrevocably designates and appoints Fractal and its duly authorized officers and agents as my agent and attorney in fact, to act for Employee and in his/her behalf and stead, to execute and file any prosecution and issuance of Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by Employee. Employee will testify at Fractal request and expense in any interference, litigation or other legal proceeding that may arise during or after his/her employment.

e. The Employee irrevocably appoints the Company to be the Employee's attorney in the Employee's name and on the Employee's behalf to execute any such instrument or do any such thing and generally to use the Employee's name for the purpose of giving to the Company the full benefits of this Section. A certificate in writing in favour of any third party signed by any director or by the Secretary of the Company that any instrument or act falls within the authority conferred by this Agreement shall be conclusive evidence that such is the case.

f. Attached hereto is a list describing all inventions belonging to the Employee and made by the Employee prior to his/her employment with the Company, if any, and which the Employee wishes to have excluded from this Agreement. If not, such list is attached, the Employee represents that there are no such inventions. If in the course of his/her employment at the Company, the Employee uses in or incorporates into a Company's product, program, process or machine, and invention owned by the Employee or which the Employee has an interest, the Company is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use and sell that invention without restriction as to the extent of his/her ownership or interest.

## **2. Authorization to Collect Personal Information.**

Employee further authorizes Fractal to collect Personal Information (as defined hereunder) about him/her as an employee of Fractal, in connection with employment with Fractal for lawful employment purposes. Personal Information for purposes of this Agreement means any information that relates to the Employee, which either directly or indirectly, in combination with other information available or likely to be available with Fractal, is capable of identifying Employee. By way of example, Personal Information may include passwords; financial information such as bank account or credit card or debit card or other payment instrument details; physical, physiological, and mental health condition; sexual orientation; medical records and history; biometric information; any other details relating to this information as provided to Fractal for employment purposes from time to time or as and when required.

Employee understands that he/she has the right to request in writing, to review the complete record of his/her Personal Information.



Employee may request that inaccurate or incomplete Personal Information be corrected or amended. Fractal has the right to provide the Personal Information to any company, body corporate or a person located within India or outside that ensures the same level of data protection that is adhered to by Fractal, for lawful employment purposes. Employee also understands that he/she has the option of not providing any Personal Information to Fractal or withdraw consent to the use of Personal Information by giving a written withdrawal request to Fractal. In the event of Employee not providing Personal Information or withdrawing his/her consent, Fractal has the right to revoke services offered or provided to the Employee.

Fractal has reasonably set in place appropriate safeguards and procedures to protect Personal Information of its employees. Employee understands that he/she may contact the concerned person from Human Resource/Capital department of Fractal or the concerned Grievance Officer of Fractal, if so, appointed by Fractal, to register complaints, to submit access requests, or to address any other issues arising under this Agreement. Fractal will investigate and attempt to resolve any complaint or dispute regarding its use and disclosure of Personal Information in accordance with this Agreement, within thirty (30) days from the date of receipt of complaint or dispute.

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

### **3. Prior Employer Information.**

Employee agrees that during Employee's employment at Fractal, he/she will not use improperly or disclose any confidential or Proprietary Information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and he/she will not bring onto the premises of Fractal, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. Employee will not violate any non-disclosure or proprietary rights agreement he/she might have signed in connection with any such person or entity.

### **4. Personal property.**

Employee agrees that Fractal will not be responsible for loss, disappearance, or damage to personal property on Fractal premises, or if applicable, on residential premises subsidized by Fractal (including apartments or temporary housing). Employee hereby releases, discharges, and holds Fractal harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

### **5. Assignment; Successors and Assigns**

Neither the Company nor the Employee may make any assignment of this Agreement or any interest herein, by operation of law or otherwise, without the prior written consent of the other party.

### **6. Severability**

If any portion or provision of this Agreement shall to any extent be declared illegal or unenforceable by a court or arbitrator of competent jurisdiction, then the remainder of this Agreement, or the application of such portion or provision in circumstances other than those as to which it is so declared illegal or unenforceable, shall not be affected thereby, and each portion and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. In the event that any portion or provision of this Agreement is determined by a court or arbitrator of

competent jurisdiction to be unenforceable by reason of excessive scope as to geographic, temporal or functional coverage, such provision will be deemed to extend only over the maximum geographic, temporal and functional scope as to which it may be enforceable.

## **7. Survival**

The provisions of Sections 1, 2, 3, 4, 5, 6, 10, 11, 13 and 14 of this Agreement shall survive the termination of this Agreement and/or the termination of the Employee's employment with the Company together with such provisions which expressly or by implication will survive termination of this Agreement.

## **8. Waiver**

No waiver of any provision hereof shall be effective unless made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

## **9. Notices**

Any notices, requests, demands and other communications provided for by this Agreement shall be sufficient if in writing and delivered in person or sent by a nationally recognized overnight courier service or by registered or certified mail, postage prepaid, return receipt requested, to the Employee at the last address the Employee has filed in writing with the Company or, in the case of the Company, at the Company's main offices, to the attention of the Board. Notices hereunder shall be effective on the date of delivery in person or by courier or three (3) days after the date mailed.

**10. Governing Law and Jurisdiction.** This Agreement shall be construed under and be governed in all respects by laws of India. The parties hereby consent to the exclusive jurisdiction of the courts of Mumbai.

## **11. Counterparts**

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be taken to be an original; but such counterparts shall together constitute one and the same document. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford Fractal the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this Agreement shall survive termination of Employee's employment.

**12. Equitable relief.** Employee acknowledges that any violation by him/her under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Fractal, and Fractal shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

13. **Attorney fees.** If court proceedings are required to enforce any provision of this agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date and year first above written.

For Fractal Analytics Private Limited

Employee Muskan Singhal

A handwritten signature in black ink, appearing to read 'Rohini Singh'.

Name: Rohini Singh

Signature: 

Title: Chief People Officer

Place

Date



## Fractal Analytics Private Limited

### Annexure "A"

#### 1.Training Policy

**1.1 Preboarding Training:** Fractal is offering you a pre-boarding program developed in partnership with our external learning partners. The objective of the program is to provide you a strong background in analytics before you join Fractal, thereby accelerating your learning. The program has been designed to help you learn key concepts required in Analytics. The program has 100 hours of content and requires you to put in 13 weeks approx. You need to clear the pre-boarding program before you join us with at least 75% score in each module & overall 80% attendance. Pre-boarding training scores will help in analysing your initial career track in Fractal.

You will shortly hear from our training team, Fractal Analytics Academy (FAA) and will also receive the program details from the external learning partners. Fractal will bear the cost of entire program. For 11 modules, maximum of 2 attempts per module will be allowed to clear module. For remaining 2 modules, maximum of 3 attempts per module will be allowed to clear modules. However, if you are unable to complete this program due to any reason prior to the joining date, Fractal retains the authority to withdraw your offer. The offer is contingent on your successful completion of the Pre-Boarding program.

**1.2 Onboarding Training:** In addition to pre-boarding, you will go through a comprehensive training program organized by FAA as part of Fractal onboarding process. Onboarding training learnings will be focused on the career track you will be assigned & will consist of multiple assessments spread over 9-11 weeks. Maximum of 2 attempts per module will be allowed to clear the training program. Once you have successfully cleared all assessments, you will be eligible for consideration towards a billed project at Fractal.

In case you are unable to clear the training program for any reason, the organization will take measures that will result in both parties parting ways. If on billed role and if not cleared training, exception approval is needed. Exception is subject to approval from practice head and HC. Please take note that the offer is contingent upon your successful completion of the Onboarding program.

**1.3 Shadow Project:** After completion of your pre-boarding program, you will be enrolled for a shadow project which will run parallelly with your onboarding training. The purpose of shadow project is to ease your transition from campus to corporate by providing a guided environment before you start working with client. Duration of shadow project will be dependent on business requirements & could vary from 6-12 weeks.

**1.4 Career Track:** The career track for Imagineers is determined by their performance in pre-boarding program and business requirements. Upon joining, Imagineers are assigned to their respective career tracks.

# Shandilyam Enterprises LLP

Corres. Address: Ground Floor, Plot no-233, Sector-1, Vasundhara, Ghaziabad, U.P-201012

Customer Care No: 7030705010 : email: lpai@shandilyam.com

12-10-2023

## Offer Letter for the Post of Executive (Training)

To,

**RITIKA SRIVASTAVA**

S/D/O Rajeev Srivastava

Mobile No: 9721882865

Dear Candidate,

Congratulations! We are pleased to confirm that you have been selected to work for **Shandilyam Enterprises LLP**. We are delighted to make you the following job offer:

The position we are offering you is that of **Executive (Training)**. This position reports to **LAND PORTS AUTHORITY OF INDIA** and the place of posting will be **LPAI - HQ** and is transferable at sole discretion of **Shandilyam Enterprises LLP** without any prior information or approval or consent.

For detailed breakup of wages or remuneration, refer to the Annexure-III attached here within.

Your contractual Employment will be from **13-10-2023** till **29-02-2024** until extended at the discretion of the Management in writing. Please report to Shandilyam Enterprises LLP for documentation and orientation. If this date is not acceptable, please contact us immediately. On joining, you may be required to provide all the related documents according to Annexure-IV attached here within.

Please sign the enclosed copy of this letter and return it to us on or before your Joining Date to indicate your acceptance of this offer. Kindly take a note to submit the mandatory documents on time to help us avoid operational issues.

कृपया इस पत्र की संलग्न प्रति पर हस्ताक्षर करें और इस प्रस्ताव की अपनी स्वीकृति को इंगित करने के लिए अपनी शामिल होने की तिथि पर या उससे पहले हमें वापस कर दें। परिचालन संबंधी समस्याओं से बचने में हमारी मदद करने के लिए कृपया समय पर अनिवार्य दस्तावेज जैसे शैक्षिक प्रमाण पत्र, अनुभव प्रमाण पत्र, पुलिस सत्यापन जमा करने पर ध्यान दें।

We are confident you will be able to make a significant contribution to the success of Shandilyam Enterprises LLP & LAND PORTS AUTHORITY OF INDIA and look forward to working with you.

You are required to submit your latest police verification of your antecedents from your local police station within 15 days of issue of this letter, along with the updated resume, all the experience & educational documents.

आपको इस पत्र के जारी होने के 15 दिनों के भीतर अपने स्थानीय पुलिस स्टेशन से अपने पूर्ववृत्त का पुलिस सत्यापन प्रस्तुत करना आवश्यक है।

Sincerely,	Accepted by,
HR Manager,	RITIKA SRIVASTAVA
For Shandilyam Enterprises LLP	S/D/O Rajeev Srivastava
12-10-2023	Mobile No: 9721882865

# Employment Registration Form

Non-Refundable Training & Development Fees: Rs. 2500/-

## Annexure-I

For Official Use Only	Registration No:	R. Fees Paid: Yes / No
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**(Fill in CAPITAL letters Only)**

**Applied for Post:** Executive (Training)

**Date of Joining:** \_\_\_\_ / \_\_\_\_ / 202\_ (DD/MMM/YYYY)

**Place of Posting:** LPAI - HQ

**EPF / UAN No:**

**ESI No:**

**Retired from Govt Services (Ex-Servicemen):** NO

### Personal Details:

**Full Name (As per Adhaar Card):** RITIKA SRIVASTAVA

**Father's Name:** Rajeev Srivastava

**Date of Birth (DD/MM/YYYY):** \_\_\_\_\_

**Gender:** Male / Female / Others

**Marital Status:** Married / Un-married / Others

**Languages:** Hindi / English /Others

**Adhaar No:**

**PAN No:**

**Religion:**

**Cast:**

**Mobile Number:** 9721882865

**Email Id:**

**Emergency / Home Contact No:**

**Blood Group:** A+ | A- | B+ | B- | AB+ | AB- | O+ | O- | Others

**Correspondence Address:**

**Permanent Address:**(Same as Correspondence Address: Yes/No )



**Bank Details:**

Account Holder Name (As Per Bank Passbook):

Account No:

11 Digit IFSC Code:

Re-confirm the Same Account No:

Bank Name (In Full):

Branch Address (With PIN Code):

I confirm that I have filled the attached SBI Savings Account Opening Form to open my New Salary Account with the Bank. मैं पुष्टि करता हूँ कि मैंने बैंक के साथ अपना नया वेतन खाता खोलने के लिए संलग्न एसबीआई बचत बैंक खाता खोलने का फॉर्म भर दिया है और जमा कर दिया है।

**Educational Details:**

S. No	Degree	University / Board Name	Passing Year	Mode (Regular/Distance/ Correspondence)	Total Marks Obtained	Roll No
1.	Post-Graduate					
2.	Graduation					
3.	12th					
4.	10th					
5.	Computer Diploma					
6.	Trade Diploma					

Computer / Trade Knowledge: Expert / Good / Average / Fresher

Total Relevant Work Experience

**Self-Declaration:**

I, RITIKA SRIVASTAVA, understand & declare that all the information provided are true & correct. If found incorrect/forged/modified/inappropriate in any manner at any point of time, I will be liable for corrective and legal action as per the rules/policies decided by the company time to time. Also, the company can terminate my employment with immediate effect and all the wages will be forfeited without any clarification and I will not claim anything from the company.

मैं, RITIKA SRIVASTAVA, समझता हूँ और घोषणा करता हूँ कि प्रदान की गई सभी जानकारी सत्य और सही है। यदि किसी भी समय किसी भी तरीके से गलत/जाली/संशोधित/अनुचित पाया जाता है, तो मैं कंपनी द्वारा समय-समय पर तय किए गए नियमों/नीतियों के अनुसार सुधारात्मक और कानूनी कार्रवाई के लिए उत्तरदायी रहूंगा। साथ ही, कंपनी मेरे रोजगार को तत्काल प्रभाव से समाप्त कर सकती है और सभी वेतन, बिना किसी स्पष्टीकरण के, जब्त कर लिए जाएंगे और मैं कंपनी से कुछ भी दावा नहीं करूंगा।

Full Name (As per Adhaar Card): RITIKA SRIVASTAVA

Mobile No: 9721882865

Signature &amp; Date

## Annexure-II

S. No	Details (All fields are MANDATORY)	Actual Information to Be Filled (In CAPITAL Letters Only)
1	Designation Applied For	Executive (Training)
2	Full Name (As per Adhaar Card)	RITIKA SRIVASTAVA
3	Father's Name/Husband Name	
4	Date of Birth (DD/MM/YYYY)	
5	ADHAAR Number	
6	PAN Number	
7	Mobile Number	
8	Marital Status	
9	Gender	
10	Existing ESIC Number	
11	Existing PF Number / UAN Number	
12	Present Address with Pin code	
13	Permanent Address with Pin code	
14	Nominee Name	
15	Nominee Relationship	
16	Nominee Current Address	
17	Nominee Mobile Number	
18	Dependent Family Members Details	
19	Bank Account number	
20	Bank 11 Digit IFSC Code	
21	Bank Branch Name	



## Annexure-III

Name: RITIKA SRIVASTAVA

Employee ID : SELLP-1312

Appointed As: Executive (Training)

S. No	Nomenclature	Amount ( INR)
A.	Minimum Wages / Fees	40000/-
B.	EPF (@ 12% of 15K Minimum Wages)	1800/-
C.	EPF Admin Charges (150/-)	150/-
D.	ESI (@ 3.25% of Minimum Wages)	0/-
E.	Gross Total (A + B + C + D)	41950/-

Accepted By: RITIKA SRIVASTAVA

Mobile No: 9721882865

Date:

Signature (As in PAN Card)

# Annexure-IV

All documents must be self attested with Signature and Mobile Number on it.

S. No	Document Name	Type	Notes
1	ESI Number		Only if Your Monthly Minimum Wages is Less than Rs.21,000/-.
2	PF / UAN Number		
3	PAN Card	Mandatory	
4	ADHAAR Card	Mandatory	
5	Driving License	Mandatory	Only If Your Job Requires Driving
6	Educational Qualification	Mandatory	As Applicable
6.1	10th Marksheet		
6.2	12th Marksheet		
6.3	Graduation Marksheet		
6.4	Post Graduation Marksheet		
6.5	Trade Certificate		Mandatory for Trades
6.6	Diploma Certificate		
6.7	Computer Certificate		Mandatory for DEO
7	Experience Certificate	Offer/Joining/Relieving Letter	Only if you have past Work Experience.
8	04 Passport Size Photo (Recent)	Mandatory	
9	Bank Passbook / Cancelled Cheque	Mandatory	For Salary Transactions
10	Bank Statement	Mandatory	For Last 06 Salary Transactions
11	Reference (Minimum 03)	Mandatory	For BG Verification (With Name, Mb No, Department, Address)
12	Salary Account Opening Form	Mandatory	Fill the Attached SBI Account Opening Form, submit along with signed copy of PAN & Adhaar.
13	Police Verification	Mandatory	Original (Must be done within 30 days ONLY)





/   /

[illegible]

**कृपया निम्नवत विवरण के अनुसार एक खाता खोलें:**  
**Please open an account as per details below:**

A/C Type : SB  CA  PPF

वर्ष  
YYYY

[illegible]

		/			/			
--	--	---	--	--	---	--	--	--

[illegible]

		/		/					

[illegible]

		/		/					

PAN No. A

PAN No. B

☐ Self only ☐ Either or Survivor ☐ Former or Survivor ☐ Any one or Survivor ☐ Jointly ☐ Other \_\_\_\_\_

क/A

ख/8

ग/८

जाँचकर्ता अधिकारी के हस्ताक्षर और नाम  
Signature and name of verifying official

क  
Aख  
B

ग  
८

नमूना हस्ताक्षर सं.  
SS No.....

राष्ट्रीयता (भारतीय को छोड़कर)  
NATIONALITY (other than indian)

☐ पासपोर्ट, यदि पता अलग है  
Passport where the address differs

चुनाव पहचान पत्र  
Election ID Card

पैन कार्ड  
PAN Card

सरकार/रक्षा विभाग का पहचान कार्ड  
Govt./Defence ID Card

☐ वाहन चालन लाइसेन्स  
Driving Licence

☐ वेतन पर्चा  
Salary Slip

बिजली बिल  
Electricity bill

 Telephone bill

## बैंक खाते का विवरण Bank Account Statement

वाहन चालन लाइसेन्स  
Driving Licence

**Address :** \_\_\_\_\_

Ph. No. : \_\_\_\_\_

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

**Address :** \_\_\_\_\_

Relation : \_\_\_\_\_

**Nomination No/CIF No.**





ACCOUNT OPENING FORM FOR RESIDENT INDIVIDUAL (PART -I)  
(Must accompanied with Terms and Conditions)  
CUSTOMER INFORMATION SHEET (CIF Creation/Amendment)



(In case of joint accounts/Realized Person/Guardian, Part -I (CIF Sheet) and Terms & Conditions to be taken for each customer)  
In case of current account, declaration cum undertaking, Annexure III to be obtained

Date

Branch Name

Branch Code

Fields marked asterisk (\*) are mandatory. Please fill up in BLOCK letters only and use black ink for signature  
(For office use only)

Customer ID

Application type ☐ New ☐ Update

Bank/Branch to affix rubber stamp of name and code no.

Account No.

CKYC No.   
(Mandatory for CKYC update request and creation of CIF/Account through using CKYC No.)

Account type ☐ Normal ☐ Small ☐ Minor

☐ Staff ☐ PF NO.

A Personal Details

1. Name\*:  NAME  MIDDLE

(Same as ID Proof)  NAME  LAST NAME

2. Maiden Name:  FIRST NAME  MIDDLE NAME  LAST NAME

3. Date of Birth\*:  4. Gender\* ☐ Male ☐ Female ☐ Third Gender

5. Marital Status ☐ Married ☐ Unmarried ☐ Others 6. No of Dependents

7. Name of \* ☐ Father ☐ Mother ☐ Spouse\*

FIRST NAME  MIDDLE NAME  LAST NAME

(Father Name is mandatory, if PAN is not provided)

8. Name of Guardian  FIRST NAME  MIDDLE NAME  LAST NAME

(In Case Of Minor\*)

Relationship with Guardian

9. Nationality: ☐ In-Indian ☐ Others Country Name  10. Citizenship:

\*11. Occupation Type Service ☐ State Govt. ☐ Central Govt. ☐ Public Sector Undertaking ☐ Defence ☐ Pvt. Sector Employee ID   
(other than Defence & Paramilitary personal)

Place of Posting

Business ☐ Industrialist ☐ Trade Sect. ☐ Serv. Sect. ☐ Migrant Labour ☐ Contractor ☐ Jeweller / Bullion Trader ☐ Pawn Shop

☐ Import / Export Customer ☐ Other Self Employed

Others ☐ Medical Prof. ☐ Legal Prof. ☐ CA/ICWA/Taxation/ Finance ☐ Eng./Architect/Tech. Consultant ☐ Retired ☐ Journalist

☐ Housewife ☐ Student ☐ Share and Stock Broker ☐ Oth. Professional ☐ Agriculture ☐ Political / Social Worker

Not categorised-Please specify

12. Organization's Name:

Designation/Profession:

Nature of Business:

13. Annual Income\* Rs.

14. Net Worth (approx value) Rs.

15. Source of funds ☐ Salary ☐ Business Income ☐ Agriculture ☐ Investment ☐ Pension ☐ Others

16. Religion: ☐ Hindu ☐ Muslim ☐ Christian ☐ Sikh ☐ Others

17. Category: ☐ General ☐ OBC ☐ SC ☐ ST

18. Person with disability Yes ☐ No ☐ If yes, ☐ i. Visually impaired ☐ ii. Differently abled

19. Educational Qualification: ☐ upto 9th Class passed ☐ 10th Class passed ☐ Graduate (Gen.) ☐ Post Graduate (Gen.)

☐ Med. Graduate/Post Graduate ☐ Eng. Graduate/Post Graduate ☐ Law Graduate/Post Graduate ☐ CA/ICWA/MBA/CFA

☐ Computer Degree/Diploma/MCA ☐ Other Professional Degree/Diploma ☐ Illiterate If yes: Identification Marks:

20. Please Tick the Applicable box\*: ☐ Politically exposed Person ☐ Related to politically Exposed Person ☐ None

(Politically Exposed Persons are individuals who are or have been entrusted with prominent public functions in a foreign country e.g. Heads of State / Governments, Senior Politicians / Senior Governments/ Judicials / Military Officers, Senior Executives of State-owned Corporations, Important Political Party Officials, etc.)

21. Country of Tax Residence in India only and not in any other country or territory outside India\* ☐ Yes ☐ No (If No, please fill the FATCA details form - Annexure II)

22. PAN\*  (If PAN is not submitted, submit Form 60 - Annexure I)

B Contact Details (All communications will be sent on provided Mobile No./Email-ID)

Mobile No.  Email ID

STD Tel. (Off):  Tel. (Res):



**C Proof of Identity/Address (Officially Valid Documents) [Please tick the appropriate Box (any one ID type) and give details]\***

☐ A-PASSPORT ☐ B-VOTER'S IDENTITY CARD ☐ C-DRIVING LICENCE ☐ D-Proof of possession of Aadhaar Number (Verification ☐ E-KYC ☐ Offline  
☐ E-NREGA JOB CARD ☐ F-LETTER ISSUED BY NATIONAL POPULATION REGISTER CONTAINING DETAILS OF NAME & ADDRESS

Whether submitted document is equivalent e-document: ☐ Yes ☐ No.

Document No./Identification Number\*

Issued By:

Issue Date:

Expiry Date:

**Only for Foreign Nationals:**

VISA Details (reference No):

Issued By:

Issue Date:

Expiry Date:

Small Accounts: Only Self Attested Photograph

**D Address details ☐ Current ☐ Overseas**

Address type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

Address\*

City/Village\*  District\*:

State:\*  Pin:  Country Name\*

**E Address details ☐ Correspondence ☐ Same as Current/Overseas Address**

Address type\* ☐ Residential/Business ☐ Residential ☐ Business ☐ Registered Office ☐ Unspecified

Address\*

City/Village\*  District\*:

State:\*  Pin:  Country Name\*

**F If the Officially Valid Document (OVD) does not contain current address-please provide any of the documents below. (Not more than 2 months old)**

- ☐ Utility Bill ☐ PPO/FPPO ☐ Property or Municipal tax receipt
- ☐ Letter of allotment of accommodation issued by employer/ issued by State or Central Government departments, statutory or regulatory bodies, Public sector undertaking, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation.
- ☐ Self-Declaration (If Aadhaar is voluntarily provided for identification purpose and current address is different from address available in Central Identities Data Repository Authentication of Aadhaar number using e-KYC authentication facility provided by the UIDAI is mandatory)

Document No.  Date

**G DECLARATION CUM UNDERTAKING CUM SELF-CERTIFICATION**

- I have read the copy of Terms and Conditions of the Account Opening Form given to me. The Terms and Conditions have been explained to me/us and having understood, I accept the same.
- I hereby declare that I have submitted the Aadhaar Card issued by UIDAI voluntarily for identification and/or address proof towards the compliance of KYC norms under the PMLA, 2002
- I hereby consent that the Bank may verify the same with the UIDAI and authorise the UIDAI expressly to release the identity and address through biometric / OTP based authentication to the Bank.

☐ YES ☐ NO (E-KYC authentication and Aadhaar seeding is mandatory for availing DBT benefit)

PHOTO\*  
Please Paste

Recent passport Size  
(Do not Staple)

Signature/Thumb impression of the Applicant  
Please sign in black ink only

Place

Date

**H FOR OFFICE USE**

☐ Documents received ☐ Self-certified ☐ True Copies ☐ Notary ☐ Equivalent e-Documents

I. Self-certification & documents received as part of account opening process have been verified and found correct.

II. Certified that Copy of Terms and Conditions signed by Customer obtained

III. Aadhaar verification: ☐ e-KYC ☐ Offline

IV. Certified that the Implications and conditions for the operation of the account have been explained to the depositor (only in case of illiterate applicant)

v. Threshold Limit

vi. BIS Organisation Code

vii. Customer Segment

viii. Depositor ☐ Illiterate ☐ Blind ☐ Staff

Risk Category\*: ☐ High ☐ Medium ☐ Low

Details of one or two identification marks, if any, such as a mole or scar (mandatory for illiterate applicant)  
In person verification carried out and Signature/LTI of the applicant verified.

Permitted to open CIF ☐

Official Name:

PF No.

Designation

Date

SS No.

Signature



**ACCOUNT OPENING FORM FOR INDIVIDUAL (PART -II)**  
**(SAVING BANK, CURRENT ACCOUNT AND TERM DEPOSITS)**  
 Fields marked asterix (\*) are mandatory. Please fill up in BLOCK letters only and use black ink for signature

(For office use only)

First Applicant Customer ID

Second Applicant Customer ID

Account No.

Date

Bank / Branch to affix rubber stamp of name and code no.

I/We request you to open my / our deposit account with your branch / bank as under: (Tick (V) relevant type of account)

**A Type of Account (In case of current account, declaration cum undertaking, Annexure 3 to be obtained)**

☐ Savings Bank Account ☐ BSBD ☐ BSBD Small Account ☐ Current Account (Individual) ☐ Fixed Deposit / MOD / RD (Please fill point No D 1/2/3) ☐ Caps Gain (SB) (Please fill point No D. 1) ☐ Savings Plus Account

(In case of Current Account, declaration cum undertaking, Annexure III to be obtained)

**B Mode of Operation**

☐ Self ☐ Either or Survivor ☐ Former or Survivor ☐ Any one or Survivor ☐ Jointly Operated ☐ Other \_\_\_\_\_

**For Term Deposit only** ☐ Either or survivor premature withdrawal to survivor ☐ Former or survivor premature withdrawal to survivor

**C Services Required**

**1 ATM-CUM-DEBIT CARD**

1st Applicant ☐ Yes ☐ No

2nd Applicant ☐ Yes ☐ No

Name as would appear on the card

Card Type

1st Applicant	2nd Applicant
a) Rupay <input type="checkbox"/>	a) Rupay <input type="checkbox"/>
b) Visa <input type="checkbox"/>	b) Visa <input type="checkbox"/>
c) Master <input type="checkbox"/>	c) Master <input type="checkbox"/>

Additional Factor of authentication is not mandatory for transactions on International E-Commerce merchants. Card will be supplied with Interantional transactions disabled status which can be enabled with available channel as and when required. Card can be used for Contactless transaction upto limit prescribed by the Banks from time to time without PIN.

**2. CHEQUE BOOK** ☐ Yes ☐ No

(Only for Regular SB/Current Accounts/Caps Gain(SB)  
(Not available for Regular BSBD/Small Accounts)

**3. INTERNET BANKING REQUIRED:**

Transaction rights required

1st Applicant ☐ Yes ☐ No

2nd Applicant ☐ Yes ☐ No

(Available only for singly operated accounts and joint accounts operated by Either or Survivor mode.  
In case of accounts operated as Former or Survivor mode INB facility is available to 1st applicant only)

(Mobile no. is mandatory for services 2 to 6)

**4. SMS ALERTS on Registered mobile number** ☐ Yes ☐ No

**5. PHONE BANKING SERVICES:** ☐ Yes ☐ No

**6. MOBILE BANKING:** ☐ Yes ☐ No

**7. PASSBOOK REQUIRED:** (For Savings Bank Account) ☐ Yes ☐ No

**8. e-Statement (at monthly intervals), in lieu of paper copy:** ☐ Required ☐ Not Required

**D. Term Deposit**

- In Case of Joint Accounts, Income Tax provision will applicable to primary / First Account holder only.
- I/We undertake that in case of term deposits with operating instructions "Either or Survivor", or "Former or Survivor" in line with the operating instructions of the application-cum-deposit slip, premature termination/payment will be allowed to the survivor in event of the death of the either of the depositors or former as the case may be on submission of the death certificate of the deceased depositors along with application without obtaining consent of the legal heirs of the deceased depositors.

**1 Fixed Deposit : For the following products/facilities, please furnish options/details:**

☐ TERM DEPOSIT ☐ TERM DEPOSIT (REINVESTMENT) ☐ ANNUITY DEPOSIT ☐ TAX SAVING SCHEME ☐ CAPS GAIN (TDR)

Amount: Rs.  Rs. (in words).....

Period:  Year(s)  Month(s)  Days

In case of Term Deposit, interest payable\* ☐ Monthly ☐ Quarterly ☐ Calendar Quarter ☐ Half Yearly ☐ Yearly

Maturity instruction@ ☐ Auto renew\* principal & payback interest ☐ Auto renew\* principal & interest ☐ Pay principal & interest ☐ Auto Renew\* with part amount for Rs. ....

\* (Auto Renewal will be done for the similar term at the prevailing interest rate on the date of renewal.)  
 @# (All Interest payable and Maturity instructions options will not be offered by all Banks. Contact respective Banks for the options available.)

Payment instruction (Maturity Proceeds/Residual amount): ☐ By credit to my Bank Account No.  ☐ Issue Banker's Chq / Draft

**2 MULTI-OPTION DEPOSIT SCHEME (MOD) / AUTO SWEEP**

Type of Deposit ☐ Term Deposit ☐ Term Deposit (Reinvestment) Period of Deposit ..... Year(s) ..... Month(s)

I/We hereby give consent for debiting my/our account for recovering service charges as normally applicable to Savings Bank and Current Account.  
 I/We hereby give consent for debiting my/our Savings Bank/ Current Account for creating MODS/AUTO SWEEP as per the Terms and Conditions.

Linked Saving Bank/Current Account No.

Under reverse sweep facility for breaking the MOD, the MOD to be broken by:\* ☐ Last in first out ☐ First in first out

(\* In case the applicant does not opt for any option, Last in first out will be the default option.)

**3 RECURRING DEPOSIT**

☐ Monthly / Core Monthly Installment: Rs.  Rs. (In words) ..... Period:  Years:  Month(s)

☐ Standing Instruction (if any) Debit Account No.

☐ On Maturity, credit proceeds to Account No.

☐ Issue Banker's Chq / Draft Issue STDR for a period of  Year(s)  Month(s)  Day(s)

For the above Term Deposit Account, please deduct applicable TDS from (SB/CA Account No.)



## E Saving Plus Account

Threshold  Resultant Balance  Sweep Multiple

Frequency: ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Bi-Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly

MOD to be broken: ☐ Last in First Out ☐ First in First out

## F. Nomination (If required, fill Form DA-1)

### FORM DA-1 (Nomination Form)

Details of Nomination:

Registration No.

Nomination under section 45ZA of the Banking Regulation Act, 1949 and Rules 1985 in respect of Bank Deposits.

I/We  (Name(s) and Address (es)) nominate the following person to whom in the event of my/our/minor's death the amount of this deposit, particulars of which are given below, may be returned by the State Bank of India,  (Name & address of the branch /office in which the deposit is held.)

☐ I/We want the name of the nominee to be printed on the passbook

Details of Deposit: Type of Deposit:

Account Number:

#### Details of Nominee

Name:

Address of the nominee:

Additional Details (If any):

Mobile Number of the Nominee

Date of Birth of nominee (in case of minor)

Relationship with the Depositor  Age  Years

As the nominee is a minor on this date, I appoint Shri / Smt / Kum.  Age  Years

Address  to receive the amount of deposit on behalf of the nominee in the event of my/our/minor death during the minority of the nominee

(Nomination in favour of other than Individual is Invalid)

(Signature of the Applicant/Thumb impression of the Applicant)

(Signature of the Applicant/Thumb impression of the Applicant)

\*Signature of the first witness

Name:  Signature:

Address

\*Signature of the second witness

Name:  Signature:

Address

(\*Witness are mandatory only in case of the applicant is affixing his/her thumb impression)

Date  Place

☐ I/We do not want to nominate any person in this account

(Signature of the Applicant/Thumb impression of the Applicant)

(Signature of the Applicant/Thumb impression of the Applicant)

## G. DECLARATION CUM UNDERTAKING CUM SELF - CERTIFICATION

- I/We have read the copy of Terms and Conditions of the Account Opening Form given to me / us. The Terms and Conditions have been explained to me/us and having understood, I / we accept the same.
- (In case of Minor Accounts)  
I hereby declare that the date of birth of the minor who is my  and I am his/her natural and lawful guardian/guardian appointed by court order dated  (copy enclosed)  
I shall represent the said minor in all future transactions of any description in the above account until the said minor attains majority. I shall indemnify the bank against the claim of the above minor for any withdrawal/transactions made by me in his/her account.
- I hereby declare that I do not maintain a Basic Savings Bank Deposit Account (BSBDA) with any other Bank/Branch (Applicable in case of BSBDA Account)

Place:

Date:

(Signature of the Applicant/Thumb impression of the Applicant)

(Signature of the Applicant/Thumb impression of the Applicant)

## FOR OFFICE USE/ATTESTATION

(for office use only)

Open Account

Date:  (Authorised signatory)

i) Internet Banking (INB) Kit No.:

ii) INB Viewing rights ☐ Transaction rights ☐ given on:

iii) ATM Card data transmitted on:

iv) Nomination Serial No.:

v) Threshold (KYC) limit:

vi) Phone Banking

INITIALS

INITIALS

INITIALS

INITIALS

INITIALS

INITIALS

Queue No. Initials

Account

CIF Linking

Personalised Cheque

RINB

MBS

SMS Alert

Removal of Posting

Scanning



## TERMS AND CONDITIONS FOR OPENING OF DEPOSITS ACCOUNTS

1. I affirm and declare that I have read over and understood the rules and regulations of the "Bank" and those relating to various services offered by the Bank including but not limiting to debit card/Internet Banking/SMS banking/Tele-Banking/Mobile Banking/Virtual Banking and any other facilities. I agree to abide by the same as amended/modified from time to time by the Bank/Regulator/Government published through circulars, notifications, notice board/websites/newspaper publications, etc. I waive the rights, if any, to have personal notice in respect of such amendments/modifications. I agree that the transactions and requests executed in my account(s) through internet, mobile, tele-banking or virtual banking under my User ID and password/PIN/OTP will be legally binding on me & I am responsible for the maintenance of secrecy and confidentiality of the authentication credentials and any other information/details/OTP/PIN, etc., in such matters. I agree that Bank has got all the rights to debit my account for any service charge, expenses or other dues which the Bank is entitled/liable to recover from me. I also authorise the Bank and agree to close/discontinue my account without any notice to me (under normal circumstance, bank will not close account without giving 30 days notice indicating reason for closure). I hereby undertake to inform the Bank on any change in my communication address or constitution.
2. In respect of accounts opened on the basis of Aadhaar details, I hereby declare that I have submitted the Aadhaar Card issued by UIDAI voluntarily for identification and/or address proof towards the compliance of KYC norms under the PMLA, 2002 and I hereby consent that the Bank may verify the same with the UIDAI and authorise the UIDAI expressly to release the identity and address through biometric authentication to the Bank. I wish to seed this account with NPCI mapper to enable me to receive Direct Benefit Transfer (DBT) including LPG subsidy from Govt of India (GOI) in this account. I understand that if more than one benefit transfer is due to me, I will receive all the benefit transfer in this account.
3. I confirm and declare that I am not prevented/prohibited/restricted by any applicable legal/regulatory/contractual or other provisions from opening and/or maintaining the accounts or to transact with the Bank in any other way.
4. I agree that my personal KYC details may be shared with Central KYC registry or any other competent authority. I hereby provide my consent to download the KYC records from the Central KYC Records Registry (CKYCRR) by using the KYC Identifier as submitted by me or retrieved through CKYCRR by using the information provided by me in the Customer Information Sheet (CIF). I hereby provide my consent to use the downloaded KYC information for opening of CIF and Accounts. I hereby consent to receive information from the Bank/Central KYC Registry/GOI/RBI or any other authority through SMS/e-mail on my registered mobile number/ e-mail address. I also agree that the non-receipt of any such SMS/e-mail shall not make the Bank liable for any loss or damage whatsoever in nature.
5. I hereby certify that I have declared my status as per the rules applicable under section 285BA of the Income Tax Act, 1961 as notified by Central Board of Direct Taxes (CBDT) vide Notification No. S.O. 2155(E) dated 7 August 2015 and RBI Circular Ref No. DBR.AML.BC.No.36/14.01.001/2015-16 dated 28 August 2015 in the matter including any subsequent modification/amendment thereof.
6. I understand, acknowledge and authorize that as per the provisions of Income Tax Act, Rules made thereunder and the guidelines issued by the Government/RBI in the matter, depending upon the residential status and/or other criteria stipulated therein, the Bank may have to report the details in respect of my account(s) as per the prescribed format to the Central Board of Direct Taxes (CBDT) or other Government Agencies to comply with the obligations as per the Inter-Governmental Agreements (IGA) in respect of Foreign Accounts Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) and/or any other similar arrangements.
7. I certify & declare that the information provided by me for opening loan account and availing other services herein or through website/electronically as applicable to me signed/authenticated by me as well as in the documentary evidence provided by me for opening loan account and availing other services are, to the best of my knowledge and belief, true, correct and complete and that I have not withheld any material information that may affect the assessment/categorization of my account as a U.S. Reportable Account or Other Reportable Account or otherwise. In case any of the information or details provided by me is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
8. I undertake the responsibility to declare and disclose immediately and in no case beyond 30 days from the date of change, any changes that may take place in the information provided herein/or otherwise, as well as in the documentary evidence provided by me or if any certification becomes incorrect or undergoes a change. I further undertake to provide fresh and valid self-certification along with documentary evidence as and when so required; nevertheless all declaration and undertaking given herein will also be applicable to all such modified/amended document/information provided by me unless revised self-certification as above is provided to the Bank.
9. I also agree that my failure to disclose any material fact/information known to me now or in future or my failure to remedy any deficiency in documents/information/other details within the stipulated period, may invalidate me from transacting in the account and the Bank would be within its right to put restrictions in the operations of my account or to close it or to report to any regulator and/or any authority designated by the Government of India (GOI)/RBI for the said purpose or take any other action as may be deemed appropriate by the Bank under the guidelines issued by CBDT/RBI/GOI from time to time.
10. I also agree to furnish and intimate to the Bank any other particulars that are called upon me to provide on account of any change in law either in India or abroad in the above matter or otherwise.
11. I shall indemnify the Bank from any loss/damage that may be caused to the Bank on account of any defect/mistake in the details provided herein or on account of providing incorrect or incomplete information by me.
12. I undertake to submit data/information together with fresh KYC documents for updation of KYC details at periodical intervals as may be required by the Bank.
13. I understand that the account will be activated and debits will be allowed only after completion of Customer Due Diligence relating to KYC by the Bank.
14. In case the account is opened without PAN, I undertake to submit PAN on or before such date as may be notified by the Government of India, failing which the account shall cease to be operational till the time PAN is submitted, as per Prevention of Money -Laundering (Maintenance of Records) Rules 2005. PAN details are mandatory for conducting International / Forex transaction through account.
15. In case, deemed OVDs are submitted for Current Address at the time of Account opening, I undertake to submit Aadhaar or any of the OVD having Current Address within 3 months from the date of account opening, failing which I understand that my account may cease to be operational as per GOI guidelines at the material time.
16. I have received the Welcome Kit containing INB Kit and ATM card/cheque book and understand that in case of any misuse/misplacement of the contents of the Kit, the Bank will not be liable for any loss/damage.
17. I hereby certify that the Savings Bank Account would be used by me to route transactions of only non-business/non-commercial nature. In the event of occurrence of such transactions or any such transactions that may be construed as commercial/business/dubious or undesirable, the Bank reserves the right to unilaterally freeze operations in such accounts and/or close the account.
18. I have been advised of Average Monthly Balance (AMB) requirement for the account to be opened and given to understand that these requirements are subject to revision/changes and such revision/changes will be uploaded in the Bank's site which will be acceptable to me as a notice to that effect.
19. I confirm that the product features of BSBD account have been explained to me (applicable to BSBD account applicant).
20. Applicable for Small Accounts: I understand that this account shall remain operational initially for twelve months, can be extended for further twelve months on submission of evidence applied for OVD. The entire relaxation/ provisions shall be reviewed after twenty four months.
21. I have been advised that if I do not provide my mobile number, I will not be eligible for any facility of electronic transactions other than ATM cash withdrawals.
22. (Applicable for accounts opened for credit of Social Welfare Benefits)  
I understand that this account will be opened under BSBD category. I also understand that in case, I do not wish to continue in this BSBD account, and switch over to Regular Savings Bank account, I will have to maintain the Average Monthly Balance (AMB) applicable for Regular Savings Bank Account. I therefore undertake to maintain AMB in the account if I switch over to Regular Savings Bank Account from BSBD.
23. (Applicable for accounts opened in the name of Minors)  
I understand that the requirements of Average Monthly Balance (AMB) and penalty for non-maintenance will be applicable in this account once the applicant becomes Major. I therefore undertake to maintain Average Monthly Balance (AMB) from the date of attaining majority.
24. I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately in case any of the above information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it.
25. I understand that in the event of failed Standing Instruction for Loan Repayment / dishonour of a cheque/NACH/ECS due to lack of funds / insufficient funds on 04 occasions during financial year no fresh cheque book would be issued, closure of account may also be considered.
26. I/We confirm that the product features of account have been explained to me
27. I acknowledge receipt of rules and regulations of Savings Bank Account.

(Signature of the Applicants/Thumb Impression of the Applicants)

(Signature of the Applicants/Thumb Impression of the Applicants)

### ACKNOWLEDGEMENT DA-1

We acknowledge receipt of nomination made by you in favour of:

Name of the Nominee..... Age..... Years.....

Date:  
Yours faithfully

With respect to your Account Number

Registration No.

Signature of Bank Official with Seal



**Know Your Customer Guidelines**

Any person fulfilling account opening requirements may, upon agreeing to comply with the prescribed rules, open a Savings Bank Account, provided she/he furnishes proof of identity and proof of address as required by the Bank.

**Nomination & Survivorship Facility**

The nomination facility is available on Savings Bank Accounts and the account holders are advised to avail of this facility for smooth settlement of claim by legal heirs in unforeseen circumstances. Nomination can be made in favour of only one nominee. In case they do not wish to make a nomination, the fact should be recorded on the account opening form under their full signature. Joint account with survivorship benefit can be operated by the survivor, in such circumstances. Types of Accounts, Balance Stipulation & Service Charges The applicants can open an account either with chequebook facility or without chequebook. The current monthly average balances prescribed for SB accounts and the charges prescribed for non maintenance of minimum balance, are available at the Banks website and Contact Centre. The information can also be obtained from Branches. There is no ceiling on maximum balance in Savings Bank account, except for Minors account.

**Minors Accounts**

Minors who can adhere to uniform signature and are not less than ten years old can open accounts in their single name and maintain therein a maximum balance of Rs. 10,00,000/- (Rs. Ten lacs only). Minors may open joint accounts with their guardians.

**How To Open An Account?**

In ordinary course, applicant(s) should attend the Bank personally for completion of formalities for opening the account. They will duly fill in and sign the prescribed application form. Applicant(s) should submit KYC documents, declaration as applicable for RBI/CBDT and two copies of his/her/ their recently taken passport size photographs. Applicants can also apply for opening an account online. Account holders signatures must be legible and well formed. Signatures should not be in capital or block letters. Each account will be given a distinctive account number. While dealing with the Bank, this number should be invariably quoted by the account holder(s). The account holders, in their self-interest, are expected to adhere to uniform signature as per specimen recorded with the Bank while operating the accounts and addressing any correspondence to the Bank.

**Pass Book**

The pass book and cheque book supplied to the account holder should be kept in a safe place. The Bank will not be responsible for any loss or incorrect payment attributable to the account holders neglect in this regard. For withdrawing cash by means of a withdrawal form, the pass book must be presented. Withdrawals using cheque forms and Debit card can be effected without pass book. Deposits may be made without production of the pass book. Pass book should be got updated regularly. The pass book will be returned to the account holder immediately after completion of the transaction duly updated. In case it is not collected within a weeks time, it will be returned to them by Registered A.D. post/ Courier at their cost. The account holders should carefully examine the entries in their pass books and draw the Banks attention to errors or omissions, if any. Duplicate in lieu of the lost or mutilated pass book may be issued on receipt of a written request from the account holder after necessary enquiries, completion of formalities and recovery of prescribed charges. The current charges prescribed for this are available at the Banks website and Contact Centre. This information can also be obtained from Branches.

**Cheque Book**

The Bank will issue the first cheque book after completion of all formalities with regard to opening of the account. Bank shall issue Cheque Book subject to recovery of charges as applicable. The current charges prescribed for this are available at the Banks website and Contact Centre. This information can also be obtained from Branches. The account holders must use only the cheques from the cheque books issued to them by the Bank. The Bank reserves the right to refuse payment of any cheques drawn otherwise. Ordinarily, Bank will not issue more than one cheque book at a time or before exhausting all or nearly all cheque leaves issued previously. Cheques must be written legibly. Stop payment instructions in respect of cheques issued or lost can be registered with the Bank on payment of a prescribed service charge. The current charges prescribed for this are available at the Banks website. This information can also be obtained from Branches.

**General**

Savings Bank account is essentially a facility to build up savings and hence must not be used as a Current Account. Bank may close an account should it have any reason to believe that the account holder has used her/his account for a purpose for which it is not allowed.

**Deposits**

Only three cash deposit transactions are allowed free of cost in a month. No restrictions on cash deposit at Non Home branch. No deposit in cash for less than Rs 10/- will be accepted. Cheques, drafts or other instruments drawn only in favour of the account holder will be accepted for credit of the account. Third party instruments endorsed in favour of the account holder will NOT be accepted. No drawings against accepted instruments will be normally permitted until these are realized. In satisfactorily conducted accounts, immediate credit will be afforded for outstation / local instruments upto the value laid down from time to time. The normal collection and out of pocket charges will be recovered. The current limit and charges prescribed for this are available at the Banks website and Contact Centre. This information can also be obtained from Branches. Overdue interest will be recovered for instruments subsequently returned unpaid.

**Withdrawals**

The account holder can withdraw money personally from her/his ordinary Savings Bank Account by using Banks standard withdrawal form. The Pass Book / any OVD must accompany the withdrawal form. The withdrawal form can be used only for receiving payments by the account holder himself/ herself. ATM cum Debit card can also be used in ATMs for cash withdrawal. The account holder cannot withdraw an amount less than Rs. 50/-. All withdrawals must be in round Rupees only. Third party payments through withdrawal forms are not permitted. A letter of authority as per the prescribed format, along with the pass book should be sent to the Bank through an authorized representative to receive payment in case the account holder is unable to attend personally to withdraw cash from her/his account. The minimum drawing permitted per cheque form is limited to Rs. 50. The maximum number of free debit entries permitted in an account depends on the AMB in the account or as decided by the Bank from time to time. Charges prescribed for exceeding this limit are available at the Banks website and Contact Centre. This information can also be obtained from Branches. Cash withdrawal can be made from the accounts of the sick, old or incapacitated account holders who are unable to attend the Bank and/or also not able to put their signature or thumb impression for withdrawing cash by completing the laid down formalities.

**Overdrafts**

Overdrafts in Savings Bank accounts may be permitted under exceptional circumstances with prior arrangements only. Cheques drawn in excess of the balance in the account will be returned unpaid. Service charge will be recovered each time a cheque is returned unpaid for want of sufficient funds. Charges prescribed for this are available at the Banks website and Contact Centre. This information can also be obtained from Branches.

**Inoperative Accounts**

Account holders are advised to operate their accounts regularly. Accounts not operated are classified as Inoperative after the stipulated time period of 24 months since last operation. The current prescribed charges in this regard are available at the Banks website and Contact Centre. This information can also be obtained from Branches.

**Standing Instructions**

The account holder can request the Bank for effecting periodical payment of insurance premium, membership fees, etc. by debit to her/ his account on payment of service charges. The current prescribed charges for Standing Instruction are available at the Banks website. This information can also be obtained from Branches.

**Payment of Interest**

As per RBI guidelines applicable from time to time. Interest will be calculated on a daily product basis. Interest will be credited to the account at quarterly intervals. Interest will be paid only if it works out to Rs 1/- or more. There after fifty paise and more will be rounded off to the next higher rupee and anything less will be ignored. In case of accounts frozen by the enforcement authorities, Transfer & Closure Of Account

Accounts may be transferred between branches of the Bank at the request of the account holder(s). Request for closure of account should state the reason for closure. The pass book must accompany such request. Joint accounts can be closed only at the request of all such joint signatories. Service charge at prescribed rate will be recovered if an account is closed after 14 days upto one year of its opening. The current charges prescribed for this are available at the Bank's website. This information can also be obtained from Branches. Accounts can be transferred ONLINE also.

**Change in Rules**

The Bank reserves the right to alter, delete or add to any of these Rules and service charges for which the customer will be duly notified through Bank's website and/or branch notice board.

**Features of BSBD account.**

- i. The deposit of cash at bank branch as well as ATMs/CDMs
- ii. Receipt / credit of money through any electronic channel or by means of deposit / collection of cheques drawn by Central / State Government agencies and departments.
- iii. No limit on number and value of deposits that can be made in month.
- iv. Minimum 4 withdrawals including ATM withdrawals
- v. ATM Card or ATM-cum-Debit Card





कर्मचारी भविष्य निधि संगठन  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(Ministry of Labour and Employment, Govt. of India)  
क्षेत्रीय कार्यालय, कांदिवली - पूर्व  
REGIONAL OFFICE, KANDIVALI - EAST



4 से 7 मंजिल, एम्.टी.एन.एल. बिल्डिंग, डॉ. बाबा साहेब आंबेडकर रोड, चारकोप, सेक्टर 8, कांदिवली(प), मुंबई - 67  
4th to 7th FLOOR, MTNL BUILDING, Dr. BABASAHEB AMBEDKAR ROAD, CHARKOP, SECTOR 8, KANDIVALI (W) MUMBAI-400067  
Tel No. 022-2860 8401 Email id : ro.kandivali2@epfindia.gov.in

No.PF/RO/KND-E/SSA/Prov.App.Letter/HRM-I/2023-24/217

Date:22/01/2024

**PROVISIONAL APPOINTMENT LETTER**

**Subject: Provisional appointment to the post of Social Security Assistant in Level- 5 of Pay Matrix in the Employees' Provident Fund Organisation.**

Consequent upon selection to the post of **Social Security Assistant in Level-5 of Pay Matrix (Stage-I)**, **Shri SAHIL KUMAR** is provisionally appointed as Social Security Assistant in RO, Kandivali-East, 4<sup>th</sup> to 7<sup>th</sup> MTNL Telephone Exchange Building, Dr. Babasaheb Ambedkar Road, Charkop, Sector-8, Kandivali (West), Mumbai- 400067, Employees Provident Fund Organisation in Maharashtra State on acceptance of the terms and conditions issued vide Regional Office, Kandivali-East Letter No. PF/RO/KND-E/EWS/HRM-I/2023-24/209 dated 21/01/2024. (Offer of Appointment)

2. **Shri SAHIL KUMAR** shall be on probation for a period of two (02) years from the date of his joining the post. The successful completion of the period of probation not only requires passing the requisite departmental probationary examination for Social Security Assistant but also completion of prescribed training programmes. His services are liable to be terminated in case he fails to qualify the probationary examination within period of probation or extended period of probation. On successful completion of probation, he would be considered for appointment on a substantive basis to the post of Social Security Assistant in the Employees Provident Fund Organisation.

3. Your seniority among other candidates selected by the Employees' Provident Fund Organisation will be determined in accordance with the rank assigned by the Employees' Provident Fund Organisation in the select list and is further subject to the provisions contained in the Employees' Provident Fund (Officers and Employees Conditions of Service) Regulations, 2008 and Employees' Provident Fund Staff (Fixation of Seniority) Regulations, 1989.

4. The appointment is provisional and is subject to verification of the Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Economically Weaker Section (EWS) / Person with Benchmark Disabilities (PWBD)/ Ex-Servicemen (Ex-SM) category certificate through proper channel. If the verification reveals that the claim of SC/ST/OBC/EWS/PWBD/ Ex-SM, as the case may be, is false, the services of the official will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the



Indian Penal Code for production of false certificates. On your appointment to the post of Social Security Assistant, your pay will be fixed as per rules.

5. The provisional appointment is further subject to the satisfactory receipt of Police Verification Report from concerned District Authorities as per the details indicated by you in the 'Attestation Form'. In case character and antecedents of the candidate are found not verified or any false information is given by the candidate in his self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal /legal action will also be taken, as a consequence. Further, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, the Appointing Authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any Government employment and Appointing Authority shall undertake other criminal /civil/legal action, as per provisions or Indian Penal Code (IPC) etc. as deemed fit.

6. The provisional appointment is further subject to submission of original relieving order from the present employer if applicable.

7. In case if the candidate fails to join within seven days at RO, Kandivali-East of the receipt of this letter, his candidature may be cancelled without any further notice.

8. The candidates are informed that due to rationalization of offices under Mumbai-1 and Mumbai-2 Zones and redistribution of staff within Zones, there is a possibility of change of place of posting among offices under both the Zones.

9. Further, this provisional appointment is subject to submission of the medical certificate of fitness issued by the appropriate Medical authority for appointment to the post of Social Security Assistant within a month of issue of this letter.

10. The candidate while joining is required to submit original documents pertaining to Educational Qualification/Caste Certificate/Caste validity/NOC etc. for verification, the copies of which were submitted at the time of initial Document verification.

  
(Sudhir N. Ganvir)

Regional P. F. Commissioner -I/OIC  
Regional Office, Kandivali- East

To,  
**Shri SAHIL KUMAR**  
Application No. 234510010934  
Address:  
VPO Chhara,  
District- Jhajjar, Haryana - 124504

Copy to :

1. Addl. C.P.F.C., Mumbai-I (HQ), Bandra
2. Addl. C.P.F.C., Mumbai-II, Thane
3. Personal File/Service Book.



**Cisco Systems India Pvt. Ltd**  
**Payslip for the month of Nov 2023**

Name:	Anmol Yadav (Contractual)	Bank Name:	PNB Bank
Join Date:	01 Nov 2023	Bank A/C :	1509006900001988
Designation:	UX Designer	PF No.:	
Department:	Development	PF UAN:	
Location:	Noida	ESI No.:	
Effective Work Days:	30	PAN No.:	AWQPY0359L
Days In Month:	30	LOP:	0
Earnings		Deductions	
	Full	Actual	Actual
BASIC SALARY	50,000.00	50,000.00	PF
HOUSE RENT ALLOWANCE	-	-	-
CHILDREN EDUCATION ALLOWANCE	-	-	
ADDITIONAL ALLOWANCE	-	-	
Total Earnings:INR.	50,000.00	50,000.00	Total Deductions:INR.
		0.00	
Net Pay for the month ( Total Earnings - Total Deductions): 50,000.00			
(Rupees -Fifty Thousand, Only)			

This is a system generated payslip and does not require signature.





L I F E I N S U R A N C E C O R P O R A T I O N O F I N D I A

Employee Pay-Slip for the month of 1/2024

11L - VIJAY NAGAR NARELA - (Finalized)

Name : MR. DEEPAK KUMAR

S.R.NO : 101429

Designation : 1728

Department : 37

PAN : XXXXX4918N

Bank A/C No : XXX...938

Benefit Type : Defined Contribution Pens

Earnings	Amount	Deductions	Amount
Basic Pay	35650.00	GTIS'97 Risk Pr	270.00
Cadre Spl. Allo	3200.00	GIS PREMIUM	2480.00
D A	21538.44		
H R A	3565.00		
C C A	1069.50		
F C A - Class 2	2050.00		
SR A/C Debit	0.06		
Gross Earnings	67073.00	Total Deductions	2750.00
		Net Salary	64323.00

'GO GREEN', Please consider the environment before printing

This is a computer generated statement.

June 28, 2022

Ref.:Mathematics/2022040426

**MR SANDEEP VISHWAKARMA,**  
VILLAGE+POST-BRIDGEMANGANJ NEAR KAALI MANDIR,  
MAHARAJGANJ , UTTAR PRADESH , 273157  
PHONE: 9460563783.

**Sub: Offer of Appointment for a Faculty Position at FIITJEE**

Dear **MR SANDEEP VISHWAKARMA,**

**We are pleased to inform you that you have been selected for appointment for the above mentioned position at FIITJEE.** Your joining date at **FIITJEE** will be **July 5, 2022.**

Your salary & service conditions at **FIITJEE** will be governed by the 'Service Contract', 'Pay, Allowances and Perquisites Policy' and 'Manual of Code of Conduct' attached herewith. Proforma for providing surety is also enclosed.

If you accept this offer of appointment, send in your confirmation by email (corporate@fiitjee.com) well in advance. You will be required to report for joining alongwith the duly filled joining proforma (Annexure 'A'), two character certificates-cum-references (Annexure 'B'), other annexures and such other documents and photographs as required, at **FIITJEE** Corporate Office, Vasisht House, 7/2 Begumpur, Sarvapriya Vihar, New Delhi- 110017, on **July 5, 2022** at 10:30 am. Please bring all the documents duly completed. You will be required to sign it in the presence of the concerned **FIITJEE** official. You can keep photocopies of the same for yourself as well as records of the person signing the surety bond for you. Thereafter, you have to report at **Delhi (South)** accordingly.

The offer has a regular salary and additional performance based significant annual rewards. **Your future growth shall be governed by your performance and attitude.** At **FIITJEE** based on your expertise you can have a very high growth comparable with the best in India.

In case you have to give a notice to your employer or pay in full or part in lieu of the required notice period we shall compensate you for the same, as per rules, on furnishing us copy of resignation, photocopy of the cheque (cash payment will not be acceptable) given for this purpose, bank confirmation for the clearance of the same, letter of appointment and copy of service rules applicable to you, as well as the receipt from the employer specifically mentioning the amount and the purpose for which paid. You will also be reimbursed 3 tier - AC Train Fare / Air Fare (Economy Class). The fare will be reimbursed (on confirmation) by the shortest route (or by any other mode of travel whichever is less) for yourself only, as per rules, on production of the **ticket in original**. The Air Fare will be reimbursed subject to maximum upto Rs. 4500/- for distance upto 500 km and upto Rs. 6500/- for distance above 500 km.

In case you have any problem and need assistance, do not hesitate to contact us at **9810405910** or **9810599839**.

Wishing you all the best for a brilliant career at **FIITJEE**.

Yours sincerely,



**(Ashish Kr. Aggarwal)**

**Authorized Signatory**

- Note 1: You have to make arrangements of your stay on your own. However, we may assist you in giving the details of possible options regarding accommodation, which are in our knowledge.
- Note 2: Eligible candidates have to submit the railway/air travel tickets for claiming the reimbursement of travel expenses.
- Note 3: Eligible candidates have also to submit the Boarding Pass (stamped by the Airport Authority) for claiming the reimbursement of air fare expenses.





केंद्रीय विद्यालय संगठन  
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)  
**Kendriya Vidyalaya Sangathan**

(An Autonomous Body under Ministry of Education, Government of India)  
जबलपुर संभाग : जी.सी.एफ. एस्टेट, जबलपुर - ४८२ ०११ (म.प्र.)  
Jabalpur Region : GCF Estate, Jabalpur - 482 011 (MP)  
(URL: <https://rojabalpur.kvs.gov.in/> :: E-Mail: [dc@kvsrojabalpur.in](mailto:dc@kvsrojabalpur.in))

Phone No.: - 0761-2678381

No. F. 22042/DR/2023/KVS(RO)JBP/ADMN/ 166 - 169 Dated: 27.10.2023

REGISTERED/ SPEED POST

**MEMORANDUM**

**SUB: -OFFER OF APPOINTMENT TO THE POST OF PGT-ENGLISH**

With reference to his/her application, Mr/Mrs/Ms. **SAZIDA** is hereby informed that he/she has been selected for appointment against a temporary post of PGT-ENGLISH in Kendriya Vidyalaya Sangathan in the pay matrix/level 8 (Rs. 47600-151100/-) (7<sup>th</sup> CPC) and initially posted at Kendriya Vidyalaya **JAMUNA COLLIERY** in Jabalpur Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.

3. No TA/DA will be admissible while initially joining the Sangathan as PGT-ENGLISH at the place mentioned in the first para of this memorandum.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.



6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.

8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned.

10. In case of any dispute or claim against the Kendriya Vidyalaya Sangathan, in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction.

11. If he/she accepts the offer on the terms and conditions as mentioned in this offer, he/she should join the Kendriya Vidyalaya mentioned overleaf on or before **18.11.2023**. Necessary proforma for the purpose are enclosed which should be submitted to the Principal concerned, after getting the same duly completed at the time of joining. **If the offer is not accepted or the appointee does not report for duty at the above named Vidyalaya by 18.11.2023 this offer of appointment will automatically stand withdrawn and no further correspondence will be entertained from him/ her in this regard.**

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.

13. He/she will be liable to be transferred anywhere in India.

14. His/her appointment will be subject to biometric verification at the time of joining which will be taken up by the recruiting agency.

15. He/she will not request for transfer before completion of tenure at the present place of posting on initial appointment or as per the transfer policy of Kendriya Vidyalaya Sangathan.

16. It is also made clear that representation for change in the place of posting will not be entertained under any circumstances. At the same time extension of time to join the post (except under exceptional circumstances) will also not be considered.



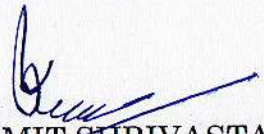
17. For subsequent promotion, the incumbent will have to acquire the requisite academic and professional degree(s) from recognized University, as per the applicable rules and regulations.

18. The appointment is provisional and subject to outcome of following Court cases on relevant matter before the Hon'ble Courts in India.

*The selection/offer of appointment shall be subject to the outcome of OA/WP No. 7173/2023*

19. The following documents are required to be submitted mandatorily to KVS at the time of joining and the appointment is subject to verification: (The formats are enclosed along with this letter.): -

- I. Character and Antecedents verification form along with 03 recent photographs. The form is to be collected by the Principal of the KV who will send the same to the concerned authority/ DM of the District to which the candidate belongs, immediately to get it verified. It may be ensured that the verification report is received at the earliest.
- II. Medical fitness certificate issued by the District Medical Officer or a medical officer of equivalent status or the Chief Medical Officer in respect of the candidates mentioned at Para 2.
- III. Acceptance of Offer of Appointment.
- IV. Oath of Allegiance.
- V. Statement of movable and immovable properties and liabilities.

  
(SOMIT SHRIVASTAV)  
DEPUTY COMMISSIONER

Encl. As above.

**SAZIDA**  
S/o / D/o FATEH MOHAMMAD  
D2/296, NEHRU VIHAR,  
NORTH EAST DELHI,  
DELHI - 110094  
Mobile No. - 9717511506  
E-mail - saazida971@gmail.com

**Copy forwarded to: -**

1. The Principal, Kendriya Vidyalaya, **JAMUNA COLLIERY** The date of joining of the candidate may be intimated to the Regional Office concerned immediately after the candidate reports for duty. In case he/she does not join by the stipulated date, this office should be informed accordingly on e-mail. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his/ her duties only after



verification of the eligibility and educational qualification etc from their original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificate mentioned in para 8 of the order. Principals are also requested to check the original certificates in respect of the qualifications of the appointee employees and satisfy themselves that the appointee possesses requisite qualification for the post he/ she is appointed to.

2. The Principal, Kendriya Vidyalaya, In case Sh/Smt/Ms. **SAZIDA** accepts the offer of appointment, he/she should be relieved immediately with the instructions to join his/her new post under intimation to the concerned Principal/RO. If the appointee is not working at present in this Vidyalaya, this memorandum may be sent to the concerned Vidyalaya forthwith under intimation to RO and Sangathan (HQ).

3. The Assistant Commissioner (Estt.II/III), KVS (HQ) New Delhi for information.

4. Office order file.



**DEPUTY COMMISSIONER**





Date: 18th May, 2023

Name – Shweta Yadav

Workday ID – 102861

**EXPERIENCE & RELIEVING LETTER**

This is to acknowledge the receipt of your resignation and acceptance of the same. We appreciate and thank you for your valuable contribution towards **AML RightSource India Private Limited**, during the course of your employment tenure from **14th March, 2022 to 13th April, 2023**.

You are hereby relieved from all your roles and responsibilities as **“Associate Analyst I”** with effect from the closing working hours of **13th April, 2023**.

You have resigned on your own accord and during the tenure of your service we found you to be sincere, resourceful, motivated, duty-bound, and competent.

We wish you all success in your future endeavors.

Regards,

DocuSigned by:  
  
04383E4795CC455...

**Kevin Kerl**  
**Executive Vice President, CAO**  
**Human Resources**  
**AML RightSource India Private Limited**

**Office: New Delhi**

AML RightSource India Pvt Ltd  
A-41 Mohan Cooperative Industrial Area  
Main Mathura Road  
New Delhi - 110 044

**Registered Office:**

R. K Complex, 2nd Floor,  
No. 152 KHB Colony,  
Koramangla 5th Block,  
Bangalore - 560095, Karnataka, India

**Tel:** +91-11-4475-5517

**Email:** [hr.ind@amlrightsource.com](mailto:hr.ind@amlrightsource.com)

**Web:** [www.amlrightsource.com](http://www.amlrightsource.com)

**CIN:** U74995KA2021FTC149582

No. ....

Date .....

**MyGov/DIC/HR /2023-24/258**

**31<sup>st</sup> October, 2023**

**E-File No.: E-3088501/MG/40/2022-MyGov**

**Ms. Sourodipta Chakraborty**  
**New Delhi - 110024**

**Letter of Contract**

**Dear Sourodipta,**

It is our pleasure to inform you that based on the recommendation of the selection committee at **MyGov/Digital India Corporation (hereinafter referred to as DIC)** it has been decided to offer you the position of **"Associate (Social Media Content Writer/Reel Creator) in Creative & Distribution, MyGov/DIC"** at Level E1 in MyGov/DIC on contract basis. You will be on contract for **2 (Two) years from the date of joining or in co-terminus tenure with MyGov/DIC, whichever is earlier.** You will be under probation for the period of ninety calendar days from the date of joining. The period of probation can be reduced or increased by MyGov/DIC and shall be solely based upon your performance. After successful completion of initial contract period, contract will be extended based on your performance. The detailed terms of Contract are provided in the enclosed **Annexure-I** (hereinafter referred as **"Contract"**).

Please note that the compensation package consists of 6 (six) components namely, Basic Salary, Allowances, HRA, Provident Fund, Group Health Insurance and Gratuity, more particularly described in the enclosed **Annexure – II**. The basic and allowances put together form the fixed component.

You are requested to inform us regarding your acceptance of contractual terms within 3 days from the date of receipt of this letter through an email.

Please communicate your date of joining. We look forward to your joining the MyGov/DIC team & you wish you a long-term association.

**Yours Sincerely,**

  
**Shobhendra Bahadur** 31/10/23  
**Director, MyGov**



## ANNEXURE – I

### TERMS OF CONTRACT

**Name** : Ms. Sourodipta Chakraborty

**Designation** : Associate

**MyGov/DIC Grade/Level** : E1

#### **TERMS & CONDITIONS:**

The candidate joining MyGov, under Digital India Corporation, would abide by the terms and conditions of the organization as laid down in relation to conduct, discipline and other matters. He / She will always be required to conduct himself / herself accordingly.

#### **1. Job Responsibilities**

You shall strive to match your performance so as to ensure that the responsibilities are achieved within the agreed time frames to the best satisfaction of the management of MyGov/DIC.

#### **2. Place of Work**

You will be required to report at MyGov/DIC, located at Electronics Niketan, CGO Complex, New Delhi. Your place of work will be **Delhi**. However, you may be required to work at alternative locations within India.

#### **3. Work time**

The engagement is full time and you will be expected to observe the normal office hours. You will be required to work 8.5 hours a day including a 30 minutes break for lunch. Work timing schedule may vary from time to time based on business / Client requirements as specified by the organization from time to time. You may be required to work additional hours during the work week / weekly offs, if required, to fulfill the responsibility of your role. If, for any reason, an employee is required to work remotely, then remote working norms will be applied.

#### **4. Probation Period**

You will be on probation for a period of ninety (90) calendar days from the date of joining which may be extended at the sole discretion of management in consultation with your supervisor/controlling officer at MyGov/DIC. During probation period of ninety (90) calendar days, the

contract may be terminated at immediate notice by either party. After confirmation, the notice period would be thirty (30) calendar days.

#### **5. Termination of Contract with MyGov/DIC**

- i. The Contract will stand terminated in case the existing duration of the contract period is not extended.
- ii. The Contract can be terminated by giving a notice of thirty (30) calendar days either by you or by MyGov/DIC or payment of basic salary in lieu thereof.
- iii. The Contract can also be terminated in case your performance does not meet prescribed standards and deliverables of MyGov/DIC.
- iv. MyGov/DIC may terminate this Contract with immediate effect and without any prior notice if:
  - a. You by any of your act/s of omission or commission/negligence violate the terms of this Contract or MyGov/DIC policies.
  - b. The background verification report is adverse.
  - c. Any documents / declaration given or information furnished by you to MyGov/DIC proves to be false or if you have willfully suppressed or concealed any material information related to your appointment.
  - d. You are convicted of any criminal offence.
  - e. You are found to be on unauthorized absence from duty.

#### **6. Document Submission**

You are required to produce original certificates relating to educational qualifications and work experience for verification, and submit photocopies of the same, as quoted in your bio-data. You are also requested to submit the relieving letter from your last employer at the time of joining MyGov/DIC.

#### **7. Background Verification**

The Contract is valid subject to your clearing the background verification process. At any point of time if the information provided by you is found to be incorrect, the Contract may be terminated with immediate effect.

#### **8. Exclusivity of Contract with MyGov/DIC**

You agree not to undertake any full-time or part-time Contract, as a director/partner/member/employee/consultant of any other organization/entity engaged in any form of business activity without the written consent of MyGov/DIC.

#### **9. Performance Management**

To be eligible for annual increment, an employee should be on rolls of the organization and should not be serving the notice period as on date of issue of annual increment letter. Further, grant of increment is not a



matter of right, and the same shall be at the discretion of the management, in consultation with and with the approval of the Division or Department / Ministry where the employee is posted.

#### **10. Change of Address**

You are required to intimate in writing to MyGov/DIC HR of any change in address within a week from change of the same, failing which any communication sent on the last recorded address shall be deemed to have been served.

#### **11. Handover of Assets/Documents**

At the time of cessation of the Contract with MyGov/DIC, you are required to hand over any assets/documents in your possession, issued by MyGov/DIC.

#### **12. Superannuation**

Upon your attaining the age of superannuation 60 (sixty) years, this Contract will stand automatically concluded.

#### **13. Confidentiality**

- a. The role assigned during the Contract with MyGov/DIC includes information security responsibilities. This includes adhering, maintaining information security as required by the information security policy of MyGov/DIC. Confidentiality of the compensation package you receive should also be observed by you.
- b. You are required to maintain the highest standards of personal conduct and integrity and comply with all MyGov/DIC policies and procedures. Further, you shall not use the trademark, logo etc., of MyGov/DIC in any manner whatsoever (including in newspaper advertisements, pamphlets, etc.) without the prior written consent of MyGov/DIC.
- c. You would also be expected to abide by Conduct Rules which is expected of someone who is working in an organisation that is part and parcel of Government of India.
- d. For purposes of this Contract "Confidential Information" shall be deemed to include all MyGov/DIC records, data and information coming into your possession, or which you have learnt, or had access, or discovered as a result of this Contract with MyGov/DIC.
- e. You shall keep in confidence the confidential information disclosed to you by MyGov/DIC and you will not disclose the confidential information to any third party without the prior written consent of MyGov/DIC and you will use the confidential information only for the purpose of rendering services under this Contract.
- f. After completion of the Contract, you will not use any of the confidential information and other particulars of MyGov/DIC's business, and any other related information in any manner whatsoever in any assignment and will at all times maintain confidentiality of such information.
- g. After the termination of the Contract with MyGov/DIC, you will immediately return all confidential information received from MyGov/DIC or created by you, without retaining any copies or duplicates. You acknowledge expressly, that the confidentiality and secrecy obligations shall be applicable during the term of your Contract with MyGov/DIC

and shall be applicable for an unlimited period of time after the termination of your Contract with MyGov/DIC.

- h. In case, you violate an obligation as set forth in this Contract, MyGov/DIC shall be entitled to seek judicial enforcement of such obligation including, but not limited, to specific enforcement by way of an injunction or other means of interim and/or permanent relief.

#### 14. Other Terms & Conditions

- a. During the tenure of the contract, your services could be deputed at the sole discretion of MyGov/DIC management to any of our Clients or partners or Departments or Ministries to do work pertaining to or incidental to MyGov/DIC.
- b. You are not granted any right or authority to assume or create any obligation or liability, express or implied, on MyGov/DIC or to bind MyGov/DIC in any manner or thing.
- c. You will represent MyGov/DIC before any third party or regulatory agency only upon express written consent to do so and such consent shall specify the nature, scope and extent of your authority to represent MyGov/DIC.
- d. You will indemnify MyGov/DIC and its directors, officers and employees from and against all claims, demands, losses and damages, penalties, expenses and proceedings connected with any act, communication or third-party representation which is at variance with the implementation of this Contract. In all events and under all circumstances, notwithstanding anything hereunder, the liability of MyGov/DIC hereunder for any damage, claim or action shall be limited to the salary paid by MyGov/DIC to you. While on the premises of MyGov/DIC or using the resources such as laptops, data card etc., you would strictly abide by the security policies of MyGov/DIC. Any breach or violations of MyGov/DIC security policies shall be deemed to be a breach of this Contract.
- e. All disputes or differences arising out of this Contract shall, unless settled amicably between the parties hereto, be referred for arbitration by a sole arbitrator to be appointed by MyGov/DIC. The arbitration shall be in accordance with the Arbitration and Conciliation Act 1996, any subsequent modification or re-enactment thereto. The arbitration proceedings shall be at **Delhi** and shall be conducted in English language. The decision of the arbitrator on the dispute shall be final and binding on the parties.
- f. All matters /disputes arising out of this Contract are subject to the jurisdiction of courts at **Delhi** only.



ANNEXURE – II

Name : Ms. Sourodipta Chakraborty

Designation : Associate

MyGov/DIC Grade/Level : E1

Cost To Company (CTC) :- Annual: INR 3,80,923/-

Monthly: INR 31,744/-

Emp Name	Sourodipta Chakraborty	
Grade	E1	
Designation	Associate	
Component Category	Annual	Monthly
Basic	144000	12000
HRA	72000	6000
Allowances (Conveyance, Education, Communication & Others)	122400	10200
<b>TOTAL (A)</b>	<b>338400</b>	<b>28200</b>
<b>RETIRALS</b>		
PF (Employer at Statutory Rate)	21600	1800
Gratuity	6923	577
<b>TOTAL (B)</b>	<b>28523</b>	<b>2377</b>
<b>TOTAL SALARY (A+B)</b>	<b>366923</b>	<b>30577</b>
Group Health Insurance	14000	1167
<b>TOTAL (C)</b>	<b>14000</b>	<b>1167</b>
<b>CTC (A+B+C)</b>	<b>380923</b>	<b>31744</b>

1. Gratuity payable as per Gratuity Act has been added to the existing CTC.
2. Gratuity will be payable only after completion of 5 years of continuous service with the Organization and this will be payable at the time of retirement/resignation.
3. Annual Group Health Insurance premium has been added as an additional benefit to CTC and not as Deduction from the monthly salary.
4. Annual Group Health Insurance premium will be borne by MyGov.
5. Actual pay out to employees will be Basic + HRA + Allowance minus Employee's contribution to PF.



**MADE EASY**  
LEARNINGS PRIVATE LIMITED

**Regd. Office :** 27-B, Pusa Road,  
Metro Pillar no. 118,  
Near Karol Bagh Metro, New Delhi-110060

**Email id :** hr@madeeasy.in  
**Phone :** 011-45124621, 011-45124618  
**Website :** www.nextias.com

Dated: 29<sup>th</sup> Apr 2023

### **OFFER LETTER**

Dear Ms. Surbhi Jain,

We are pleased to offer you the position of **“Student Support Executive”** based on your interview & subsequent interaction with the management on mutually agreed terms and conditions.

Your compensation package has been fixed at **Rs.3,47,400/-** (Rupees Three Lakh Forty-Seven Thousand Four Hundred Only) per annum including all the benefits. All the applicable taxes on the compensation package shall be deducted as per the government rules.

The appointment letter with detailed information on rules and regulations will be given after your joining. This appointment is subject to satisfactory reference checks and clearance from any service agreements that you may have executed, which could have a bearing on your working with us.

Kindly send a confirmation via email as a token of acceptance & report on duties on or before 1<sup>st</sup> May, 2023 at 10:30 a.m. with the following documents for joining process at the address given below:-

1. Copy of all Educational Qualification
2. Date of Birth Certificate
3. PAN Card
4. Medical Certificate
5. Address Proof (Aadhar Card/ Passport/ Driving License)
6. Four Recent passport sized photographs
7. Relieving Certificate from previous employer (if applicable)
8. Last Salary drawn proof with bank statement (if applicable)

**NEXT IAS (a unit of MADE EASY Learnings Private Limited)**

27-B, Pusa Road, Metro Pillar No. 118, Near Karol Bagh Metro, New Delhi-110060.

We welcome you to MADE EASY Group and look forward for your joining.

Best Regards,  
For MADE EASY Learnings Pvt Ltd

Poonam Sharma  
(HR Manager)





**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
"A State University established by the Govt. Of NCT of Delhi"  
SECTOR-16 C, DWARKA, NEW DELHI-110078  
(Personnel Branch-II)



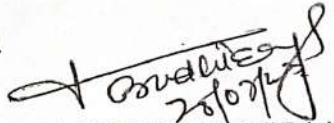
No. F 1(1) (11)/2023/P-II | 2884

Dated 20<sup>th</sup> July, 2023

Consequent upon her joining on the post of Deputy Librarian in the University on deputation basis w.e.f. 23.06.2023 (F/N) in pursuance to University offer of appointment letter dated 24.05.2023 and grant of extra-ordinary leave by Swami Shradhnand College, University of Delhi, Alipur, Delhi for a period of three years w.e.f 23.06.2023 to 22.06.2026, Dr. Neetika Sharma, is hereby taken on the strength of the University as Deputy Librarian, on deputation basis, for a period of three years, w.e.f. 23.06.2023 (F/N).

Further, she is hereby posted in UIRC, Dwarka Campus, GGSIP University till further order.

This issues with the approval of the Competent Authority.

  
(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR (PERS.-II)

No. F 1(1) (11)/2023/P-II | 2884

Dated 20<sup>th</sup> July, 2023

Copy forwarded to following for information and necessary action:-




1. Controller of Finance, Finance and Accounts Deptt., GGSIP University.
2. Incharge Library, UIRC, GGSIP University.
3. Assistant Registrar, Vice Chancellor's Secretariat, GGSIP University
4. Assistant Registrar, O/o Registrar, GGSIP University.
5. Officer concerned
6. Dealing Assistant concerned for updating the incumbency of non-teaching staff, GGSIPU
7. Guard File.

  
(NAVEEN KUMAR BUDHIRAJA)  
ASSISTANT REGISTRAR (PERS.-II)

( उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन )

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

### UGC – NET December 2023 Result

<b>Roll Number:</b>	DL01019551	<b>Application Number:</b>	<a href="#">230520578084</a>		
<b>Candidate's Name:</b>	RITIKA				
<b>Mother's Name:</b>	SARASWATI				
<b>Father's Name:</b>	DIWAN CHAND				
<b>Category:</b>	SCHEDULED CASTE	<b>Person with Disability (PwD)*:</b>	No		
<b>Gender:</b>	Female	<b>Date of Birth:</b>	01-09-2000		
<b>Subject:</b>	Political Science (002)				
<b>No of Candidates in this Subject</b>	<b>Registered:</b>	76659	<b>Appeared:</b>	49849	
<b>Applied For:</b>	JRF(Junior Research Fellowship) & Assistant Professor				
<b>Paper</b>	<b>Maximum Marks</b>		<b>Marks Obtained</b>		
<b>Paper – 1:</b>	100		50		
<b>Paper – 2:</b>	200		126		
<b>Total:</b>	300		176		
<b>Total Marks Obtained in Words:</b>	One Hundred Seventy Six Only				
<b>Result:</b>	QUALIFIED FOR ASSISTANT PROFESSOR ONLY				

VI-Visually Impaired, HI- Hearing Impaired, LM-Locomotor Disability, OD-Other Disability

Date: 18-01-2024

Director (Exams), NTA

**Subject wise/Category wise cut-off for Assistant Professor only and Junior Research Fellowship (JRF)& Assistant Professor Both are available on website.**

**Note:**

1. This electronically generated Score Card is the official result declared by NTA and does not require any signature.
2. Candidate's particulars including Category and Person with Disability (PwD) have been indicated as mentioned by the candidate in the online Application Form



3. Subject-wise Cut-Off is based on the Percentage of Marks Obtained.
4. Those qualified for Assistant Professor will not be considered for the JRF. Candidates who qualify the Test for eligibility for Assistant Professor will be governed by the rules and regulations for recruitment of Assistant Professor of the concerned universities/colleges/State governments, as the case may be.
5. The candidates who qualify for the award of Junior Research Fellowship are eligible to pursue research in the subject of their post-graduation or in a related subject and are also eligible for Assistant Professor. The universities, institutions, IITs and other national organizations may select the JRF awardees for full time research work in accordance with the procedure prescribed by them.
6. Economically Weaker Section (EWS), Scheduled Caste(SC)/Scheduled Tribe(ST)/Persons with Disability(PwD)/ Third gender /Other Backward Classes -Non creamy layer (OBC-NCL), as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website: [www.ncbc.nic.in](http://www.ncbc.nic.in), candidate will be given such special concessions as may be decided by the UGC.
7. Candidates qualifying for the award of Junior Research fellowship will be eligible to receive fellowship of UGC under various schemes, subject to their finding placement in universities/IITs/institutions. The validity period of the offer is three years w.e.f. the date of issue of JRF Award Letter. However, in the case of the candidates who have already joined M. Phil. / Ph.D., the date of commencement of fellowship shall be from the date of declaration of NET result or date of their joining, whichever is later.
8. The National Testing Agency shall not be responsible for any printing error in the publication. While preparing the scores due care has been taken. However, any inadvertent error cannot be ruled out. The NTA reserves the right to rectify any error at a later stage.
9. No separate intimation letter shall be issued.

# जिला सहकारी केन्द्रीय बैंक मर्यादित, छतरपुर (म०प्र०)

आकाशवाणी के सामने छतरपुर (म.प्र.) 471001  
मो. - 9285506001 (महाप्रबंधक) 8349201914 (लेखा कक्ष)

क्र०/स्था./2023/1683

छतरपुर, दिनांक 22-12-2023

## आदेश

आयुक्त सहकारिता एवं पंजीयक सहकारी संस्थायें भोपाल के पत्र क्रमांक /साख/विधि/2021/4164 दिनांक 09.11.2021 शीर्ष बैंक भोपाल का पत्र क्रमांक/मुख्या/सीबीएम/29/बीओ/1698 दिनांक 12.11.2021 के क्रम में संचालक मण्डल की चलित बैठक दिनांक 15.11.2021 के विषय क्रमांक 01 में पारित निर्णयानुसार समिति प्रबंधकों के 50 रिक्त पदों पर सीधी भर्ती की जानकारी प्रेषित की गई थी। म.प्र. राज्य सहकारी बैंक मर्यादित प्रधान कार्यालय भोपाल के पत्र क्र./म.प्र./29/सीबीएम/ बी.ओ./2395 भोपाल दिनांक 21.12.2023 से प्राप्त चयनित समिति प्रबंधकों की सूची के आधार पर स्टाफ उपसमिति की बैठक दिनांक 22.12.2023 के विषय क्रमांक 01 में लिये गये निर्णय अनुसार जिला सहकारी केन्द्रीय बैंक मर्यादित छतरपुर से सम्बन्ध 113 सेवा सहकारी समितियों में रिक्त समिति प्रबंधक के पद पर सातवें वेतनमान के (लेबल 5) प्रारंभिक मूलवेतन रु 22100/- एवं बैंक सेवानियम अनुसार देय अन्य भत्तों सहित प्रतिमाह देय कुल वेतन के आधार पर उम्मीदवार को उपस्थिति दिनांक से दो वर्ष की परीवीक्षावधि पर निम्नलिखित शर्तों के अधीन नियुक्ति प्रदान की जाती है।

S.NO	REGISTRATION NO.	NAME	ADDRESS	EMAIL ID NUMBER
	223083556	VIVEK SINGH S/O TEJBHAN SINGH	MOHINI, MUKUNDPUR JANGAL AMARPATAN, SATNA M.P	Vivek9693singh@gmail.com 8349422212

### नियुक्ति की शर्तें :-

1. नियुक्त उम्मीदवारों को बैंक सेवाओं में प्रथमतः उपस्थिति अपने स्वयं के व्यय पर देना होगी।
2. नियुक्त उम्मीदवार को उसके द्वारा आवेदन पत्र में उल्लेखित शैक्षणिक एवं अन्य प्रमाणपत्रों की मूल प्रति उपस्थिति के समय सत्यापन हेतु प्रस्तुत करना अनिवार्य होगा। मूल प्रमाणपत्र प्रस्तुत न करने अथवा ऑनलाईन प्रस्तुत किये गये दस्तावेजों/जानकारी से प्रस्तुत मूल प्रमाण पत्र सुसंगत न होने की दशा में यह नियुक्ति पत्र स्वतः निरस्त हो जावेगा तथा इस सम्बंध में उम्मीदवार का कोई भी दावा स्वीकार नहीं होगा।
3. नियुक्त उम्मीदवार को पूर्णतः अस्थाई तौर पर दो वर्ष की परीवीक्षावधि के लिये नियुक्त किया जाता है। परीवीक्षावधि में कार्य की समीक्षा समय-समय पर की जावेगी।
4. परीवीक्षावधि में सेवायुक्त का कार्य एवं आचरण संतोषजनक नहीं पाये जाने से अथवा बजट में कमी या अन्य कारणों से पदों के निरस्तीकरण की स्थिति में नियुक्तकर्ता अधिकारी द्वारा परीवीक्षावधि पर कार्यरत सेवायुक्त की सेवाएँ बिना कोई कारण बताए लिखित आदेश द्वारा समाप्त की जा सकेंगी।
5. इस नियुक्ति आदेश के साथ चरित्र सत्यापन हेतु शपथ पत्र का निर्धारित प्रारूप संलग्न है, जिसे उम्मीदवार द्वारा अपनी उपस्थिति के समय प्रस्तुत किया जाना होगा। यह नियुक्ति आदेश, चरित्र सत्यापन रिपोर्ट के अनुकूल होने की प्रत्याशा में जारी किया जा रहा है। यदि चरित्र सत्यापन की रिपोर्ट में नियुक्त उम्मीदवार शासकीय/ अर्द्धशासकीय/निगम/मंडल/सहकारी बैंक सेवा के अयोग्य पाये जाते हैं, तो उनकी नियुक्ति तत्काल प्रभाव से समाप्त की जा सकेंगी।



6. इस नियुक्ति आदेश के साथ पुलिस वेरीफिकेशन हेतु अनुप्रमाणन फार्म परिशिष्ट-1 पर संलग्न है, उक्त फार्म में बांछित जानकारी उम्मीदवार द्वारा भरी जाकर बैंक को 4 प्रतियों में प्रस्तुत करना होगा, यदि पुलिस वेरीफिकेशन में विपरीत टीप प्राप्त होती है, तो सम्बंधित उम्मीदवार की सेवाएँ समाप्त की जावेगी।
7. उपस्थिति के समय स्वयं की एवं आश्रितों की अचल सम्पत्ति के सम्बंध में निर्धारित प्रारूप में विवरण प्रस्तुत करना होगा।
8. उम्मीदवार को कम से कम एक वर्ष तक बैंक सेवा में रहने का अनुबंध रु. 1000/- के नॉन ज्यूडिशियल स्टाम्प पेपर पर निर्धारित प्रारूप में निष्पादित कर उपस्थिति के एक सप्ताह की समयावधि में प्रस्तुत करना होगा (प्रारूप संलग्न है)। इसका पूर्व सेवा से त्यागपत्र देने की स्थिति में उन्हें बैंक द्वारा दिये गये प्रशिक्षण पर व्यय की गई राशि जमा करना होगी।
9. नियुक्त उम्मीदवारों को उपस्थिति के समय राशि रु. 50000/- जमानत स्वरूप सिक्योरिटी डिपोजिट के रूप में बैंक में जमा करना होगी तथा 6 प्रतिशत प्रति माह वेतन से वसूल कर सिक्योरिटी डिपोजिट में जमा की जावेगी जो रु 50000 जमा राशि सहित कुल रूपय 100000 तक की अधिकतम सीमा तक वसूल होगी। यदि उनके द्वारा अनुबंध अवधि के दौरान बैंक की सेवाएँ किसी भी कारण से छोड़ी जाती है तो प्रशिक्षण पर हुये वास्तविक व्यय का समायोजन जमानत स्वरूप रखी गयी राशि सिक्योरिटी डिपोजिट से की जावेगी।
11. नियुक्त उम्मीदवार को बैंक से संबध्य समितियों में (फील्ड वर्क) सेवा में उपयुक्त होने का मेडीकल बोर्ड का चिकित्सा प्रमाण पत्र एक सप्ताह में प्रस्तुत करना होगा।

उपरोक्तानुसार शर्तें मान्य हों तो चयनित उम्मीदवार दिनांक 30.12.2023 (कार्यालयीन समय में) तक बैंक मुख्यालय में उपस्थित होकर बांछित औपचारिकताएँ पूर्ण करें। निर्धारित अवधि में आपकी उपस्थिति ना देने पर नियुक्ति आदेश निरस्त माना जायेगा एवं कोई दावा मान्य नहीं होगा।

इस नियुक्ति आदेश में मध्यप्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के लिये आरक्षण) अधिनियम 1994 के प्रावधानों का पालन किया गया है।

संलग्न - 1. शपथ पत्र।

2. अनुप्रमाणन फार्म।

3. अचल सम्पत्ति विवरण प्रारूप।

4. सेवा-अनुबंध।

क्र०/स्था./2023/ 1683

प्रतिलिपि :-

1. उपरोक्तानुसार पेज 01 पर अंकित संबंधिजन की ओर सूचनार्थ/पालनार्थ।
2. प्रबंध संचालक, म.प्र. राज्य सह. बैंक मर्या. भोपाल की ओर सूचनार्थ।
3. प्रबंधक (लेखा)/सीबीएस कक्ष प्रधान कार्यालय छतरपुर की ओर सूचनार्थ।
4. शाखा प्रबंधक शाखा ..... (समस्त) की ओर सूचनार्थ।
5. व्यक्तिगत पत्रावली।
6. आदेश पत्रावली।

मुख्य कार्यपालन अधिकारी

जिला सह. के. बैंक मर्या. छतरपुर

छतरपुर, दिनांक 22.12.2023

मुख्य कार्यपालन अधिकारी

जिला सह. के. बैंक मर्या. छतरपुर



Dear Reet

Welcome to [American Express](#) ! We are delighted that you have accepted our offer of employment. At American Express, we believe that what you choose to do for a living is the most meaningful decision you can make and we are committed to support you thrive in your unique career journey with us.

#### About American Express

[American Express](#) is a global services company that provides customers with access to products, insights and experiences that enrich lives and build business success.

We make it easier, safer and more rewarding for consumers and businesses to purchase the things they need and for merchants to sell their goods and services through innovative payment, travel and expense management solutions.

#### Working at American Express

We believe the best way to back our customers is to back our people.

When you join American Express, you'll have access to world-class leadership and learning experiences, an opportunity to create a unique career journey shaped by your talent and curiosity, and the ability to engage with great leaders and coworkers who will help you excel in all you do. All this, combined with comprehensive benefits and a culture of inclusion, makes American Express a unique place to come, stay and grow your career.

#### The Powerful Backing™ of American Express.







### IMPORTANT DETAILS

You may get in touch with below contact person in case you have any queries in regards to On-boarding.

Contact Person	Contact Number	Email Address
Vinit Pandey (Non-Tech Specialist)	9463930948	<a href="mailto:Vinit.Pandey2@aexp.com">Vinit.Pandey2@aexp.com</a>
Lucky Kaushik (Campus)	9306511762	<a href="mailto:Lucky.Kaushik@aexp.com">Lucky.Kaushik@aexp.com</a>
Vanshaj Alug (Customer Care Professional)	9899696169	<a href="mailto:Vanshaj.Alug@aexp.com">Vanshaj.Alug@aexp.com</a>
Shivam Bhatia (Credit and Fraud Risk)	9910473133	<a href="mailto:Shivam.Bhatia2@aexp.com">Shivam.Bhatia2@aexp.com</a>
Bhavya Manchanda (Technology)	9599952698	<a href="mailto:Bhavya.Manchanda@aexp.com">Bhavya.Manchanda@aexp.com</a>

### DOCUMENTATION

Please keep the **original credentials** as they are required for validation. **Also for your Background Verification, please ensure that you scan and upload the required documentation to Background Verification vendor.**

#### Documents to bring on your 1st day of joining:

- 1) 5 Passport Size Photographs
- 2) Education-
  - Completed Highest Qualification Degree (Degree Certificate and Provisional degree and all year Mark Sheets – All Attested)
- 3) Employment -
  - Relieving and Experience Letter (evidence of DOJ, Date of Leaving and Last Designation) from last 5 years employment
  - Resignation Acceptance/Resignation Copy (In case last working day is less than 60 days from Date of Joining Amex) of the current organization
  - Universal Account Number (which can be obtained from the ex- employer in case you already have a PF account)
  - Last 3 Months Pay Slips/ Form 16
  - PAN Card
  - Passport/Voters ID card/Birth Certificate
  - **Your name in Government Photo id, previous employment certificates and highest education certificate should match. Else kindly carry name affidavit change or marriage certificate copy**

**If you are unable to provide any of the above mentioned documents, please inform your respective recruiter well in advance so that alternate solution can be advised.**



## **APPOINTMENT LETTER**

August 16, 2021

Dear Arshia Mahajan,

Welcome to Wipro Limited(Company/Wipro)and congratulations on your appointment as **Financial Analyst**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. The Company will during the probation period evaluate your performance periodically. The Company reserves the right to decide on the continuance of probationary period/ your employment, depending on your performance in the appointed post. On completion of the probation period, if the Company at its sole discretion, finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing. Post confirmation you will continue to be in career group - **Trainee-Group A** and after successful completion of the course and meeting requisite performance thresholds you would be allocated to career group - **B1**.
- c. The Financial Analyst program will be for a period of 3 years. During this period, you will be simultaneously pursuing 2 year EPGDBM Finance program with a renowned institution partnering with Wipro for the Step Up program.
- d. The retirement age is 58 years.
- e. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- f. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- g. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- h. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### **2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.



- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subjected to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](https://mywipro.wipro.com)

### 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

### 5. Conflicts of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.

- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

## 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 70% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 70% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 65% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 65% in your



graduation and 65% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 10. Training Agreement:

- a. The letter of appointment is subject to the receipt of the duly executed training agreement from you in the prescribed format including but not limited to the performance of your obligations under the said agreement. Please note that the duly executed training agreements should be submitted by you on or before joining the Company.
- b. Keeping in mind costs incurred by the Company in training you and otherwise in developing your skills or knowledge, it is agreed and acknowledged by you expressively that should you discontinue your employment with the company during the agreement period of **36 months** commencing from the date of your joining, you shall be liable to pay liquidated damages of **Rs.1,40,000/-** (Rupees One Lakh Forty Thousand only) as per the terms of the said Training Agreement, unless decided otherwise at the sole discretion of the Company..

#### 11. Minimum Academic Requirements

- a. You will be eligible to receive Executive Post Graduate Diploma in Business Management with Specialization in Finance from a renowned institution partnering with Wipro for the Step Up program, provided you attend 75% of all contact classes during the course of study in each semester and qualify in mandatory assignments / Quiz & pass all subjects with a minimum score of 50% above during the entire duration of the program.
- b. For any reason, you are not able to meet the minimum attendance criteria or complete the mandatory assignments / quiz in any semester, you are required to repeat the same semester as and when the Company organizes next batch. In such cases, rules and regulations governing academic programs at that time would be applicable to you. Also additional semester's fees shall be borne by you as prescribed by the University.
- c. If you do not achieve minimum marks in any subject, i.e. if your scores are below 50%, you are allowed to appear for that subject one more time during the following semester or a later date as per the discretion of the University. However, if you fail to achieve required marks / grades in three attempts, you would not be eligible for the EPGDBM Finance certification.
- d. If you are not able to take the written exam on the scheduled dates for any official reason / medical exigency, you would be given the option of taking a re-exam during the following semester or any other later date as per the discretion of the University.

#### 12. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

### **ANNEXURE I**

#### **DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:



- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Arshia Mahajan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE III**

### **SALARY OFFER SHEET for Year 1**

**Name:**

**Arshia Mahajan**

**Position:**

**Financial Analyst**

**Career Group:**

**Trainee-Group A**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	8,340
HRA	4,170
Bonus	1,668
Wipro Benefits Plan (WBP)	3,219
<b>Total Fixed Cash</b>	<b>17,397</b>
PF (Employer Contribution)	1,387
Gratuity (5.31% of Basic)	443

<b>Total Fixed Compensation</b>	<b>19,227</b>
<b>Other Compensation Benefits</b>	
ESI (Employer Contribution)	565
<b>Variable Pay</b>	
Target Variable Pay	1,042
<b>Target Cost to Company per month</b>	<b>20,834</b>
<b>Total Cost to Company per annum</b>	<b>2,50,008</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

**a. Your salary offer will be revised on an annual basis provided you attain minimum performance level as per the performance management policy and academic scores as mentioned in clause 11, as per the table below:**

<b>Period</b>	<b>Annual Salary</b>
First year	INR 2.5 Lakhs
Second year	INR 3.5 Lakhs (*)
Third year	INR 5.0 Lakhs (*)

(\*)The increase in compensation at the end of each year of study will be at the discretion of Wipro subject to your satisfactory progress of study, on-the-job performance, acquisition of skills, behavior, regularity and punctuality in attendance for classes and regular work.

In the event the salary is revised, it shall be effective from the 1<sup>st</sup> of the succeeding month and will be credited on 1<sup>st</sup> of next succeeding month. For example, if an employee joins on 10<sup>th</sup> April 2021 and successfully finishes Year 1 and the company decides to revise his salary, the Year 2 salary would be effective from 1<sup>st</sup> May 2022 and will be credited on 1<sup>st</sup> June 2022.

Similarly, if an employee successfully finishes Year 2 and the company decides to revise his salary, the Year 3 salary would be effective from 1<sup>st</sup> May 2023 and credited on 1<sup>st</sup> June 2023.

**b. Apart from the standard salary components, Financial Analysts are also entitled to the following unique Company Benefits to help you manage during exigency.**

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2 lacs per annum.

#### **ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheets and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment with Wipro is subject to the condition that my aggregate marks shall meet the Company's eligibility criteria and the verification of the above mentioned documents upon submission.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

#### **ANNEXURE - V**

##### **Variable Pay - A BRIEF OVERVIEW**

##### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:



For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, Trainee Group A, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This is fixed monthly components of your salary and is taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Nontransferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

##### **1. Leave Travel Allowance:**

Employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs. 50,000.

##### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for prepaid connections will be eligible under this head.

##### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

##### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

##### **5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

**Travel, Accommodation, Food & Other Miscellaneous Expenses****Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*****Medical**

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. This amount is prorated based on the months of joining and exit in a financial year. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.



3. **Annual Health check:** Company paid Annual health checkup program is available for employees above 40 years of age.

**Gratuity Benefit\*\*:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

**Survivor Benefit Pension Program\*\*:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ **Signature** Arshia Mahajan 16/8/2021 3:12 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

20769478



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ए. सी. जी - 61  
A. C. G. - 61

भारतीय डाक विभाग  
DEPARTMENT OF POSTS - INDIA



(देखिए नियम २३७, डाक - तार वित्त पुस्तिका का खण्ड 1, द्वितीय संस्करण)

(See Rule 267, Posts and Telegraphs Financial Hand book, Volume 1, Second Edition)

चार्ज की बदली पर चार्ज रिपोर्ट और नकदी ओर टिकटों की रसीद

Charge Report and Receipt for cash and stamps on transfer of charge

प्रमाणित किया जाता है कि

Certified that the charge of the office of

प्रमाणित किया जाता है कि

चार्ज Assumed (नाम) ने PA Shup

was made over by (name)

(नाम) को Shri Hiten Kumar

to (name)

स्थान Head Post Office  
at (place) Mahabubnagar

तारीख.....को पूर्वह में  
अपराह्न

on the (date) 16/11/2023 fore noon in accordance with  
after

सं. तारीख  
No. 81/RE/PA/CL/2022 Dated 14/11/23

भारमुक्त अधिकारी  
Relieved Officer

के अनुसार दे दिया ।

from SPOs, MBN

भारग्राही अधिकारी  
Relieving Officer

(क.पू.उ.)  
(P.T.O.)

7/11/23  
Assuming Office



**OFFICE OF THE DY. COMMISSIONER OF POLICE: RECRUITMENT**  
**NEW POLICE LINES, KINGSWAY CAMP: DELHI-110009**  
**Telephone No.: 011-27003100-(Ext.-49165), E-mail: recruitmentcellnpl@gmail.com**

**OFFER OF APPOINTMENT**



On the basis of the result of computer based examination and having been declared medically fit by the competent medical authority, the undersigned, as empowered under Delhi Police (Appointment & Recruitment) Rules, 1980, is pleased to offer the appointment (purely on temporary basis) to **Sh./Smt./Ms. PRADUMAN TYAGI S/d/w/o Sh. PANKAJ TYAGI Roll No. 2218056406** for the post of **Constable (Exe.) Male / Female** in Delhi Police on the basis of examination 2023 conducted by Staff Selection Commission in the Group-C in **Pay Matrix Level-3 (Rs.21700-69100)** and other allowances as admissible for the post in an existing vacancy. You will be initially posted/allocated to Delhi Police Academy, Jharoda Kalan, New Delhi.

Your appointment is governed under the Delhi Police Act, 1978 and the Rules made there under. You will also be governed by the Central Civil Service (Temporary Services) Rules-1965 and CCS (Conduct) Rules-1964.

Your appointment is also subject to the following terms and conditions:-

1. Your appointment will be purely "PROVISIONAL" till receipt of satisfactory police verification report and a "no adverse" Character and antecedents verification report from the concerned Civil Authorities as per provisions of Ministry of Personnel, Public grievances and Pensions. DoP&T OM No. 18011/2(s)/2016-Estt.(B)(i) dated 29.06.2016. In the event of receipt of any adverse report from the Police/Civil Authorities, your service will be terminated immediately without any prior notice.
2. In case, your Character and Antecedents is found not verified or any false information is given by you in your self-declaration, the provisional appointment letter will be cancelled forthwith and criminal/legal action will also be taken, as a consequence.
3. The offer of appointment will be valid on execution of an Agreement Bond by you with regard to refund of salary, cost of uniform, capitation charges etc. in case you leave the department without completing 05 years of service from the date of your appointment.
4. Your appointment is provisional and is subject to verification of the Educational Qualification/SC/ST/OBC/EWS certificates etc. In case the verification reveals that the above certificate/documents are false, necessary pursuant action will be taken against you by the Authority concerned and in the event of forgery of documents(s), then in addition to the departmental action, a criminal case may also be registered against you as per law in view of the provisions of Standing Order No.HRD/12/2022.
5. Your appointment will be liable for termination from Delhi Police, if the facts given by you in the Declaration Form/Undertaking/Attestation Form are found to be false/incorrect in any material aspect and you will be further liable to refund the money spent on your training and given to you by the State Exchequer. You shall also be debarred from working for Delhi Police, besides initiation of legal action against you.
6. You will be on probation for a period of two years from the date of your appointment. You will not be confirmed without passing your basic training.
7. Your appointment is purely temporary and liable for termination without assigning any reasons thereof.
8. Your basic training is for 10 months or for such period as may be decided by the Commissioner of Police, Delhi.
9. You shall not be passed into the rank unless you have successfully completed the training and have "passed-out" from the Delhi Police Academy.
10. All trainees of a batch will join the training on the same day. However, maximum relaxation of 03 working days can be given in exceptional cases by the Director, Delhi Police Academy, Delhi.
11. You are required to qualify in the basic training conducted at Delhi Police Academy as per the rules, regulation and procedure relating to training. If you do not qualify, your services will be terminated under Rule 5 of the CCS (Temporary Services) Rules, 1965.



12. Your inter-se-seniority will be fixed later on.
13. In case you become medically unfit to continue training you shall be treated as per rules and procedures of DPA in this regard.
14. If you fail to attend 90% of the classes during training you will be debarred from taking the final examination. Further action shall be taken on the subject by competent authority at Delhi Police Academy for additional chances/termination of service.
15. Competent Authority of Delhi Police Academy shall initiate and finalize (if you are still in the Delhi Police Academy) disciplinary action against the defaulter. DPA shall also pass orders regarding termination of the services of a defaulter. The service of trainees can be terminated on any one of the following grounds:-
  - (i) Frequent absence of the trainee from Outdoor/Indoor Programme leading to a conclusion that you are an un-devoted trainee and a habitual absentee and are unlikely to become a good police officer.
  - (ii) Submission of false Medical Certificate from any Doctor for availing leaves or light duty or rest.
  - (iii) Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.
  - (iv) Committing any mischief or any crime involving moral turpitude during training.
  - (v) Any information submitted by you is found to be false, fabricated or manipulated to gain employment.
  - (vi) Any other ground which adversely reflects your behaviour and if you are otherwise found unsuitable for police service.

This offer of appointment is purely provisional which is subject to final checking of documents and biometric identification etc. from 25.01.2024 to 10.02.2024 at Recruitment Cell, New Police Lines, Kingsway Camp, Delhi-110009. In case you fail to report at NPL for document checking/biometric verification or found ineligible for the post in any respect, this offer of appointment will be treated as withdrawn. In case of Ex-Servicemen, the offer of appointment is subject to outcome of SLP (Civil) No.1980/2014 & 1985/2014,

**The basic training course for the post will commence on 1.07.2024 at Delhi Police Academy, WAZIRABAD, New Delhi. You should report to Delhi Police Academy, WAZIRABAD, New Delhi on 1.07.2024. In case you fail to report at Delhi Police Academy, WAZIRABAD, New Delhi on 1.07.2024, this offer of appointment and candidature for the post will stand cancelled.**



**(DEOTOSH K.S. SINGH) IPS  
Deputy Commissioner of Police,  
Recruitment, Delhi**

**Sh./Smt./Ms. PRADUMAN TYAGI - 2218056406  
S/d/w/o PANKAJ TYAGI  
R/o "VILLAGE SHIKARPUR  
PO DAULATPUR NAJAFGARH"  
SOUTH WEST DELHI, DELHI - 110043  
MOB. No. 9910755139  
E-Mail Id:- KSTHIZ.10@GMAIL.COM**

**No 4654-29653/Rectt. Cell(R-I)/Ct./NPL, dated Delhi the 01.02.2024**

Copy forwarded for information and necessary action to:-

1. The Director, Delhi Police Academy, Jharoda Kalan, New Delhi with the request that candidate, PRADUMAN TYAGI may be allowed to join for the post of Constable (Exe) Male/Female. DD entry report regarding his/her joining may be sent to this office on the very next day as and when he/she joins the department, for notifying the appointment and also taking further necessary action.
2. DCsP/HQ-III & IV, PHQ, New Delhi.
3. Inspr.'P' Branch & Recruitment Cell/PHQ for information and necessary action

# REDTAG.

Date: 6 September 2023

Mr. Tariq Khan

Address: India

Dear Tariq

RE: Letter of Offer

I am pleased to offer you the position of "Allocator - Management Trainee" at Grade 2B with REDTAG - UAE operations. Please find enclosed your Employment Contract which specifies the terms and conditions of this position.

I would request you to go through it and confirm your acceptance of the enclosed contract by returning a signed copy to me. Once we receive your accepted employment contract we shall proceed to process the necessary papers for your employment with us.

This offer is subject to your satisfactory references being obtained and the work permit being granted by the local authorities for your employment at REDTAG. I would like to target your date of joining as 18 September 2023 and would like you to complete all your formalities pertaining to severance of your current employment and be ready to join your duties. For any further queries on your offer or any other details do not hesitate to contact us at + 971-4-8169777.

I would like you to view this appointment as the start of a career path with us where you can use your interpersonal and business skills to both your and Company's advantage. We have been very successful in operating the retail businesses in the region and I am sure you will be able to contribute very quickly to our continued growth.

I look forward to your joining our team and to working with you.

With best regards,

Yours sincerely,



Nithin Shelley  
Chief HR Officer



# REDTAG.

Date: 6 September 2023

## CONTRACT OF EMPLOYMENT

Mr. Tariq Khan

Address: India

Dear Tariq,

We are pleased to offer you the position of "Allocator - Management Trainee" at Grade 2B with REDTAG - UAE operations on the terms and conditions as follows:

- |                                   |   |                   |
|-----------------------------------|---|-------------------|
| A. Monthly Remuneration           | Basic Salary  | AED. 3,500/= p.m. |
|                                   | Other Allowances  | AED. 1,500/= p.m. |
|                                   | Total Salary  | AED. 5,000/= p.m. |
| B. Reporting to                   | Atiful Islam - Head of Allocation   |                   |
| C. One time allowance/ assistance | The company will provide you one-time allowances as per the details in Annexure I   |                   |
| D. Probation Period               | During the first six (6) months of your employment, which shall be considered the period of probation, you or the Company may terminate your contract of employment with immediate effect without any notice.                                     |                   |
| E. Annual Leave                   | You shall be entitled, in addition to normal public holidays, to take 30 calendar holidays after completion of 12 months of service.  |                   |
| F. Leave Ticket                   | You shall be entitled to receive an amount of one economy class air ticket for Self as per sector rate fixed by the company (Dubai-Delhi-Dubai). This amount will be paid to you along with the June salary of every Financial year (July- June). |                   |
| G. Medical Insurance Plan         | The Employer shall provide Medical Coverage as per the company Medical Insurance Plan for Self  |                   |
| H. Termination of Employment      | This contract may be terminated by either party in one of the following manners:  |                   |

BMA INTERNATIONAL FZE

PO Box 17474 Jebel Ali Free zone, Dubai, UAE, Tel: +971 4 8169777, Fax: +971 4 8833344

A member of the BMA International Group

# REDTAG.

By the Employee giving the Employer not less than one (1) Months' written notice of resignation from employment.

By the Employer giving the Employee not less than one (1) Months' written notice.

By the Employer without notice or payment in lieu of notice in the event:

1. of serious or persistent misconduct by the Employee and continued disregard to the Company regulations.
2. The Employee neglects, fails or refuses to carry out the duties assigned to the Employee under this Contract or fails to comply with any other of the obligations imposed upon the Employee by the terms of this Contract.
3. The Employee is guilty of any fraud or grave misconduct or is convicted of any criminal offence except for minor motoring offences.
4. The Employee shall be found involved in theft, shop lifting, stock manipulations, price manipulations for advantage to self or friends etc, stealing directly or indirectly and other such cases.

## I. End of Service

You will be eligible for gratuity in proportion to the years of service you have completed payable in the form of a basic salary related payment and calculated as per UAE Labor Law at the end of your service.

## J. Employment Restriction

1. **Covenant Not to Compete:** You agree that at no time during the term of your employment with the company will you engage in any business activity which is competitive with the company nor work for any other company which competes with the similar business as of the employer's business. For a period of one (1) year immediately following the separation of your employment, you will not, for yourself or on behalf of any other person or business enterprise be engaged in any business activity which competes with the similar business as of the employer's current business.
2. **Non-solicitation:** During the term of your employment and for a period of one (1) year immediately thereafter, you agree not to solicit any employee of the company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the company to terminate or breach employment, contractual or other relationship with the company

## K. Transfer of Employment

The Company reserves the right to transfer your services to any location or division within the Group's business units within UAE or outside UAE.

## L. Proper Law

This Contract should be interpreted and enforced in accordance

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A member of the BMA International Group





# REDTAG.

with provisions of the Labour Laws of UAE.

**M. Duration of Contract**

1. The duration of this contract is of 2 years.
2. In case of resignation without completion of minimum 2 years of service, the company shall deduct charges relating to recruitment inclusive of immigration expenses in UAE, moreover the employee has to arrange for his/her return air ticket to hometown.

**N. Dates & Validity**

This employment contract is valid for employment within UAE only. Should you be transferred to any other international location of Group's business the Terms & conditions of your new position would be proposed in accordance with the Labor law of the land.

**(i) Joining Date**

This contract will come into effect from **18 September 2023** OR your actual date of your taking up employment with BMA International in UAE.

**O. Policies & Procedures**

Your employment will be subject to policies and procedures of BMA International and further amendment there to

Please sign each page of this contract and return a copy to me to signify your acceptance of the terms and conditions of employment mentioned herein.

FOR

REDTAG  
PO BOX 17474  
DUBAI, UAE



Nithin Shelley  
Chief HR Officer

AGREED & ACCEPTED

(Mr. Tariq Khan)

DATE:  
PLACE

BMA INTERNATIONAL FZE

PO Box 17474 Jebel Ali Free zone, Dubai, UAE, Tel: +971 4 8169777, Fax: +971 4 8833344  
A member of the BMA International Group

# REDTAG.

## Annexure 1

### Details of the One-time Financial Assistance

The company will provide the following One-time Allowances & Assistance as per the details below:

<b>A. Joining Ticket</b>	
To be provided by the company	
<b>B. Hotel Upon Arrival</b>	<b>For Initial 14 days alone</b>
<b>TERMS &amp; CONDITIONS</b>	The company shall provide you with free hotel stay for you alone (room only basis) for 2 weeks from the date of arrival with airport pickup. Your transportation to and from office will also be taken care of by the company for these two weeks.
<b>C. Settlement Allowance</b>	<b>AED 500 payable on a one-time basis *</b>
<b>TERMS &amp; CONDITIONS</b>	This allowance will be paid as a one-time allowance within 7 days from your date of joining.



## **TEACHING AGREEMENT**

This Agreement (the "Agreement") is entered into as on 2021 by and between WINSPARK INNOVATIONS LEARNING PVT LTD. a registered private limited company having its address at 1108-1109,11th Floor, JMD Megapolis, Sohna Road, Gurgaon (the "First Party") and **SAMANTHA KARMAKAR** a teacher having the knowledge, skill and capability to teach, having her address at **LAKE TOWN , SILIGURI CITY, WEST BENGAL, INDIA** ENTER YOUR ADDRESS (the "Second Party"), both of whom agree to be bound by this Agreement. WHEREAS, the First Party has formulated a systematic teaching plan along with study material and holds ownership of all intellectual property rights of the study material; WHEREAS, the First Party and the Second Party desire to enter into an arrangement whereby the Second Party will provide services as under Clause 3 according to the terms and conditions herein and the first party will provide remuneration to the Second Party as under Clause 2. NOW, THEREFORE, the First Party and the Second Party agree as follows:

### **1) TERM**

This Agreement shall last from the date of execution until 12 months or terminated by Ninty (90) days' written notice by either party, if not terminated as per Termination clause under this agreement.

### **2) REMUNERATION**

In consideration for the duties performed hereunder, the First Party WINSPARK INNOVATIONS LEARNING PVT LTD. will be providing following rates for online classes to

the Second Party. The first party will also be running incentive schemes depending on new enrolments from time to time

Class Type Commercials per Hour

Demo Conversion (Demo

+ Conversion Bonus) 400/-

Demo 200/-

Regular Class 250/-

\*Additional 10% of enrolment fees if they refer a student

[TEACHERS WHO TAKE REGULAR CLASS FOR INTERNATIONAL STUDENTS BETWEEN 10PM-6AM WILL BE GIVEN AN ADDITIONAL 100INR PER REGULAR CLASS IN THE SAID TIMING AS A NIGHT SHIFT ALLOWANCE]

Also note that, additional 100INR per regular class will only be provided if the teacher starts the class from 10Pm to 6Am.

### **3) RESPONSIBILITIES OF THE SECOND PARTY**

In consideration for the remuneration granted herein, the Second Party shall perform the following duties:

Child/Student care – The Second Party will ensure child safety while they are at the study centre arranged by the First Party. The Second party will strive to make the centre environment free from any hazardous objects and any disturbances

Demo Classes - The Second Party will be taking demo classes for new parents and will be open to giving demo to parents and students for getting new enrolments

#### **Timing Availability:**

**Weekdays(Monday to Friday): 3:00 pm to 8:00 pm**

**Weekends(Saturday & Sunday) 3:00pm to 8:00 pm**

Teaching the students as per the provided study material and other prospecting duties with regard to potential customers/Students;

Completing the topics as per the study material provided within the time prescribed therein;

Clearing students' doubts and queries

In case any emergency if the Second Party has to cancel any class, it is mandatory to inform the students/parents of the students and the First Party in advance so that inconvenience could be avoided; Data Sharing with respect to the existence, attendance, learning outcome or any other academic data of the student with the First Party;

Professional Development – The Second Party must take part in various professional development initiatives and subject matter training for gaining skill to fulfil the role in an efficient and effective way assigned to it under this agreement; and

#### **4) INDEPENDENT CONTRACTOR**

The Parties agree that the Parties shall be considered independent contractors and not agents or employees of the other Party. Neither Party shall have authority to make any statements, representations or commitments of any kind, nor to take any action which shall be binding on the other Party, except as may be expressly provided for herein or authorised in writing.

#### **5) INTELLECTUAL PROPERTY**

All materials, including without limitation documents, drawings, drafts, notes, designs, computer media, electronic files and study material (the "material"), which are furnished to the Second Party by the First Party or which are developed in the process of performing the Services, or embody or relate to the Services, are the Intellectual property of the First Party, and shall be returned by the Second Party to the First Party promptly at request together with any copies thereof, and in any event promptly upon expiration or termination of this Agreement for any reason. The Second Party is granted no rights in or to such Materials, except as necessary to fulfil its obligations under this Agreement. The Second Party shall not use or disclose the Materials, Company Information or Innovations to any third party.

#### **6) CONFIDENTIALITY**

The Second Party shall not, in any fashion, form, or manner, either directly or indirectly: Disclose or communicate to any party any information relating to the First Party's business model or the Study Material including (but not limited to) customer/children enrolled with the First Party, price points, fee structure or marketing plans (the "Confidential Information");

Duplicate any Confidential information;

Use any Confidential Information other than solely for the benefit of the First Party; or

Assist a third party in using any Confidential Information in any manner but solely for the benefit of the First Party.

#### **7) TERMINATION**

1.Right of Termination. This Agreement and the transactions contemplated herein may be terminated and abandoned at any time prior to the Closing Date,

a) Upon the mutual consent of both the Parties;

b) By the First Party if the conditions/responsibilities are not fulfilled to the total satisfaction of the First Party by the Second Party as stipulated in Clause 3 of this agreement;

c) By the First Party if there is a breach of Clause 4 or Clause 7.1(a)&(b) of this agreement on the part of the Second party;



d) By the First Party if there is any kind of physical or verbal abuse or any kind of harassment by the Second Party inflicted on the students.

2. Notice of Termination. The power of termination provided for by Clause 8 hereof may be exercised only by a

8)

notice given in writing and signed by the party exercising the power.

3. Effect of Termination. In the event of the termination and abandonment hereof, pursuant to the provisions of Clause 7.1 hereof, this Agreement shall become void and have no effect, without any liability on the part of any of the parties in respect of this Agreement, except that the provisions of Clause 7.1(a)&(b) shall remain applicable.

4. Applicability of Clause 7.3. Anything contained in Clause 7.3 hereof, shall not affect the duty of the Second Party to surrender the Students being taught by it to the First Party in an event of termination. The Second Party expressly agrees.

Probation Period

You will be under probation for 10 days from the date of joining. During the probation, you will be provided with documentation, training and performance feedback during that time frame as part of your on-boarding process. During the probationary period, either party can terminate this agreement through a written notice of one day. If no written notice is served by either parties, then the probationary period will end successfully leading to your confirmation as a teacher as per this agreement.

**I Hereby Declare that I will be dedicating 3:00 pm to 8:00 pm Exclusively to Planet Spark Only. And I will be taking minimum of 8 Batches in a week.**

Name : Samantha Karmakar

Date : 18:06:2022

Signature: Samantha .

HRD/DOJ CHG/13770364/20-21

June 23, 2020

Ms. Vidhukesh Vaidehi  
Railway Qtr No.23/6, Above Masala Centre,  
Chanakyapuri,  
New Delhi  
India

Dear Vidhukesh,  
This is with regard to our Offer of Employment to you dated March 05, 2020 (Ref. No. HRD/COV/13770364/19-20).

Please note that, your date of joining has been revised to **July 09, 2020**. All the other terms and conditions mentioned in your offer letter remain unchanged. However, all the benefits are as per Company's policies, which are subject to change from time to time.

You are required to carry this letter with you at the time of joining the Company.

As acceptance to the revision in the date of joining, please sign and return a copy of this letter to HRD at the time of your joining.

Yours sincerely,



**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, accept and agree to the terms and conditions as set forth in this letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name                      Location

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

Corporate Office:  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)





# National Thalassemia Welfare Society

ORGANIZATION FOR AWARENESS OF THALASSEMIA AND TO HELP THALASSEMICS

Regd. Office: KG-1/97, VIKAS PURI, NEW DELHI-110018, Tel. : 9311166710, 711, 712

Website : thalassemiaindia.org, Email : ntws2019@gmail.com

(Estd. 1991, R.No. S/26823. Registered under Society Registration Act. XXI of 1860)

## HONOURARY PATRON :

Justice Anil Dev Singh  
Retd. Chief Justice of  
Rajasthan High Court  
Dr. P.K. Dave  
Former Director AIIMS

## PRESIDENT :

Km. Surrender Saini  
Padma Bhusan  
● Former Chairperson  
Delhi Social Welfare  
Advisory Board  
● Chairperson  
Bharat Sewak Samaj  
● Former President  
All India Fed. of the Deaf  
● Trustee  
Kasturba Gandhi National  
Memorial Trust

## VICE PRESIDENT :

Dr. Swaran Anil

## GENERAL SECRETARY :

Dr. J.S. Arora

## JOINT SECRETARY :

Mr. Neeraj Tripathi

## TREASURER :

Mr. Ashok Sachdeva

## LEGAL ADVISOR :

Mr. Jewesh Manuja (Advocate)

## MEDICAL ADVISOR :

Dr. V.P. Choudhry

## EXECUTIVE MEMBERS :

Mrs. Vandana Arora  
Mr. G.K. Chand  
Mrs. Neelam Khurana  
Mr. Kamal Manchanda  
Mr. V.K. Miglani  
Mrs. Sreelata Rudra  
Mr. O.P. Verma

## NATIONAL CONSULTANTS :

Dr. M.B. Agarwal  
Dr. Jagdish Chandra  
Dr. S. Chandra  
Dr. Nabendu Choudhary  
Dr. Deepak Deka  
Dr. A.P. Dubey  
Dr. V.K. Khanna  
Dr. M.R. Lockeshwar  
Dr. Nishi Madan  
Dr. N.K. Mehra  
Dr. V.N. Sardana  
Dr. Siddharth Sen  
Dr. Mamta Sharma  
Dr. R.B. Shah  
Dr. I.C. Verma

Dated: 11.12.2023

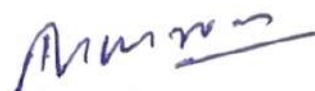
Dr. Neha Singh  
N-51, Gali No-9, Flat No-7  
Hargovind Enclave, Chhattarpur  
New Delhi 110068

### Appointment Letter for ICMR funded Project

Dear Neha Singh,

We are pleased to inform you that you have been selected for the post of Project Research Scientist -I (Non- medical) in the ICMR sponsored project titled "A study on Thalassemia Awareness, Screening and Counselling among Young Adults of Delhi and NCR (India)". We would like you to join with immediate effect latest within 7 days. Please submit your joining letter to the undersigned at the earliest or latest within 5 days from the date of issue of this order through email. Further, necessary information will be given to you via email/ phone call.

Salary: Rs 56000 + 27% HRA = 71200 INR/month  
Timings: Monday to Saturday 10:30am to 6:30pm  
On camp Days as per camp timings

  
Dr. J.S. Arora  
(Co -Investigator)  
Ph :- 9871177227  
E-mail :- drjsarora2016@gmail.com

Donation to the Society are exempt U/S 80G of Income Tax Act. 1961.

Society is Regd. Under Foreign Contribution (Regulation) Act (R.No. 231650969) to accept Foreign donations.

दौलत राम कॉलेज  
(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A\* (3.36) & NIRF 26<sup>th</sup> Rank  
A Star Status by GOI.

*Daulat Ram College*  
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

DRC/82(PSY/2024/1877

17<sup>th</sup> January, 2024

22

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms. Harshita** has worked in the college as Guest Lecturer in the Psychology department between **01.12.2023 & 31.12.2023**.

*Janita B*  
Principal  
to





28<sup>th</sup> November 2022

Ref No: HRD/DYPU- SPH/2022- 1038

Ref No.:

Nidhi Rajeev Panicker  
nidhipanicker@outlook.com  
91 9757149879  
Permanent Postal Address:  
Lavanya, Muthoor PO, Thiruvalla,  
Kerala - 689107  
Current Postal Address:  
Flat No. 203, Varun CHS, Plot 3,  
Sector 15A, New Panvel - 410206  
Date of Birth: 25th November, 1999

**Sub: Provisional Employment Offer**

Subsequent to your interview, we are pleased to employ you on the below mentioned terms. You are requested to read through this Employment letter carefully and indicate your acceptance by signing and returning a copy of this letter.

- 1) Your appointment is subject to your eligibility and subsequent approval from affiliating body, and regulatory council.
- 2) **Employment Commencement Date:** You shall join duties and commence your employment in person on or before **15<sup>th</sup> December 2022** at the DY Patil School of Public Health, DY Patil Deemed to be University). The date of joining mentioned in the joining report shall be considered as final.
- 3) **Designation:** You will be employed on a full time basis as **Research Associate** at DY Patil School of Public Health, DY Patil Deemed to be University. The designation is indicative of your responsibilities, however the Dean/HOD are entitled to direct you to perform other tasks, functions and assignments as may deem fit and you shall discharge the duties assigned to you without any demur.
- 4) **Reporting to:** You will report to the Dean of the DY Patil School of Public Health, DY Patil deemed to be University or any other person designated by the Hon'ble Chancellor in all matters relating to your work
- 5) **Location & Transfer:** Your initial posting will be at the DY Patil School of Public Health, DY Patil deemed to be University, Sector 7, Nerul, Navi Mumbai – 400 706. However your services are liable to be transferred, at the sole discretion of the management of DY Patil deemed to be University, in similar or different capacity to any shift, department, section, unit, ward, institute, establishment, branch, subsidiary or affiliate of DY Patil deemed to be University or to the one in which DY Patil deemed to be University has pecuniary interest, which exists at present or may be opened hereafter, either within the city, in another city, or at any other location within India. In such a case, you will be governed by the service conditions, rules and regulations that may be prevailing in the place to which you may be transferred. Such transfer may entail increase or decrease in your salary. Any refusal to accept such transfer shall be deemed as your voluntary resignation and may result into forthwith termination of this employment without any notice period or payment in lieu and you agree and accept this clause without any demur.
- 6) **Scope of Work:** Your position will involve all duties and functions of a full time **Research Associate** as set out under the Rules & Regulations of DY Patil School of Public Health, Council Guidelines and any / all duties allocated by the Dean of the DY Patil School of Public Health & Board of Management of the DY Patil School of Public Health, from time to time. The scope of your service includes (but not restricted to) all aspects of Teaching UG and PG programs (Curriculum Development, Implementation, & Assessment), Research (Research Studies, & Publication of

I have read and understood the terms and conditions and accept it without any reservations

Page 1 of 9



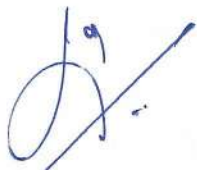
Research Papers), Community work and Extensions (Conduct of MDPs, FDPs, Seminars, Conferences, & Workshops, Examination, Evaluation, Administrative support, outreach programs, Accreditations, Rankings etc.). You are expected to work on additional assignments apart from teaching, research and clinical work as and when directed by the Dean of the DY Patil School of Public Health/ Management You will be provided a detailed Job description at the time of joining.

- 7) **Probationary Period:** Your employment is subject to the satisfactory completion of a probationary period which is **One Year from the Date of Joining**. The probationary period is designed to grant the DY Patil School of Public Health, DY Patil deemed to be University, time to assess whether you are able to fulfill your role satisfactorily. The confirmation of your employment is subject to the review of your services and performance after the completion of the probationary period and only if the services are found satisfactory by the management, the employment may be confirmed upon issuance of the letter of confirmation, to that effect. The decision of the management in this regard, will be final and binding upon you.
- 8) **Publications:** You are expected to publish minimum One (1) research paper per year in Scopus indexed recognized journals each year of your service. The discretion exercised by the Dean of the DY Patil School of Public Health and/or the management in this regard shall be final and binding
- 9) **Superannuation:** You will automatically retire from the service of the University on attaining the age of 60 years. The retirement age mentioned hereinabove is only for the purpose of current reference. The retirement age is subject to revision/s & amendment/s by the University and same shall be applicable to you vide internal circulars / notification. The age proof submitted by you at the time of joining our services shall be proof of your date of birth.
- 10) **Performance:** The continuation of your employment is strictly based on you delivering consistently on the agreed performance parameters and professional code of conduct and ethics both academically as well as clinically. The continuity of employment will be on the basis of demonstrated results, effectiveness of performance and achievement of assigned duties during the period of employment. The decision of the Dean of the DY Patil School of Public Health & the Management in this regard, will be final and binding upon you.
- 11) **Hours of Work:** As a full-time employee of the DY Patil School of Public Health, DY Patil deemed to be University; you will be required to devote the whole of your time and attention to the performance of your duties. The normal working hours at the DY Patil School of Public Health is from **09:00 AM to 5:00 PM, Monday to Saturday**. Additionally you are expected to do on campus night duties as well as emergency duties as per the schedule prepared by the HOD/Dean of the DY Patil School of Public Health. The discretion exercised by the Dean of the DY Patil School of Public Health & the Management with regards to work week and working hours is final and binding.
- 12) **Medical Fitness:** Your employment and subsequent continuation is subject to you always being found medically fit in the opinion of the doctor appointed or nominated or approved by the Management. In case the doctor appointed by the Management determines that you are unfit to perform your duties, your services shall be discharged with immediate effect.
- 13) **Background verification:** This employment is subject to satisfactory medical fitness, correctness and truthfulness of the information, certificates & documents submitted by you. In case, at any point during your employment /service, the Dean of the DY Patil School of Public Health and Management found that the statement/s submitted by you to seek this employment are or were false or incorrect, the management shall terminate your service with immediate effect, without prior notice or lieu.
- 14) **Salary & Benefits:** (a) Your total all inclusive monthly salary amount will be **Rs 45,000/- (Rupees Forty Five thousand only.) Refer Annexure A for components**. This will be paid through RTGS / NEFT / Cheque / Pay Order, after statutory deductions. The payment will be made on pro-rata basis on the number of full days you have attended work during the month and based on the attendance record maintained Your salary is a confidential matter between you and DY Patil School of Public Health and is not to be disclosed to any other individual. **Note:** The salary is the total cost to DY Patil School of Public Health, DY Patil deemed to be University and includes all payments made and



benefits and statutory retirals provided directly or indirectly to or on your behalf, whether as salary or otherwise. The income tax calculation deductions will be based on the applicable income tax rules. Any change in the rules may impact the income tax projections. You shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- 15) **Holidays:** You will be entitled to the Holiday's as declared by the University, as per the Holiday List issued by the University, from time to time.
- 16) **Leave:** You will be entitled to annual leaves in accordance with the leave policy defined by DY Patil deemed to be University for the DY Patil School of Public Health. Leaves will be credited to your leave account on pro-rotta basis. All the leave(s) must be pre sanctioned and pre - approved by the reporting authority in writing. Unapproved leave(s) / leave(s) without prior approval will be considered as Leave without pay (LWP) despite leave balance to your credit. Further, unauthorized leaves may attract disciplinary action that may result into forthwith termination. Please note- (i) unused leaves can neither be carried forward to the next year nor en cashed (ii) If you are absent from work due to sickness or injury for more than two (2) consecutive days, you must submit a medical certificate from a certified doctor confirming your fitness to work before resuming to work (iii) The Management, at its sole discretion, reserves the right to reject any pre sanctioned leave sighting the work exigency (iv) the leave policy is subject to amendments and adjustments from time to time.
- 17) **Absenteeism:** If you absent yourself without sanction or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- i) Return to work within 5 days from the commencement of such absence, and
  - ii) Give an explanation to the satisfaction of the Management regarding such absence
  - iii) Any repeat occurrence of uniformed and unapproved leave of absence shall result into immediate termination without any notice or payment in lieu
- 18) **Policies & Code of Conduct:** You agree that the DY Patil School of Public Health and DY Patil deemed to be University's policies, rules and regulations, as amended or replaced from time to time shall be binding upon you but shall not form part of this employment / revision letter. Your employment and responsibilities shall be subject to all other rules and regulations as in force to the employee(s) of the University and Institutes or establishments or branch or subsidiary or affiliates of the University, which are subject to change from time to time including but not limited to the Code of Conduct and the Disciplinary Polices. It is expected that you will adhere and comply with and promote the University's Code of Conduct, in letter and spirit, and will be committed to building up the image and reputation of the Institution. DY Patil deemed to be University has zero tolerance towards acts such as fraud, financial misappropriation, sexual harassment at the workplace, sexual assault, violence, spreading/creating disharmony/disturbing the decorum, making derogatory statements creating or promoting enmity, hate or ill-will between various classes; use, possession, distribution, sale or storage of illegal or controlled substances (including tobacco, alcohol, narcotic drugs and/or psychotropic substances) and substance-related paraphernalia, while rendering services for DY Patil deemed to be University or while on DY Patil deemed to be University premises. In the event of breach of code of conduct or any misconduct committed by you in relation to the matters covered under this clause and the professional code of conduct document, DY Patil deemed to be University shall employ remedies available under the applicable law, including but not limited to initiating appropriate criminal legal action(s) against you. Additionally, DY Patil deemed to be University shall be entitled to forthwith terminate this employment with immediate effect.
- 19) **Employment at Will:** You acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason by providing stipulated notice period or payment in lieu. You agree that the DY Patil School of Public Health, DY Patil deemed to be University may also terminate your employment, with or without





cause, at any time and for any reason without any notice period or payment in lieu. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation/salary. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation/salary

- 20) **Non-Compete & Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will **NOT** engage in any other employment or business activities or private practice or consultation or any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly. You shall also not be engaged or attached or concerned or interested in other business of a similar nature or competitive with that carried on by DY Patil School of Public Health without a prior written approval from Dean of DY Patil School of Public Health and the Chancellor of DY Patil deemed to be University.
- 21) **Resignation:** You may terminate your employment by providing three months' prior written notice of resignation or payment of three months' Gross salary in lieu to DY Patil School of Public Health, DY Patil deemed to be University. The Dean of the DY Patil School of Public Health and Management, at its sole discretion, reserves the right to reject any resignation or notice period if the same is in the middle of event/ semester / exigency/ inspection /accreditation/examination etc and fully reserves the right to relieve you only at the end of the event/ semester/ exigency / inspection /accreditation/ examination etc. Any leave availed during the notice period shall extend your notice period by those many days. The discretion exercised by the management with regards to resignation and notice period is final and binding
- 22) **Termination:** Without prejudice to our rights set out anywhere in this employment letter, the Management at its absolute discretion, may terminate your employment immediately, without assigning any cause/ reasons and/or notice period or payment in lieu of notice period at any time during your service/employment.
- Further,** DY Patil School of Public Health may also forthwith terminate your employment without any payment if at any time during the course of your employment:-
- a) You are in breach of employment terms & conditions;
  - b) You commit breach of code of conduct
  - c) You are found guilty of committing acts of financial misappropriation and inducements
  - d) You are found guilty of falsifying or tampering the records
  - e) You commit breach of confidentiality and secrecy required and expected to be maintained in connection with the affairs of the DY Patil deemed to be University – DY Patil School of Public-Health, except when required to do so under law
  - f) The Management loses confidence in your capability to discharge your duties;
  - g) The Management is dissatisfied with your work performance,
  - h) Absence of integrity, and/or honesty on your part in discharging your obligations;
  - i) Any allegation/s of gross misconduct made against you, not limited to sexual misconduct;
  - j) You fail to observe disciplinary norms and accepted standards of behavior within the premises;
  - k) You report to work under intoxication;
  - l) You go on unauthorized leave/s and remain absent for a continuous period of five (5) days, which has not been duly authorized;
  - m) Any prosecution or litigation or legal proceedings of any nature whatsoever, that may be commenced against you;
  - n) You are convicted of a criminal offense by a Court of Law;
  - o) The information, degrees, certificates, licenses, etc. furnished by you are incorrect or false or rendered invalid or expired
  - p) You not complying with statutory and regulatory rules and procedures defined by the University;

I have read and understood the terms and conditions and accept it without any reservations





- q) You are found indulging in activities, which in the reasonable view of the Management, amounts to moral turpitude;
  - r) You act against the interest of the DY Patil School of Public Health bring disrepute;
  - s) You refuse to obey orders from the HOD/Dean/ Director that disrupts the normal functioning of the department/ School;
  - t) You become of unsound mind;
  - u) You are permanently incapacitated because of accident or illness.
  - v) You are found medically unfit by the doctor appointed by the Management
  - w) You cease to hold the qualifications & licenses necessary for you to carry out your work
  - x) You no longer qualify for the said position as per the regulatory norms
  - y) You refuse to comply with the order of transfer
  - z) You are in breach of the clause of exclusivity and engage yourself or attach yourself with other nursing homes, clinics and hospitals, NGOs etc for practice without prior written approval from the Dean of the DY Patil School of Public Health
  - aa) You refuse or fail to publish research papers as mentioned in the clause hereinabove
- The full and final settlement shall be effected after adjusting all your dues as per the policy.  
The discretion exercised by the management with regards to termination is final and binding and you unconditionally and unequivocally accept this clause.

- 23) **Stoppage or Cessation of Employment on account of Force majeure** In the event of catastrophe, acts of God, acts of Government, natural calamity, flood, famine, earthquakes, hurricanes, epidemic, pandemic, war, terrorism, explosions, fire, breakdown of law and order, stoppage of power / water supply, strike, civil commotion or any other acts or events beyond the control of the management, the provisions of force majeure will be triggered and all obligations of the management shall be deferred for a period during which the act or event continues to be in effect, the Management may terminate the contract of employment permanently, at any time without notice or compensation in lieu thereof. The Management, at its sole discretion, may stop or shut down or close any section or department or ward or facility or unit, or program wholly or partially, or the whole establishment or institute/school, either due to (including but not limited to) recession, or losses, or lack of work, or lack of admissions, or regulatory hindrances, or affiliation issues, or licensing issues, or architectural renovation, or infrastructural modifications, or merger, or acquisition, or dissolution or similar reasons and upon such an event the management may terminate this employment immediately without any notice or compensation in lieu thereof
- 24) **Conflict of Interest** You must avoid situations involving actual or potential conflict of interest. You shall not take advantage of your position and have any private interest, financial or otherwise, with vendors, medical representatives, suppliers, competitors, or their representatives or any employee of the DY Patil deemed to be University. You shall avoid having personal involvement with vendors, suppliers, competitors or employees of DY Patil deemed to be University, which may impair your ability to perform your duties and responsibilities objectively and effectively. You shall not have any commercial cooperation with other entities, companies, vendors, suppliers, competitors, employees, which are associated to you or your friends or relatives. There should be a full disclosure, in writing, of any transaction or relationship that could give rise to an actual conflict of interest with the DY Patil deemed to be University and seek necessary authorization from the Management to pursue such transactions. In addition you have the obligation to make full disclosure when any event occurs as would or is likely to place you in a position of conflict. Failure to disclose such conflict of interest situation and facts would constitute grounds for disciplinary actions which may also lead to immediate dismissal, in addition to and not in substitution of, any regulatory penalties that such failure may entail.
- 25) **Confidentiality and Intellectual Property:** You agree that you will not divulge any of the confidential information or any information that is deemed classified information by the University to any person, whether during or after the termination of your employment.




- (a) The University regards the creation of Intellectual Property (IP) as an essential aspect of both its teaching and its research and knowledge exchange strategy. Intellectual Property is an asset that may have commercial value. The University has a responsibility to ensure that it is managed effectively and for the good of the University.
  - (b) The Product of work carried out with the help of University facilities, resources, expertise and intellectual assets may give rise to intellectual property rights that should be owned, protected and used by the University for the General Good of the whole University & community.
  - (c) You confirm that all Intellectual Property (IP) & Confidential Information are and must remain the exclusive property of the University. Any Institutional office equipment (including computers) you receive from the University, in the course of your employment and all records, papers, and documents you keep or make, whether on digital media or otherwise, in the course of your employment by the University relating to the Institution or any affiliates or subsidiaries or branches of the University must be and remain the property of the organization
  - (d) "Confidential Information" includes, without limitation, information that the University has not previously disclosed to the public with respect to the its present or future operations, including its operations, services, products, research, inventions, discoveries, drawings, designs, plans, processes, models, technical information, facilities, methods, trade secrets, copyrights, software, source code, systems, patents, procedures, manuals, specifications, database, any other intellectual property, confidential reports, price lists, fees / pricing formulas, customer lists, financial information (including the revenues, costs, or profits associated with any of the organization's institutions or services), plans, lease structure, projections, prospects, opportunities or strategies, acquisitions or mergers, advertising or promotions, personnel matters, legal matters, any other confidential and proprietary information, and any other information not generally known outside the organization that may be of value to the management. "Confidential Information" also includes confidential and proprietary information and trade secrets that third parties entrust to the University and its University Management in confidence. You are put to notice that in case you do not hand over charge in the manner set out herein, the University Management will withhold release of all your legal dues / terminal benefits, including relieving letter.
- 26) **Indemnities** : At all times, during this employment and even after termination/ separation:
- a) You agree to indemnify and keep DY Patil deemed to be University indemnified from any such future liability for non-compliance of any statutory dues.
  - b) You agree to indemnify and keep DY Patil deemed to be University indemnified against any loss or damage caused due to any acts of omission, negligence or otherwise, on your part while providing services at our premises.
  - c) You agree to indemnify and keep DY Patil deemed to be University indemnified against any claim or liability for damages or compensation payable as a result of any accident or injury sustained or death caused to you, under any law including central laws or rules made there under.
  - d) You agree to indemnify and keep DY Patil deemed to be University, its trustees and employees indemnified, from any demand, claim, damages, litigation, orders, prosecution, proceedings, show cause notices, decrees, or any claim or demand of any nature whatsoever from any person or organization adversely affected or suffering injury or losses due to you.
  - e) You agree to indemnify and keep DY Patil deemed to be University indemnified against any and all expenses and damages including amounts paid upon judgement, counsel fees, penalties and fines, and amounts paid in settlement (before or after suit is commenced), incurred by the DY Patil deemed to be University in connection with its defence.
- 27) **Harassment**: DY Patil deemed to be University considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee or students or patients or members or contractors or vendors or any stakeholder; that may result into termination of employment without notice or lieu.

I have read and understood the terms and conditions and accept it without any reservations





- 28) **Non-disparagement** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of DY Patil deemed to be University any of its subsidiaries or affiliates or any other employee or business associate or affiliate of DY Patil deemed to be University in any public or non-public communication with any member or media or in any communication
- 29) **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of DY Patil deemed to be University, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by DY Patil School of Public Health or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment. This covenant shall survive the termination of your employment with DY Patil deemed to be University and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with DY Patil deemed to be University
- 30) **Representations and Warranties:** You agree that the employment, compensation and benefits offered to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to DY Patil deemed to be University that:
- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder.
  - b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
  - c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
  - d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- 31) **Other Terms of Employment**
- a) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party, firm or company, vendor, patient, doctors, student, parent having dealing with the DY Patil deemed to be University and if you are offered any, you should immediately report the same to the Management.
  - b) You will be responsible for safekeeping and return in good condition and order of all physical property, which may be in your use, custody or charge. (Laptop, PC, Charger, Mobile, Identity Card, keys, access cards, uniform Etc.)
  - c) Return of the University's Property and records: Upon termination of your employment, you shall forthwith hand over any letter of Authority issued to you or any property / material of the University in your possession at the time of cessation of your employment with the University. Also, you shall return to the University, without condition, all documents, files, records, keys, and other property of the University in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
  - d) You will render the professional services independently as per your expertise. You should perform your professional duties faithfully and diligently without any breach of any terms, byelaws, protocols and/or code of conduct which DY Patil School of Public Health, Navi Mumbai may formulate from time to time and will not indulge in any unfair or unethical practice in any manner.
  - e) In the event of you are found acting in breach of your terms of engagement or found indulging in an act of misconduct or an act that has brought disrepute to the organization, you shall be liable for any pecuniary loss/damage, etc., caused to the DY Patil School of Public Health, Navi Mumbai and DY Patil School of Public Health, Navi Mumbai may proceed to terminate the agreement forthwith.
  - f) All taxes arising in respect of the consideration amount and other payments made by the DY Patil School of Public Health, Navi Mumbai to you pursuant to your engagement with the DY Patil School





of Public Health, Navi Mumbai shall be paid by you in accordance with the applicable laws and regulations under the laws of the relevant jurisdiction.

- g) You will maintain financial discipline which inter alia, prohibits receipt of cash from the patient (s) and direct billing be done by the doctor to the patient. You agree to abide by the financial protocols and processes to give efficiency to the same.
- 32) **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the University, and, accordingly, the University may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the University. You agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If any provision of this letter is held to be invalid or unenforceable, then such provision shall so far as it is invalid or unenforceable, be given no effect and shall be deemed to be included in this letter but without invalidating any of the remaining provisions of this letter.
- 33) **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of employment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- 34) **Agreement:** This employment letter contain full agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter thereof.
- 35) **Acceptance:** This Employment Letter contains the proposed Terms & Conditions of your employment with the DY Patil School of Public Health, and is subject to further necessary Statutory Approvals. Please signify your acceptance by signing all pages of the enclosed duplicate and returning it to us within two (2) working days period. Any failure to accept it within the stipulated period shall make the employment offer null and void


We look forward to a fruitful and mutually enriching association with you

Enclosed – Annexure A & B

With Regards,

  
Dr Suma Nair  
Dean

D Y Patil School of Public Health

  
Dr Vijay D Patil  
Chancellor & President  
DY Patil deemed to be University

#### Acknowledgement

I, \_\_\_\_\_, confirm that this contract is in accordance with our mutual understanding and I unconditionally and irrevocably accept the above terms and conditions. I further agree that this employment, promotion order and compensation annexure supersedes and replaces any and all prior inconsistent statements and discussions.

Name:

Signature:

Date



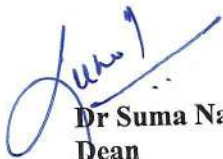


Ref No.:

Annexure A 2022  
Ms Nidhi . Ref - 1038

Salary Components (A)	Offer PM	Offer PA
<b>Particulars</b>		
Basic	18,000	2,16,000
HRA	7,200	86,400
Professional Development & Other Allowances	18,934	2,27,210
<b>Gross Salary PM (A)</b>	<b>44,134</b>	<b>5,29,610</b>
<b>Deductions (B)</b>		
Employee's PF Contribution	0	0
Profession Tax	200	2,400
<b>Total Deductions before Taxes (B)</b>	<b>200</b>	<b>2,400</b>
<b>Net Salary PM before Taxes (A-B)</b>	<b>43,934</b>	<b>5,27,210</b>
<b>Retirals (C)</b>		
Employer's PF contribution*	0	0
Gratuity* (Subject to Act & Amendments)	866	10,390
<b>Total (C)</b>	<b>866</b>	<b>10,390</b>
<b>Total Salary CTC PM (A+C)</b>	<b>45,000</b>	<b>5,40,000</b>

- 1) The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections. Gratuity calculation is also subject to Act and amendments and may impact the projection. Any change (increase or decrease) in Gratuity calculation will get internally adjusted against special allowance. Any impact on Gratuity will be adjusted (increased or decreased) in special allowance without changing the final CTC.
- 2) You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- 3) You shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

  
**Dr Suma Nair**  
Dean

D Y Patil School of Public Health



**Dr Vijay D Patil**  
Chancellor & President  
DY Patil deemed to be University

#### Acknowledgement

I \_\_\_\_\_, confirm that this employment order is in accordance with our mutual understanding and unconditionally and irrevocably accept the above compensation and terms and conditions

Name:

Signature:

Date:

I have read and understood the terms and conditions and accept it without any reservations

Page 9 of 9

November 13, 2023

To:

**Ms Raj Sarit Khare**  
A32, Dayanand Colony,  
Lajpat Nagar, New Delhi - 110024

Dear Raj,

**Re: Letter of Engagement**

We are pleased to engage you as **Associate**, and a valued lawyer at Anagram Partners ("**Firm**"). The terms and conditions of your engagement with us are set out below:

**1. Commencement of Legal Services**

Your services will be effective as of **November 20, 2023**.

We trust you are duly registered with the relevant Bar Council and will let us have your Bar Council details prior to the engagement and relevant copies of your legal qualifications.

**2. Scope of Legal Services**

Your engagement with the Firm will extend to rendering all kinds of legal services to clients of the Firm from time to time. The legal services would include (but not limited to): drafting contracts, undertaking negotiations, representing clients before Indian courts, tribunal, governmental authorities, representing clients before arbitration tribunals, undertaking legal due diligence, undertaking legal research, drafting legal memorandum and legal services of such nature.

You shall be located and based out of **Delhi**. The Firm may require you to travel out of Delhi and you shall be reimbursed for such travel.

**3. Payments for Rendering Legal Services**

For rendering legal services, the Firm shall pay you retainer amount of INR 50,000/- (Rupees Fifty Thousand only) per calendar month which shall be payable by the last business day of the calendar month ("**Retainer Amount**").

In addition to the above, for rendering high quality legal services and based on client feedback, performance levels and subject to overall performance of the Firm, the Firm may, in its discretion, pay you an additional amount not exceeding INR 75,000 (Rupees Seventy Five Thousand Only) on an annualized basis ("**Performance Incentive Retainer**"). The amount of such Performance Incentive Retainer will be determined on the basis of the aforesaid factors by your supervising partner.

The Firm intends to operate on the Financial year beginning April 1 and ending March 31 of the following calendar year. The Firm intends to make payments of the Performance Incentive Retainer for the relevant Financial Year within 60 (sixty) days of the end of the relevant Financial Year.

**4. Health & Welfare**

In the event health conditions do not permit you to render legal services, you are free not to temporarily render your services during such <sup>1</sup>period. We trust you will exercise your discretion in this regard meaningfully.



Given that we would like you to approach your assignments with a fresh perspective, we would be happy for you to avail a “services off period” for upto 25 (twenty-five) days per Financial Year, it being recognized that this period would be on an annualized pro-rata basis for your first year of engagement.

## 5. IT Equipment

If the Firm were to provide You with any IT Equipment for the exclusive purpose of discharging your Firm duties, you shall take adequate care of all such equipment in the nature of laptops / computers etc. and comply with all necessary security protocols for maintaining the data and security of such devices.

## 6. Firm Policies

You shall at all times abide by the policies of the Firm including but not limited to policies on data security, insider trading & securities disclosure, usage of social media, cyber-security, sexual harassment policies (collectively “**Firm Policies**”).

## 7. Withholding

All payments payable to you shall be made subject to deduction of applicable taxes including fringe benefits taxes (if applicable). Please ensure you pay your taxes and make all relevant taxation filings in this regard. You shall be exclusively responsible for all your tax filings and necessary tax payments.

## 8. Confidentiality

You acknowledge that during the course of your engagement, You will have and / or has had access to, or possession of, confidential information about, or belonging to, prepared by or on behalf of, or furnished to, the Firm and that your engagement with the Firm shall bring You into close contact with many confidential affairs of the Firm and its clients, including without limitation, information regarding the following:

- a) trade secrets;
- b) methods (such as sales, advertising, marketing and service methods), techniques (such as training, business, operating techniques);
- c) information regarding clients, products, employees and personnel;
- d) hardware systems and software programs;
- e) information relating to third parties or clients, which was accepted by the Firm under obligations of confidentiality (such information, irrespective of the form or manner of communication (whether written, verbal or electronic),

collectively, the (“**Confidential Information**”).

You agree and understand that such Confidential Information constitute a valuable asset of the Firm and was developed or acquired by the Firm at great effort and expense. In recognition of the foregoing, during the period of Your engagement and for a period of 2 (two) years subsequent to Your termination of engagement, You shall not, without the prior written consent of the Firm,

disclose or use or make available to anyone (whether for use or otherwise), except in the course of your engagement by, or in furtherance of the business of the Firm, any Confidential Information. During the period of engagement, You agree to refrain from any other act or omission that would reduce the value of any Confidential Information or diminish the tangible and intangible assets of the Firm.

You agree and acknowledge that all such Confidential Information is, and shall remain at all times, the property of the Firm. You shall not at any time: (a) retain or use for the benefit, purposes or account of you or any other person; or (b) disclose, divulge, reveal, communicate, share, transfer or provide access to any person the Confidential Information.

You recognize and agree that all legal advice and any communication related to legal affairs of clients, is 'privileged information' and you shall maintain such privilege and shall not undertake any steps or omit to do anything, that would compromise such privilege.

The terms of this letter are deemed Confidential Information.

## **9. Social Media & General Discussions**

In continuation of the general duty of confidentiality, during your engagement with the Firm, during business hours and otherwise, you are required to not discuss or allude to, directly or indirectly, on any matter relating to the affairs of the Firm, its clients, on any form of social media or other internet platforms, which are accessible to members of the public. The Firm requests you to also not discuss any matter relating affairs of the clients with any person (including friends, family, relatives etc) unless such discussion is required on a strict need to know basis.

## **10. Non-Solicit**

For a period of two years post the termination of Your engagement, you shall not hire or solicit the services of any client of the Firm, person engaged with the Firm, whether as a consultant or employee or otherwise, whether by You or any future employer of yours.

## **11. Intellectual Property**

The intellectual property rights in relation to all material and information that may be provided to you by the Firm including but not limited to the Confidential Information shall vest exclusively with the Firm. The intellectual property rights in relation to any such material and information prepared by You (including publications, video/audio presentations) in course of your engagement shall vest exclusively with the Firm at all times and to the extent required You shall execute all necessary documents to transfer the intellectual property rights to the Firm.

## **12. Conflict of Interest**

You hereby confirm that you have no conflict of interest and are free to enter into this exclusive engagement with the Firm. You also confirm to us the veracity of the statements and facts mentioned in your Resume. During the period of our engagement, you will devote substantial part of your over-all time towards rendering legal services to clients of the Firm and for other matter relating to the affairs of the Firm. In the event you propose to render any legal services to any other law firm, advocate, legal practitioner or company, for consideration or otherwise, you can provide so, only subsequent to you obtaining the prior written consent of the Firm. However, during our engagement, the Firm welcomes you to undertake charitable activities on a pro bono basis.



## **13. Principal Basis Engagement**

We are availing your services on a principal-to-principal basis. You are not an agent or an employee of the Firm.

## **14. Termination**

You may terminate your engagement with the Firm, at any time, by issuing a minimum prior written notice of 60 (sixty) days to the Firm.

The Firm may terminate your engagement, at any time, by issuing a minimum prior written notice of 30 (thirty) days to you. Additionally, the Firm shall at its sole option have the right to terminate your engagement at any time by paying the Retainer Amount for 1 month in lieu of the notice provided that if you are in breach of the Engagement Letter, the Firm may terminate your engagement with immediate effect.

Upon termination of your engagement, you shall return to the Firm all properties of the Firm including but not limited to IT equipment, computer, laptops, notes etc. You shall provide an undertaking that you are not in possession of any Confidential Information.

## **15. Survival & Amendment**

The provisions of this letter of engagement shall survive any termination of this arrangement. This letter of engagement forms the entire agreement with you relating to the terms of your engagement and You and any amendment to the same shall be valid only if it is in writing.

Sincerely,

For and on behalf of **Anagram Partners**



Name: Rohan Batra

Designation: Partner

Date: November 13, 2023

**I have read and understood the terms mentioned in this Engagement Letter. The terms mentioned herein are reasonable and acceptable to me. I hereby accept the same.**

Accepted by:

---

Name: Raj Sarit Khare

Date:



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

07 July, 2021

Ms Anoushka Barik  
H.No-1173, Green Avenue,  
Sector 29, Alpha International City,  
Karnal,  
Haryana - 132001

Contact No: +91 9729406790  
Email: anoushka.barik@gmail.com

Dear Anoushka,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate** in Assurance in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Noida office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

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relating to Independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### 3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### 4. DATE OF JOINING:

As per our discussion your date of joining will be 19 July, 2021

Your initial work location will be B-23, Sector 58-60 Road, Block B, Sector 58, Noida, Uttar Pradesh 201307..

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### 5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### 6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of INR 3,33,333/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### 7. TRANSFERABILITY:

Your initial place of posting will be Noida. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

### 8. CONFIDENTIALITY:

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.

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- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm. For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

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#### **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

#### **10. LEAVE:**

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

#### **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

#### **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

#### **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and

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salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### 14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### 15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### 16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### 17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

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#### 18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### 19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### 20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



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- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By : DIVYA PARIHAR  
Reason : Offer Letter  
Location : Bangalore  
Date: 07-07-2021 19:21:38

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: \_\_\_\_\_

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

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

ANOUSHKA BARIK



## Annexure A

Dear Anoushka,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (It is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	Y
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	Y
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	Y
4	Professional qualification certificates* <ul style="list-style-type: none"> <li>*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets</li> </ul>	N
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	N
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	N
7	PF declaration form	N
8	Bank details - Account number along with the IFSC code	Y
9	Last drawn payslip from your previous employer	N
10	Your blood group	Y
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	NA

**Annexure B**

<b>Name</b>	<b>Anoushka Barik</b>	<b>DOJ</b>	<b>19 July, 2021</b>
<b>Designation</b>	<b>Associate</b>	<b>Service Line</b>	<b>Assurance</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>27,778</b>	<b>3,33,333</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,413
<b>Total of Benefits</b>		<b>21,842</b>

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**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and Individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



# G. D. GOENKA PUBLIC SCHOOL

POCKET-4, SECTOR-9, ROHINI, DELHI-110085

Date: - 6 OCT, 2023

Ref. No.-GDGPS/SEC-9/2023/69

To,  
Srishti Arora  
C-48, Mahendru Enclave, Street no. 4, GT Karnal Road, near Hans cinema, Gujrawala Town, Dcelhi-33

## Sub: Offer of Appointment

With reference to your application & subsequent interview in connection with your appointment as PGT Political Science in this school, I have the pleasure to offer you the post of PGT Political Science w.e.f. 6 OCT, 2023 on contract basis till 31 MARCH, 2024 with the consolidated salary of Rs.45000 per month.

The terms and conditions are as under:-

1. Initially, you will be on contract for one year. The said period is liable to be extended further solely at the discretion of the Managing Committee. During this period if, your work is not satisfactory, your services can be terminated at any time without assigning any reason.
2. Your services are liable to be terminated one month's notice or salary in lieu thereof, except on disciplinary grounds in which, no such notice or payment shall be made. In case you wish to resign from your services, you shall do so by serving three months' notice or paying three-month salary in lieu of. In case you wish to be relieved with immediate effect, you have to get the handing over done and school shall relieve you after one week from the date of resigning provided the handing over is done and you will have to pay one month's salary and have come to the school during this period every day and complete all your work.
3. If you are absent continuously from duties for more than 07 days without obtaining prior permission in writing of the Principal/Managing Committee, your services can be terminated without assigning any reason.
4. The payment of your salary will be subject to the deduction of the income tax etc. as per rules from time to time.
5. Your appointment will be subject to your being found medically fit, certificate in this regard may be obtained from a qualified medical practitioner/doctor, and a character certificate duly signed by a Gazetted Officer.
6. You will be the whole time employee of the school and shall not engage yourself in any work elsewhere, without written permission of the school authorities.
7. You will not accept or demand any subscription / donation / contribution from anyone either for yourself or for any association of teacher / staff or students.
8. You will not be involved in any publication work directly or indirectly without permission of school authorities.
9. You will not enter into any monetary transaction with any student or his parent / guardian and shall not misuse your position for your personal gains and shall not conduct yourself in such manner that you have to incur a debt beyond your means.
10. That you shall not accept, permit any member of your family or any other persons acting on your behalf to accept any gift including free transport, boarding lodging, or any other service or any pecuniary advantage from student, parent / guardian or any other person, who may come into your contact in the capacity of you being a staff member in the school.

*Srishti*



11. You will not involve yourself in any act contrary to 86 service rules, morals, and qualities of an employee and reputation of institution.
12. You will conform to all rules and regulation in force from time to time in the school and shall abide by all other lawful orders / instructions / directions of the Managing Committee.
13. Whenever required, you may be asked by school authorities to come early and / or stay back / on a holiday, for performing school duties.
14. You will be required to submit a relieving certificate from your present employer, if employed.
15. You are required to produce all original certificates and testimonials along with one set of attested copies for verification and to be kept in school record.
16. You are not to conceal any fact as stated in the application form, which, may result in the termination of your service without notice at any time during your stay in the school.
17. You will be responsible for safe custody of the material, other articles of the school issued to you, and in case of any damage or loss, the management / principal of the school will have the right to deduct the amount from your salary / emoluments beside taking disciplinary action, as deemed fit.
18. In case you propose to appear in any public examination, you will be required to obtain prior permission from the management / principal.
19. During the period of your employment, if you wish to apply anywhere else, you may do so by seeking approval/informing the Management Committee/Principal well in advance.
20. Your appointment is being made based on furnished documents such as qualifications, experience etc. as given in your application for appointment. If any particular is found false or incorrect, your appointment will be liable for termination without serving any notice or salary in lieu of notice.

If the above terms and condition are acceptable to you, give your acceptance immediately.

To,  
Srishti Arora

C-48, Mahendru Enclave , Street no. 4, GT Karnal Road, near Hans cinema, Gujrawala Town, Delhi-33

*Rajew Kumar*  
Principal

PRINCIPAL  
G. D. GOENKA PUBLIC SCHOOL  
SECTOR-9, ROHINI, DELHI-85

#### DECLARATION BY THE EMPLOYEE

I accept the offer and the terms and conditions mentioned in the aforesaid letter. I have understood the same in the language known to me.

*Srishti*  
Signature of the Employee

Name of the Employee

SRISHTI - ARORA

**Date: 27/07/2021**

**Dear Simran Charlie**

**Sub: Appointment Letter**

We are pleased to offer you an appointment with **Genpact** ("Company") as an **Management Trainee** under the following terms and conditions:

1. Your Cost to the Company (CTC) will be **INR 4,00,000/-** per annum. The components of your salary are provided in Annexure II and would be governed by Company policies as amended from time to time. In addition to the salary components indicated in Annexure II, you shall also be entitled to the following benefits as per applicable Company Policies & rules during your tenure with Genpact:

- Genpact pays bonus to all its employees based on performance/ productivity in lieu of profit based bonus under the Payment of Bonus Act, 1965 ("PBA"), if applicable. Your bonus entitlement during an accounting year may comprise of different categories of bonus payouts, including annual performance bonus ("APB"), variable incentive payout ("VIC") (if applicable) and other bonus payouts (if any) as communicated to you by the Company from time to time and based on parameters that Genpact will determine. In the event the PBA is applicable to you, then by accepting this offer of employment you acknowledge that this letter constitutes an agreement between you and Genpact under Section 31A of the PBA.
- Medical insurance covering hospitalization expenses of up to **INR 1,00,000/-** each for you and up to three of your dependents defined as per Company medical insurance scheme. Only spouse and children can be covered as dependents.
- Personal Accident Insurance of up to **INR 20,00,000/-** for Permanent / Temporary Disabled.
- Group Term Life Insurance cover of **INR 20,00,000/-**.
- Additional Life Insurance Cover as part of Employee Deposit linked Insurance (EDLI) Scheme – As per Act.

2. You will also be reimbursed business related expenses incurred in accordance with relevant Company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties, and will be conveyed to you at the time of accepting this assignment.

3. Your initial place of work will be **Noida Stellar IN - Office**. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India or abroad where Genpact conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.

5. You shall be required to provide documents and information as set forth under Annexure I of this letter.

*simrancharlie*  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
**27/07/2021**

**Genpact India Private Limited**

DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000; F +91 124 402 2674

**CIN:** U73100DL2005PTC307363

**Regd. Off.:** 12A (Ground Floor),  
Prakash Deep Building,  
7, Tolstoy Marg, New Delhi-110001



6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for **3** months. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

8. Genpact reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

9. Absence for a continuous period of eight days without prior approval of your supervisors (including overstay of leave/training) can lead to your services being terminated without notice.

10. You will automatically retire on attaining the age of 60 years.

11. Whilst employed by the Company:

- You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system
- Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Company policies and treated in accordance with clause 8.
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests to Genpact whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
- In the event you resign from the services of the company or your employment with the company is terminated for any reason whatsoever within 12 months of your date of joining the company, you will be required to refund all relocation and related expenses, notice period reimbursement, if any that may have been paid or reimbursed to you by the Company.

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12. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to pay any amount in lieu of notice.

13. Upon separation from the Company on account of either resignation or termination, you shall immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.

14. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

15. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice

16. Any and all disputes arising in connection with the appointment letter and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and Company The venue of the Arbitration shall be **Delhi** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at **Delhi**.

17. 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. 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. Your assignment is effective from **27/07/2021**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days of the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

**Warm Regards,**

**For Genpact**



**Akhilesh KVD**  
Senior Vice President – Human Resources

**Accepted and Agreed**

*simrancharlie*  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
**27/07/2021**

**Simran Charlie**

*simrancharlie*  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
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### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
  - One for Genpact ID card
  - One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
  - Two for PAN card application if you do not have one
3. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
  - 3 Post card size (4X7) photographs of yourself

OR

- 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 family who are your dependents.

\*Please check the Company policy for the applicable limit

4. If already a member of a provident fund (PF) scheme with previous employer, then;
  - Employer's name
  - Provident Fund account number from your previous employer
  - Universal account number (UAN) provided by your previous employer
  - Date of joining & leaving from previous employer
  - Adhaar card copy

*simrancharlie*  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
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**Annexure II**  
**COMPENSATION DETAILS**

<b>NAME</b>	Simran Charlie	
<b>BAND</b>	4A	
<b>DESIGNATION</b>	Management Trainee	
<b>LOCATION</b>	Noida Stellar IN - Office	
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>	
BASIC PAY	INR 2,40,000/-	
EMPLOYER CONTRIBUTION TO PF	INR 28,800/-	
CONVEYANCE	INR 60,000/-	
HOUSING RENT ALLOWANCE	INR 71,200/-	
ADDITIONAL ALLOWANCE	INR 0/-	
<b>FIXED PAY</b>	INR 4,00,000/-	
<b>ANNUAL PERFORMANCE BONUS* (APB)</b>	<b>Exceed Expectations</b>	<b>Meet Expectations</b>
	INR 85,000/-	INR 50,000/-
<b>TOTAL EARNING POTENTIAL</b>	INR 4,85,000/-	INR 4,50,000/-
GRATUITY	INR 12,000/-	

- The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining. For DOJ post 31 August, bonus payout is processed with the next bonus cycle for the entire period.
- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact provides the maternity benefits as per the Maternity Benefits Act, 1961, to all its eligible female employees. Basis the applicability of the Act and eligibility, you shall receive paid maternity leave, entitlements and other benefits available under the Acts and the Rules, therein, as more specifically mentioned in the Policies of the Company

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 simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
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- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.

**Warm Regards,**

**For Genpact**



**Akhilesh KVD**  
**Senior Vice President – Human Resources**

**Accepted and Agreed**

  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
**27/07/2021**

**Simran Charlie**

  
simrancharlie (Jul 26, 2021 14:17 GMT+5.5)  
**27/07/2021**

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# Genpact Appointment Letter


Final Audit Report


2021-07-26


Created:	2021-07-26
By:	Genpact Pan India Onboarding (genpactpanindia.onboarding@genpact.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVmGHq2oF7ZgCsUSjxJCWmaX0VbjweYkr


## "Genpact Appointment Letter" History

 Document created by Genpact Pan India Onboarding (genpactpanindia.onboarding@genpact.com)  
2021-07-26 - 8:30:09 AM GMT- IP address: 3.231.47.243

 Document emailed to simrancharlie (simran.charlie@gmail.com) for signature  
2021-07-26 - 8:30:38 AM GMT

 Email viewed by simrancharlie (simran.charlie@gmail.com)  
2021-07-26 - 8:43:05 AM GMT- IP address: 74.125.209.11

 Document e-signed by simrancharlie (simran.charlie@gmail.com)  
Signature Date: 2021-07-26 - 8:47:43 AM GMT - Time Source: server- IP address: 116.74.63.22

 Agreement completed.  
2021-07-26 - 8:47:43 AM GMT





## Employment Offer

1 message

Careers@ALLEN <careers@allen.ac.in>  
To: ajaykumarrs79@gmail.com

Wed, Aug 3, 2022 at 17:06

Reg. No. 183956

3-August-22

Mr. Ajay Kumar

#8814030210 | [ajaykumarrs79@gmail.com](mailto:ajaykumarrs79@gmail.com)

### LETTER OF OFFER

Dear Ajay Kumar,

Based on your job application and then subsequent written test and interview discussions you had with us, we are pleased to offer you an employment with **ALLEN Career Institute Private Limited**. Details of the terms and conditions of the offer are as under:

1. You will be designated as Trainee Lecturer in Chemistry Department | Faculty Training Division and will be initially posted at our **Mohali** Centre.
2. Your date of Joining will be **01-September-2022 (Thursday)** and you will be required to report at **10:00 am** at **ALLEN Career Institute Pvt. Ltd., C-109, Industrial Area, Phase-7, Mohali** (Contact No. #9041216386) for completing your joining formalities.
3. Your CTC will be ` **3.60 Lakh** per annum.
4. You will undergo four to five months (from the date of joining) training at Mohali Center.
5. Your center of posting will be decided after successful completion of training. Please note that you can be posted at any center, based on the institute's requirements.
6. Your employment will be subject to the Terms & Conditions, as per the Appointment Letter / Employee Agreement, which you need to sign at the time of joining.

7. Please bring along the below-listed documents **in original** and 1 set of Photocopy on your day of joining:

- a) Academic Certificates Semester/Year wise (all from 10<sup>th</sup> to Highest).
- b) Resignation Letter with acknowledgment.
- c) Relieving and Experience letter from the previous employer.
- d) Salary Slips of last 3 months.
- e) Six recent passport size photographs.
- f) Form 16 of last two financial years & Bank statement of last 6 months.
- g) One cancelled cheque (with your name printed on it) or photocopy of front page of passbook of any existing bank account.
- h) PAN Card & Aadhar Card (**3 copies**).
- i) Address Proof (Voter ID / Driving License / UID / Passport) (**3 copies**).

8. As a token of your acceptance of this offer, please reply to this email.

For any query feel free to contact us on all working days at #0744-2751129. You may also send your query to [careers@allen.ac.in](mailto:careers@allen.ac.in).

Wishing you all the best for a great career with ALLEN!

Yours truly,

**For ALLEN Career Institute Pvt. Ltd.**



**Head of HR**





pankaj kumar &lt;pkd15081@gmail.com&gt;

---

**Offer Mail - Data Enumerator, Process Improvement**

---

**pratigya mmd** <pratigyahr@gmail.com>

Wed, May 24, 2023 at 9:55 AM

To: pkd15081@gmail.com

Cc: caurvashivarma@gmail.com, singhshashikant24@gmail.com, Neetu Singh &lt;neetu.nsit@gmail.com&gt;

Dear Pankaj,

**Congratulations!**

We are delighted to offer you the position of the **Data Enumerator, Process Improvement** at **Pratigya**. It has been absolutely wonderful engaging with you through the selection process. Your skills and experience will be an ideal fit for our organization.

Details regarding your job role will be shared with you soon. However, your role could be modified on mutual agreement between Pratigya and you, based on the requirements of the intervention.

We would like for you to join us from **1st June 2023** and your Cost to the Organisation (CTC) would be **INR 35,000 per month** (before tax and other statutory deductions, if any, the details of which will be communicated to you by the Finance team). Your remuneration would be inclusive of local travel, your food and accommodation costs as well as technology costs (laptop, internet connection etc).

We request you to acknowledge and accept our offer by mail.

We will be sending a formal offer letter within 15 days of receiving your response. We look forward to welcoming you to team Pratigya!

As per our telephone conversation, I am sharing the [on boarding form](#) to be filled by the team hired under the agency project.






As of now I would request you to fill the form and upload the attached documents as mentioned in the form.

Let me know if you have any doubts.

Thanks,  
HR, Pratigya

---

**5 attachments**

-  **Form 2 PF Nomination Form (1).pdf**  
17K
-  **Gratuity Nomination Form (1).docx**  
14K
-  **Form 1 ESIC Declaration (if applicable) (1).pdf**  
72K
-  **Form11 PF Declaration (1).pdf**  
129K
-  **Declaration under CPP (1).docx**  
15K

23 December 2021

**STRICTLY PRIVATE & CONFIDENTIAL**

Aanchal Gupta  
A-329, Upper Ground Floor  
Vikaspuri, A-Block, Delhi 110018

Dear Aanchal,

**Contract of Employment**

Following our recent discussions, we are pleased to offer you employment with Moody's Analytics (India) Private Limited (the "Company"), on the following terms and conditions. This offer letter and the schedule to this offer letter shall together be your "Contract of Employment" with the Company.

**1. Title**

- a) You will be employed as Asst Risk Consulting Asst-MAI in our Banking Services Design department. Unless otherwise agreed, this Contract of Employment shall continue to be binding upon you after your position or remuneration changes.
- b) The nature of the Company's business demands that you are flexible with your approach to work to service the best interests of the Company. Accordingly, you agree to undertake such duties as the Company may reasonably allocate to you and to accept any modification or removal or your assigned duties as the Company may require, to take into account the changing needs of the Company's business and operations and your role within it.
- c) You shall, while undertaking your employment duties, devote the whole of your time and attention and abilities to the Company and any Affiliate and shall use your best endeavours to promote and protect the general interests and welfare of the Company and any Affiliate to which you may from time to time render your service.



## 2. Start Date

- a) Your employment with the Company will commence on 04 July 2022 (the "Start Date") and shall continue until terminated in accordance with this Contract of Employment.

If:

- i. you do not or are unable to report for work on the Start Date with a reason satisfactory to the Company;
- ii. a valid work permit or other permission or authorization has not been obtained or is not in effect on or before the Start Date or you are not entitled lawfully to reside and undertake employment with the Company in India,

The Company shall have the right, but not the obligation, to extend or postpone the Start Date.

If the Company does not agree to extend or postpone the Start Date, the Company may by notice to you rescind this Contract of Employment whereupon the Company shall have no liability to you.

- b) The first six months of your employment will be on probation. During this period the either party may terminate this Employment Agreement by giving thirty (30) day's prior written notice of termination to the other party.
- c) At the end of the six (6) months probationary period, the Company may at its discretion:
- i. If satisfied with your performance and suitability for continued employment confirm your employment in writing subject to any additional or amended terms as the Company may deem fit to apply, or
  - ii. Terminate your Employment upon giving you thirty (30) day's prior written notice of termination.

In the event, after the completion of the initial six (6) months probationary period, the Company neither confirms your employment nor terminates your employment as mentioned above, your probationary period shall be deemed to be extended for such duration and up till such time the Company either confirms your employment or terminates your employment as mentioned above.

### 3. Duties and responsibilities:

- a) Devote your whole time, attention and ability solely and exclusively towards the performance of the duties and responsibilities assigned to you by the Company from time to time during the Company's normal business hours and at such other times as may be necessary;
- b) Properly and faithfully serve the Company and use your best endeavours to protect and further the interests and reputation of the Company.
- c) And such additional duties as the company may require of the Employee from time to time and undertake various responsibilities in this respect, and devote the whole of his time and attention of the Business, to the best of his skills and abilities including the following:
- d) To promote the interest and welfare of the Company.
- e) To conform to and comply with the Company's Compliance Manual/ Policies and such directions and orders as may from time to time be given by the Company.

### 4. Place of Work

Your principal place of employment shall be in the Company's office in Gurgaon, but you may be required to work temporarily or permanently at other locations in India or abroad from time to time. The Company may, at its sole discretion, transfer the Employee to any other office of Company in India or overseas or to any Affiliates of the Company so long as the benefit of the employment accrues to the Company. In such case, the Employee shall also be bound by any policy of such other office or Affiliate, in existence at the date of this Agreement or that may be subsequently adopted / framed by the Company or the Affiliate. The Employee will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of his duties.



## 5. Office hours

- a) The Company's normal business hours are from 9.30 AM to 6:30 PM from Monday to Friday, with a break of 30 minutes for lunch between 13:00 and 13:30 (otherwise than on all holidays as notified in writing by the Company from time to time).
- b) However depending on Business exigencies, you may be required to work in different shifts or hours and the same will be communicated to you by your line manager/human resource.
- c) The office hours may be amended by the Company from time to time. However, the Company has the right to require you to work such further hours on weekdays/weekends and on other notified holidays, with or without additional payment as determined by the Company by reference to the need to enhance and/or protect the Company's interest or business.

## 6. Remuneration

- a) As compensation, you shall be entitled to receive an INR of 8,00,000 per annum. This shall accrue on a daily basis and be payable monthly in arrears by the 7<sup>th</sup> working day of the subsequent month. It is clarified that 'CTC' shall comprise your total cost to the company and includes all payments provided by the Company directly or indirectly to or on your behalf, whether as salary or otherwise.
- b) Within 60 days after your Start Date, you will receive a one-time payment of INR 1,50,000 less all applicable taxes and withholdings. This payment represents our appreciation for your continued employment, which we hope will continue for some time. By countersigning this Offer Letter, you agree that, as a condition of this sign-on bonus, if you resign or are terminated for Cause by the Company before the first anniversary of your date of hire, you shall immediately repay the Company the net amount of the one-time payment, received by you after the applicable taxes and withholdings, without pro-ration, offset, reduction or adjustment of any kind.
- c) The Company's current practice is to review salaries in annually each year. The Company will have no obligation (whether contractual or otherwise) to increase your salary during such review.

- d) The Company is under no obligation to increase your CTC as a result of such review. Any revision in the CTC following a review shall be effective from and subject to such terms and conditions as the Company shall deem fit.

## 7. Annual Performance Bonus

In addition to your base salary, you will be eligible to receive an annual discretionary bonus under Moody's Performance Incentive Compensation ("PIC") Plan. For calendar year 2022 your bonus target will be INR 88,000. Your actual bonus payout will be based on the performance of Moody's, including Moody's meeting certain targeted annual financial objectives, and your individual performance. Funding for PIC and individual awards may vary substantially from year-to-year based on the extent to which performance and financial objectives are met, exceeded or missed. Moody's has broad discretion with respect to determining actual bonus awards. In order to earn and receive payment of any bonus award, you must remain actively employed by the Company (including not under any notice of termination) through the date on which bonuses are paid and otherwise satisfy the eligibility requirements of the PIC. Assuming you are actively employed on the date that bonuses are paid and not under any notice of termination and you satisfy the PIC eligibility requirements, your bonus award, if any, will be payable during the first quarter of 2023 and will be pro-rated based upon your date of hire.

## 8. Termination of Employment and Notice Period

- a) This Contract shall be terminated forthwith:
  - I. In the event of your death.
  - II. Upon the dissolution of the Company.
- b) Upon confirmation of your employment, your employment may be terminated by either you or the Company at any time by giving sixty (60) day's written notice.
- c) Subject to the proviso below, If you purport to terminate the employment without notice or prior to the completion of the notice period specified in Clause 8) b) above, you shall pay the Company, an amount equal to the gross salary for the unserved notice period.



Provided that, notwithstanding anything contained in this clause 8(c) above or otherwise in this Employment Agreement, the aforesaid option to pay, salary in lieu of notice period or any shortfall in the notice period shall be at the sole discretion of the Company. Company may at its discretion refuse such options to you and require you to serve the complete notice period which shall be binding on you. Any failure on your part to not to serve the complete notice period or remain on authorised absence during the same shall be viewed seriously and may lead to disciplinary action including but not limited to the termination of employment.

d) The Company reserves the right to:

- I. make a payment in lieu of notice to you in order to terminate your employment; and
- II. terminate your employment without any notice or payment in lieu of notice if it has reasonable grounds to believe you have engaged in gross misconduct, persistent unpunctuality, neglect of duty or material breach of any of the terms of your employment.

e) At any time and for any period during your employment, the Company may, at its absolute discretion (and without providing any reason for doing so):

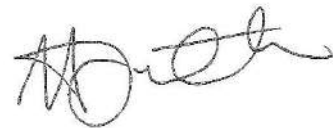
- I. exclude you from any premises of the Company and/or any Affiliate;
- II. require you not to perform all or any of your duties of employment; and/or
- III. require you to resign with immediate effect from any offices you hold with the Company and/or any Affiliate and to confirm in writing that you have no claim arising from such offices.

f) On or prior to the last day of your employment or at any other time specified by the Company, you must return to the Company all equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to the Company or any Affiliate (including but not limited to keys, credit cards, equipment and passes) which are in your possession, custody or control. You must, if so

required by the Company, confirm in writing that you have complied with your obligations under this paragraph.

- g) You agree that you will not, at any time after the cessation of your employment, represent yourself as still having any connection with the Company or any Affiliate save as a former employee and only for the purpose of communicating with prospective employers or complying with any applicable statutory requirements.

Please acknowledge and indicate your agreement to the terms and conditions mentioned above and in the attached Schedule on the original copy of this Letter of Offer and return the same to the Human Resources Department.



Natalie Salord

AVP-Manager, HR Service Team, APAC

Yours sincerely,

For and on behalf of

**Moody's Analytics (India) Private Limited**

I, hereby confirm that I have read and understood, and agree to accept, the terms and conditions of employment set out in this Offer Letter and attached Schedule together, the "Contract of Employment".

Name.....Aanchal Gupta.....Signature.....  
Date.....24/12/2021 .....

**Enclosure: Schedule 1 – Terms and Conditions of Employment**



*Strictly Private and Confidential*

Date: 01-Nov-2022

To,

Ms. Kriju Sharma

Kriju Sharma 283/A Tekhand Okhla Phase 1 New Delhi | ,

2626, Delhi,

INDIA, 110020

**Subject: Letter of Appointment**

Dear Kriju Sharma,

This is with reference to your application and subsequent interview you had with us and further to your acceptance of our Offer Letter dated **14-10-2022**. We are pleased to appoint you as an employee in HDFC ERGO General Insurance Company Limited (hereinafter referred to as "the Company") on the following terms and conditions which will apply while you are on probation or post confirmation :

Sr. No.	Particulars	Description
1.	Designation	Senior Executive - Bancassurance
2.	Management Band	JM1-A
3.	Department	Retail Business Group
4.	Function	Bancassurance Group
5.	Date of Joining (on or before)	01-Nov-2022
6.	Job Location	New Delhi - Laxmi Nagar

**1. REMUNERATION AND PERQUISITES**

You will be entitled to the remuneration and perquisites as set out in the Annexure – A to this letter and you will be entitled to the privileges / benefits like Provident Fund, Gratuity, E.S.I.C., etc, as per law and if applicable. Taxability of your salary and benefits shall be as per the Income Tax Act and Rules framed thereunder. You will be entitled to leave/s as per Company's policy .

**2. PERFORMANCE BONUS**

You shall be entitled for a maximum Performance Bonus of **21 percent** of the fixed Component of your CTC. The actual payout out of this variable component would depend on your individual performance rating and the Company's performance and will be decided by the Company at its sole discretion. The Performance bonus is paid after completion of financial year to the employee who is on the rolls of the Company and not serving notice period on the date of disbursement. However the employee within purview of Payment of Bonus Act will be entitled to performance bonus upon resignation/termination as per entitlement. .

**3. TAXATION**

You will be liable to pay all taxes and liabilities as required under the Income Tax Act, 1961 and Rules framed thereunder and with the exception of the Company's obligation under the Indian tax laws to deduct tax at source from your remuneration., The Company assumes no responsibility for your personal tax affairs.

**4. PROBATION&CONFIRMATION**

- 4.1. You shall be on probation for a period of **6 months** from your date of joining. Unless confirmed in writing, you shall be deemed to continue on probation for a further period of **3 months** and your probation shall continue until confirmed in writing by the Company.
- 4.2. During the period of your probation or extended probation, the Company would be entitled to terminate your services, without assigning any reason, by giving you one month notice in writing, or payment of one month's base salary in lieu of such notice. However in case of unsatisfactory performance or conduct detrimental to the Company, you can be terminated without notice or notice pay. In the event of your desiring to leave the services of the Company at any time during the period of your probation or extended probation, you shall give the Company one month notice in writing, provided that the Company may, at its sole discretion, waive such notice. The management can recover one month salary in lieu of notice.

## 5. TERMINATION OF SERVICE AND RESIGNATION FROM SERVICE

- (a) After confirmation, the Company would be entitled to terminate the services, without assigning any reason, by giving **90 Days** notice in writing, or payment of **90 Days** base salary in lieu of such notice. However no notice or pay in lieu of notice shall be payable in case the services are terminated due to non performance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company **90 Days** notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis on your base salary, it could adjust the same from your dues.
- (b) Further, your services are liable to be terminated, during the probation period or post confirmation, without any notice or compensation in lieu thereof if:
- It is found by the Company that you have been convicted in the past a court of law for any act involving moral turpitude or the Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having being lodged against You which has not been informed to the Company at the time of accepting the Offer for appointment made by the Company.
  - any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
  - you are found guilty of dual employment.
  - you violate any of the conditions of service as stipulated in these terms and conditions of Employment, rules and regulations of the Company, policy and processes of the Company. Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

You shall, at all times during the employment, adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or any other Policies.

## 6. SUPERANNUATION

You shall automatically retire from the services of the Company on the last day of the month in which you attain 60 years of age.

## 7. POSTING AND TRANSFERS

Your services are transferable to any existing or new department, location, branch city or any other office within India or abroad at the Company's discretion. You will be entitled to benefits under the policy as applicable to you.

## 8. WORKING IN SHIFTS



You may be required to work in shifts or perform extended hours of work as may be necessary and called upon to do so at the sole discretion of the Company. Your remuneration package covers these contingencies and you will not be entitled to any further compensation for shift working or extended working.

## **9. NON SOLICITATION OF CUSTOMERS AND EMPLOYEES**

- 9.1. You shall not, directly or indirectly, whether on your own behalf or on behalf of any other person whilst in employment or for the period of 3 months thereafter:
- 9.1.1. seek, canvas, induce or solicit any business or orders from any customer/s of the Company.
  - 9.1.2. solicit, induce or entice away or seek to entice away from the Company any person / employee (whether as an employee, consultant, advisor, etc.) who is and was during the time of your employment associated with the Company.
- 9.2. You will also not, for a period of 3 months after termination of your employment, solicit or entice away or engage from the Company or offer or cause to be offered any employment to any person employed by the Company for whom you have had responsibility at any time during the last 12 months of your employment (whether or not such person would be in breach of their employment or appointment terms).
- 9.3. You agree that the covenants set out above are separate and severable and are considered by you and the Company to be reasonable and necessary for the protection of the legitimate interests of the Company. You shall indemnify the Company in respect of loss that is caused or may be caused as a result of breach of this covenant by you. In the event of any breach of the terms and conditions of the obligations as stated in this Agreement, without prejudice to the Company's right to claim compensation and damages from you, the Company reserves its rights to initiate appropriate action against you to restrain such breach.

## **10. Confidentiality**

- 10.1. During the course of your employment, you may learn or acquire information, which is confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will neither during your employment with the Company nor thereafter, divulge any such information to any third person, company or any other organization. Any documents or assets in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the services of the Company for any reason whatsoever. Such information may include without limitation documents, accounts, soft copies, computer print outs, etc.
- 10.2. You may receive confidential or proprietary information from third parties subject to a duty on the Company's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you will not disclose any such confidential or proprietary information to anyone, except as may be required in performing services at the company and consistent with Company obligations under applicable law, and agreement with such third party. You shall not use such information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any applicable law governing the Company or the agreement between the Company and such third party.
- 10.3. During the course of your employment with the Company, you will not improperly use or disclose any confidential or proprietary information or trade secrets of your former employers, principals, partners, clients, customers, suppliers, etc., and you will not bring onto the premises of the Company (including its servers, etc.), any unpublished document or any property belonging to any such persons or entities unless such persons or entities have given their consent, and only after disclosing the same to the Company and obtaining consent from Company. You agree not to violate any non-disclosure or proprietary rights agreement you may have signed in connection with any such person or entity.
- 10.4. You hereby recognize and agree that the Company is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, books, hardware, etc. You agree that you shall not in any manner

whatsoever, represent and/ or claim that you have any interest by way of ownership, assignment or otherwise in the same.

10.5. You shall make reasonable efforts to protect confidential information from unauthorised access or use.

10.6. You hereby also confirm that You have disclosed fully all of your business interests in the Company- whether or not it is similar to or in conflict with the business(s) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and You or any of your immediate relatives.

10.7. Immediately upon Company's instruction return, delete, erase or otherwise destroy any confidential information contained in computer memory, magnetic, optical, laser, electronic or other media in Your possession or control, which is not capable of delivery to the Company however for such information which is capable of delivery You shall deliver to the Company all such in its possession or control.

## **11. Deductions**

11.1. By accepting the terms of employment, you authorize the Company to deduct all dues from your compensation at the time of termination of employment. This would include salary in lieu of notice, all debts owed by you to the Company, and loss or damage caused by you, or any other deductions as per Company's policy.

11.2. Statutory deductions like EPF, Income tax, Professional Tax, Labor Welfare Fund, etc., would be made as required by the applicable laws.

## **12. OTHER TERMS AND CONDITIONS**

12.1. This appointment is valid, subject to all information, facts, records and figures provided by you to the Company being accurate. In case any information and record/s provided by you in the Application form and during the discussion with the Company's representatives found incorrect or false, your employment will be deemed null and void and the Company reserves its rights to terminate your services with immediate effect. The Company's decision in this respect shall be final.

12.2. In case of any investigation initiated by the Company against you, the Company may ask you not to report to the duties, and during which period, you will be entitled to 50% of your base salary.

12.3. In matters not specifically enumerated in this letter, such as provident fund, bonus, gratuity, etc., you will be governed by the respective Laws and regulations and also as per the Company guidelines that may be applicable to your grade of employment.

12.4. Your appointment and its continuance is subject to your being remaining physically and mentally fit.

12.5. You are required to ensure that at all times you will maintain highest ethical and professional standards in your dealings with associates and other people you deal with during the course of employment.

12.6. You shall be liable to make good and pay for any loss caused to the Company by your negligence, default or any breach of rules or operational/administrative instructions as may be issued by the Company from time to time and also liable for damages as well as compensation and also cost of litigation if incurred by the Company.

12.7. You will devote your full time and attention to the discharge of your duties and shall not, without the express written consent of the Company engage yourself in any business / profession, part-time work or employment either directly or otherwise during the employment with the Company.

12.8. You shall not directly or indirectly for a period of 3 months after your resignation or termination from the Company ("termination date") be engaged on your own account or in the capacity of employee, officer, consultant, advisor, partner, principal or Agent, in any Company which carries on any business or venture which:

12.8.1. is or shall be in competition with any of the businesses of the Company with which you are being concerned or involved at any time during the 3 months preceding the termination date.

12.8.2. requires or might reasonably be thought by the Company to require you to disclose or make use any confidential information in order to discharge your duties or to further your interest in any such Company.



- 12.9. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics.
- 12.10. It is your responsibility to read, understand and abide by the Company's policies and procedures and the Company's Code of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The Company reserves its right to take appropriate action, in the event of any breach of the Company's Code of Conduct and other Policies.
- 12.11. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. Copy of the Company's Code of Conduct is enclosed herewith for perusal and confirmation.
- 12.12. You shall not sign any contract/s or enter into any binding agreement/s, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office of the Company with the prior written approval of the Company.
- 12.13. You shall not pledge the Company's asset and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.
- 12.14. You shall join us on or before the date specified above. In the event you fail to join the Company on or before the said date, your appointment stands cancelled without any further intimation. This appointment is subject to your reference and credentials check to the Company's satisfaction. In event of any discrepancy found during the reference and credentials check, the appointment will be terminated forthwith without any notice.
- 12.15. The terms of your employment may be amended at any time by the Company.
- 12.16. In the event you violate any legal regulations of IRDAI or commit any act whereby the client or Company is put to a loss, the Company will have a right not only to take disciplinary action, including the termination of services but also have a right to recover said amounts of loss as well as damages, penalty and costs incurred for the same.
- 12.17. Absence for a continuous period of five working days without prior written approval of your superior, (including overstay of leave, training or other similar activity), would be treated as voluntary abandonment of service which may lead to your summary dismissal from the Services of the Company without any notice or salary in lieu thereof.
- 12.18. You will be governed by the Policies and Processes, Rules & Regulations of the Company as applicable (which may be amended or altered from time to time) during the course of your employment. Such policies include without limitation Code of Conduct policy, Acceptable Use of IT Security policy, IT policy and necessary compliance of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, etc.
- 12.19. You hereby agree and confirm that you, either currently or whilst in the employment with the Company, are/will not be directly or indirectly be associated with any political party, failing which, your services are liable for termination.
- 12.20. You and your relative/s / family member/s shall not directly or indirectly deal as a vendor / service provider etc. providing any goods or services to the Company in any manner and / or to receive any money consideration / compensation by whatever name called for such goods/ services etc..
- 12.21. You will indemnify and hold harmless the Company, its directors and personnel at all times from any claims arising out of your acts of omission.
- 12.22. You will inform the Company in writing about any change in your residential address. In the absence of such information, all communications sent to you on the last address given by you to the Company shall be deemed to have been delivered to you.

**13. JURISDICTION**

This contract of Employment shall be interpreted and governed by the laws of India. In case of any dispute/s relating to your employment with the Company and issues which are required to be resolved in Courts of law and the Courts in Mumbai shall have the jurisdiction

**In accordance with the standard practice of the Company, we expect you to treat the terms of your employment and your compensation as confidential. Disclosure of the same will be treated as breach of trust and will be reviewed seriously by the Company.**

Finally, **Kriju Sharma**, we very much look forward to welcoming you to HDFC ERGO General Insurance Company Limited and we hope that you will have a long and fruitful career with us. We are sure that you will make a very important contribution to the Company's growth and development.

This appointment letter is being issued in duplicate and we would request you to sign a copy and return it in confirmation of your having understood and accepted the above terms and conditions.

With best regards,

**For HDFC ERGO General Insurance Company Limited**



**Sumit Mukherjee**

Vice President - Human Resources

**ACCEPTANCE**

I have read and understood the above terms and conditions and I hereby accept this offer of employment and agree to the above terms and conditions of my employment with HDFC ERGO General Insurance Company Limited.

Signature :

**Kriju Sharma**

Place

Date:



## Annexure – A

Name:	Kriju Sharma		
Designation:	Senior Executive - Bancassurance		
Location:	New Delhi - Laxmi Nagar	Band:	JM1-A
Department:	Retail Business Group	Function:	Bancassurance Group

figures in INR per annum

Pay Components ( A )	Amount	Mode of Payment	Remarks
Base Salary	1,08,000	Monthly through Payroll	Fully Taxable
House Rent Allowance	54,000	Monthly through Payroll	Taxability as per applicable IT provisions on HRA
Special Allowance	1,71,208	Monthly through Payroll	Fully Taxable
<b>Total Of A</b>	<b>3,33,208</b>		
Retirals ( B )			
Provident Fund	21,600	Company Contribution	As per the applicable law
Gratuity	5,192	Gratuity as per the Act	As per the applicable law
<b>Total Of B</b>	<b>26,792</b>		
<b>Total Fixed (C) = A+B</b>	<b>3,60,000</b>	<b>Three Lakh Sixty Thousand Only</b>	
Employee Benefits ( D )			
GTL Insurance	2,540	Payable by Company	Sum Assured of Rs.20 Lakhs for Self
GPA Insurance	945	Payable by Company	Sum Assured of Rs.35 Lakhs for Self
GMC Insurance	14,483	Payable by Company	Sum Assured of Rs.4 Lakhs for Self, Spouse and two dependent children
<b>Total Of D</b>	<b>17,968</b>		
<b>Total (E) = C+D</b>	<b>3,77,968</b>	<b>Three Lakh Seventy Seven Thousand Nine Hundred Sixty Eight Only</b>	
Performance Bonus (F)	75,600	Variable is payable once a year, maximum up to 21% of fixed CTC based upon the individual performance & Company performance subject to an employee remains on payroll with the Company and not serving notice period at the time of disbursement.	
<b>Total Cost to Company (G) G = E+ F</b>	<b>4,53,568</b>	<b>Four Lakh Fifty Three Thousand Five Hundred Sixty Eight Only</b>	

## Note:

- a) You may avail the retirement benefits under the scheme of NPS as per the policy.  
b) Total Cost to Company (CTC) is a total of Pay Components, Retirals, employee benefits and Performance Bonus.  
c) As a part of employee benefits, insurance premium is paid by the Company to the concerned Insurer.

**Note : This appointment is subject to reference and credentials check to our satisfaction. In event of any discrepancy found during the reference and credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.**



Sumit Mukherjee  
Vice President - Human Resources

Signature :  
Kriju Sharma



WEDNESDAY, JANUARY 18, 2023

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January 18, 2023

Navendu Duari

211, 2nd Floor, Mercantile House,  
15, Kasturba Gandhi Marg,  
New Delhi - 110001

Dear Navendu Duari,

On behalf of HighLevel India Private Limited (the “Company”), I am pleased to offer you the position of Software Development Engineer III of the Company upon the terms set forth below. HighLevel is the leading sales and marketing platform for agencies and we can't wait to see how your contributions to the team will take us even further. You will report to Nikunj Kanetiya. If you accept this offer, we expect that you will begin working no later than February 1, 2023. We believe the skills, experience, and the attitude you possess will make a positive contribution to our company. We are excited to welcome you to the team!

**Place of Employment.** The place of our employment will be our Delhi office. However, we may require you to travel to or work from any other location (within or outside India) as may be deemed necessary by the Company in its absolute discretion. Further, we may also allow you to work from home in accordance with the policies of the Company while your reporting office will continue to be Delhi for the purposes of all applicable labour and employment laws.

**Compensation.** You will be entitled to receive an aggregate compensation of INR 28,00,000 (on a cost to company basis) per annum. Refer to **Schedule I** for a break-up of your compensation. All amounts payable to you by the Company will be subject to applicable taxes, charges, and deductions. Your compensation will be payable in accordance with the Company's standard payroll schedule and procedures, which are subject to change.

**Equity.** Subject to the approval of the Company's Board of Directors, you shall be granted an option (the “Option”) to purchase 12000 of the Company's Common Stock, at an exercise price equal to the fair market value of such Shares on the date of grant, as determined by the Company's Board of Directors, pursuant to and upon the terms set forth in the Company's



option plan and form option agreements. So long as you continue to be employed by the Company, the Option shall vest with respect to 25% of the underlying shares on the one-year anniversary of your employment start date and with respect to the balance in 36 equal installments upon your completion of each additional month of service thereafter. In addition, the shares underlying the Option will be subject to restrictions on transfer without Board approval, as well as a right of first refusal in favor of the Company and a market standoff agreement as further described in the option plan and related documents.

**Benefits.** As a regular employee of the Company, you will be eligible to participate in Company-sponsored benefits that are generally available to all employees at your level in accordance with Company policies, as in effect from time to time. In addition, you will be entitled to paid time off in accordance with the Company's Paid Time Off policy, as in effect from time to time. Such policies are subject to adjustment from time to time at the discretion of the Company.

All female employees of the Company are entitled to maternity benefits in accordance with the Maternity Benefits Act, 1961 and the [Maternity Benefits Policy] of the Company in this regard.

**Start Date.** Your start date will be February 1, 2023. You will need to complete all virtual onboarding requirements prior to your start date. Your orientation will take place virtually and additional information will be sent to you via BambooHR. On your first day, you will be asked to provide appropriate documentation verifying your identity and authorization to work in India.

**Contingent Employment.** Your employment pursuant to this letter is contingent upon: (a) you providing the Company with the legally required proof of your identity and authorization to work in India; (b) your signing and agreeing to be bound by the enclosed Proprietary Information and Inventions Assignment Agreement; (c) the successful completion of your background check, in each case within [15 (fifteen) days of the date of this letter]. In order for us to commence your background check, you must authorize the consent form that will be emailed to you from our background check provider, [Good Hire]. If you fail to comply with the said conditions (a) to (c) within the aforesaid time period, the Company will have the option to terminate your employment with immediate effect and without any further liability or payment to you.

**Leaves.** You will be entitled to leaves and public holidays in accordance with the Company's policies.

**Termination.** While we hope that your employment with the Company will be mutually satisfactory, employment with the Company is for no specific period of time. As a result, either

you or the Company is free to terminate this letter/ agreement and your employment relationship with the Company at any time for any reason, with or without cause by providing a notice period of 1 month or wages in lieu thereof. This is the full and complete agreement between us on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time-to-time, the "at-will" nature of your employment may not be changed except by an express writing signed and dated by both you and the CEO of the Company.

**Other Terms Of Employment.** Other terms that will govern your employment are set out in **Schedule II**. In addition to the terms set out in **Schedule II**, your employment will be governed by various policies and guidelines of the Company, which may change from time to time.

**Entire Agreement.** This letter along with all schedules hereto, when signed by you, constitutes the entire agreement between you and the Company and supersedes any prior representations or agreements, whether written or oral. This letter may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. The terms of this agreement and the resolution of any disputes as to the meaning, effect, performance or validity of this letter agreement or arising out of, related to, or in any way connected with, this letter agreement, your employment with the Company or any other relationship between you and the Company will be governed by laws of India and the courts at Delhi, India will have exclusive jurisdiction over any disputes arising out of or relating to this Agreement.

Navendu, I look forward to having you on our team. This is a very exciting time for the Company, and I know you will make a positive contribution to our business. If you wish to accept this offer, please sign and date this letter and return it to me. This offer, if not accepted in writing, will expire on January 20, 2023. Please also retain a copy of this offer letter for your records.

If you have any questions, please email our HR Business Partner, Apoorva Prasad at [apoorva@gohighlevel.com](mailto:apoorva@gohighlevel.com).

Sincerely,



Granya Gormley

Vice President of People Operations



I have read, understood, and accepted this employment offer. Furthermore, in choosing to accept this offer, I agree that I am not relying on any representations, whether verbal or written, except as specifically set out within this letter.

Enclosures: Compensation Break-Up  
Proprietary Information and Inventions Assignment Agreement

**SCHEDULE I**  
**COMPENSATION BREAK-UP**  
(Amounts in INR)

**CTC**  
**28,00,000**

Basic  
14,00,000  
(fully taxable)

HRA  
7,00,000  
(exempt subject to submission of HRA receipt)

Books & Periodicals  
20,000  
(exempt subject to submission of the bills)

Car Reimbursement  
39,600  
(exempt subject to submission of the bills)

Telephone Reimbursement  
24,000  
(exempt subject to submission of the bills)

Uniform Reimbursement

70,000

(exempt subject to submission of the bills)

Entertainment Reimbursement

67,200

(exempt subject to submission of the bills)

LTA

1,16,667

(exempt subject to submission of the bills)

Special Allowance

3,62,533

(fully taxable)

## **SCHEDULE II**

### **OTHER TERMS OF EMPLOYMENT**

**For the purposes of this Schedule II, the following terms will have the meaning as set out below:**

**“Affiliate”** means, with respect to the Employee, any other Person: (i) who is a Relative of the Employee; (ii) and any Person, who is Controlled by: (A) the Employee; or (B) a Relative of the Employee.

Provided that, without prejudice to the generality of the foregoing, the term Affiliate will be deemed to include any private family trusts managed or Controlled by the Employee or any Relative of the Employee, provided the beneficiary of such trust is the Employee or his Relatives.

**“Business”** means business of the Company from time to time.

**‘Company’** means HighLevel India Private Limited.

**“Control”**, as used with respect to any Person, means: (a) the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such Person whether through the ownership of voting securities, by agreement or otherwise; or (b) the power to elect more than half of the directors on the board, partners or other individuals



exercising similar authority with respect to such Person; or (c) the possession, directly or indirectly, of a voting interest of more than 50% (fifty percent) of the total paid up equity share capital of that subject Person; provided that the sole possession of any affirmative voting rights, negative veto rights, or rights with respect to any reserved matters shall not be construed as “Control” as defined herein.

**‘Employee’** means Mr./Ms. Navendu Duari.

**“Parties”** means the Company and the Employee collectively, and the term **“Party”** will be construed accordingly.

**“Person”** means an individual, proprietorship, partnership (limited or unlimited), corporation, company, unincorporated organization or association, trust or other entity, whether incorporated or not.

**“Relative”** with respect to a natural Person, has the meaning given to such expression in Section 2(77) of the Companies Act, 2013.

## **1. Duties and Responsibilities**

- The Employee will comply with all the applicable Company policies.
- During the term of the employment, in addition to the assigned tasks and work responsibilities, the Company may require the Employee to interact and work directly or indirectly with external entities and/or authorized representatives of such entities. While dealing or working with such associates, the Employee is expected to act as a brand ambassador of the Company through courteous conduct, positive behaviour, cooperative attitude and working skills, so that the reputation and goodwill of the Company is enhanced and not adversely effected.
- Since this is a full-time employment with the Company, while in the employment of the Company, the Employee is not allowed to be employed in any other organization on a permanent, temporary or part-time basis nor will the Employee offer any services with or without consideration to any person, legal entity or public authority or be occupied in his/her own business, without the prior written consent of the Company.
- The Employee will not engage in activities that could result in a conflict of interest with the Company without prior approval from Company. Any conflict of interest or potential conflict of interest will be immediately disclosed to the Company.

- The Employee represents and undertakes that he will not, and will also not permit any of his sub-ordinates or Affiliates or any officers, managers, employees, independent contractors, Relatives, representatives or agents of the Company reporting to him, to commit any act of fraud or to promise, offer, authorize or make any payment to, contribute, accept, agree to accept, request for, or aid and assist in the offer or acceptance of any advantage, reward, benefit, or any other item of value, financial or otherwise, directly or indirectly, to any third party, including any public servant/government official (as defined in the applicable anti-bribery/corruption law(s)), in each case, which may be construed as bribery, extortion, kickbacks, fraud or any other unlawful or improper means of obtaining or retaining business, commercial advantage or for improper performance of any business related function or activity, which is prohibited and punishable under the (Indian) Prevention of Corruption Act, 1988, as amended by (Indian) The Prevention of Corruption (Amendment) Act 2018, Prevention of Money Laundering Act, 2002, the Foreign Corrupt Practices Act, 1977 or any other applicable anti-bribery/ corruption law(s).

## **2. CONFIDENTIALITY**

- As an employee of the Company, the Employee will have access to and be entrusted with certain Confidential Information of the Company (whether disclosed orally, visually, in writing or howsoever), its customers, business associates and others, including in respect of their business, dealings, transactions and affairs, all of which information is or may be confidential. It is a condition of the Employee's employment that the Employee will not, except as authorized by the Company, or as required by the Employee's duties, use for the Employee's own benefit or gain or divulge to any persons, firm, company or other organization (during and after the termination of the Employee's employment) whatsoever any Confidential Information belonging to the Company its customers, business associates and others, or relating to their affairs or dealings which may come to the Employee's knowledge during the Employee's employment. The Employee acknowledges that the Company has explained that such Confidential Information is the valuable property of the Company and/or their customers and is critical to the business of the Company. Further, the Employee will not at any time, whether during or after the period of employment with the Company, use such Confidential Information or any part thereof, for the Employee's own benefit or for the benefit of any person, firm, company or other legal entity other than the Company.
- All confidential records, documents and other paper together with any copies or extracts thereof, made or required by the Employee in the course of the Employee's employment will be the property of the Company and must be returned on the termination of the Employee's employment as per Agreement. All notes and memoranda of any Confidential Information which will be acquired, received or made by the Employee during the course of



the Employee's employment will be the property of the Company and will be surrendered by the Employee to someone duly authorized in that behalf at the termination of the Employee's employment or at the request of the Company at any time during the course of the Employee's employment.

- If any information relating to the Company is stored on a computer, laptop computer or any other electronic device or any magnetic or optical disk or memory ("**Electronic Device**") which Electronic Device does not belong to the Company, the Employee must disclose the same to the Company and the Company will be entitled to download the information and/or supervise its deletion from the Electronic Device concerned. The Company will delete any information relating to the business of the Company or any Group Company stored on any Electronic Device and all matter derived from such sources which are in the Employee's possession or under the Employee's control outside the Company's premises.
- "**Confidential Information**" will include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, product details, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters etc. which is communicated to the Employee or acquired by the Employee or which may have come to the Employee's knowledge by virtue of being an employee of the Company, and might be of a nature not generally known to others operating in the Company's area of business.
- Notwithstanding the aforesaid, the Employee may disclose Confidential Information, where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that the Employee will in such a case, give the Company a reasonable notice of any prospective disclosure and will assist the Company in obtaining an exemption or protective order preventing such disclosure.

### **3. NON-SOLICIT**

#### **NON-SOLICITATION OF EMPLOYEES**

The Employee expressly acknowledges and agrees that as long as they are an employee of the Company and for a period of twelve (12) months after the Employee ceases to be an employee of the Company for any reason, with or without cause, the Employee and/or their affiliates will not, directly or indirectly, persuade or attempt to persuade, solicit, induce, or recruit any director, employee, consultant, or other individual who on the last date of employment of the Employee was employed by the Company and with whom the Employee

dealt in the 12 months period prior to the Employee's cessation of employment with the Company.

### **NON-SOLICITATION OF CLIENTS**

Furthermore, the Employee expressly acknowledges and agrees that as long as they are an employee of the Company and for a period of twelve (12) months after the Employee ceases to be an employee of the Company for any reason, with or without cause, the Employee and/or their affiliates will not, directly or indirectly, persuade or attempt to persuade, solicit, induce, recruit, or form and/or accept any other type of business relationship with, any legal or natural person, firm, corporation, or other type of entity who was a customer, client, consultant, or advisor to the Company at any time during the twelve (12) month period prior to the Employee's cessation of employment with the Company, for the purpose of providing services to such entity similar to the services Employee provided to the Company, and/or for the purpose of persuading such entity to cease to do business or to reduce the amount of business which such entity has customarily done with the Company. For avoidance of doubt, the Employee expressly acknowledges and agrees that this provision applies to any such entity described in this paragraph, regardless of whether or not the relationship between the Company and such entity was originally established in whole or in part through the Employee's efforts.

- Notwithstanding anything contained in the above Clause, the Employee expressly acknowledges and agrees that he/she will not, at any time, whether during his employment with the Company or subsequently, directly or indirectly solicit, render services (similar to the services provided by the Company) to or for, or accept from, anyone who is a client or customer or partner of the Company (whether present or future), any business of the type performed by the Company, or persuade or attempt in any manner to persuade any client or customer or partner of the Company to cease to do business or to reduce the amount of business which any such client or customer or partner has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client or customer or partner, as the case may be, was originally established in whole or in part through the Employee's efforts.
- The Parties acknowledge that: (a) the type and periods of restriction imposed in the provisions of this Clause are fair and reasonable and are reasonably required in order to protect and maintain the legitimate business interests and the goodwill associated with the Business; and (b) the time, scope, geographic area and other provisions of this clause have been specifically negotiated by parties.



- If any of the restraints contained in this Clause or any part thereof, is held to be unenforceable by reason of it extending for too great a period of time or over too great a geographic area or by reason of it being too extensive in any other respect, the Parties agree (i) such restraint will be interpreted to extend only over the maximum period of time for which it may be enforceable and over the maximum geographic areas (including the geographical territory(ies) within which the Company directly carries on its Business) as to which it may be enforceable and over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such determination and (ii) in its reduced form, such restraint will then be enforceable, but such reduced form of covenant will only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the restraints and agreements contained in this Clause 4 (collectively, the “**Protective Covenants**”) is separate, distinct and severable.
- All rights, remedies and benefits expressly provided for in this Agreement are cumulative and are not exclusive of any rights, remedies or benefits provided for by applicable laws or in this Agreement, and the exercise of any remedy by a party hereto will not be deemed an election to the exclusion of any other remedy (any such claim by the other party being hereby waived).
- The unenforceability of any Protective Covenant will not affect the validity or enforceability of any other Protective Covenant or any other provision or provisions of this Agreement.
- The temporal duration of the Protective Covenants will not expire and will be extended during any period in which the Employee is in violation of any of such Protective Covenants.

#### **4. DATA PRIVACY AND MONITORING**

In the context of this employment, and matters relating thereto, it is necessary for the Company to collect, use, store and transfer certain personal information including sensitive personal information about the Employee for administrative, management, compliance, and other employment-related purposes. Such personal data may also be transferred to others in the Company, group companies, and/or third parties located within or outside India including in the United States for processing. By signing this Agreement, the Employee hereby consents to any such transfer for the aforesaid purpose. In addition, any use by the Employee of Company's communications systems and equipment, including email and computers must be in accordance with any policies that the Company may issue from time to time, must be work-related, and may be subject to monitoring, recording, or other forms of processing required for administrative reasons or reasons under Applicable Laws. The collection, use, storage, and

transfer of Employee's personal data including sensitive personal information and the monitoring of Employee's use of Company's communications systems are described in more detail in the 'Data Privacy Notice' included herein as **Schedule III** and such other policies and notices that may be implemented by the Company from time to time. The Employee will at all times be bound by the terms of the Data Privacy Notice and other policies implemented by the Company from time to time as may be required for the business of the Company and to ensure compliance with local laws. If there is any part of the Data Privacy Notice that the Employee does not understand or does not agree to, the Employee must inform the Company human resources department in writing before signing this Agreement. Furthermore, to the extent that the Employee may have access to the personal data of others (within or outside the Company) in the course of his/ her employment with the Company, the Employee will strictly comply with all applicable data protection laws, regulations and guidelines and any policies issued by the Company from time to time relating to data protection and privacy, and Employee acknowledge that the breach of any such rules is likely to be regarded as gross misconduct.

## 5. REPRESENTATIONS AND WARRANTIES

- As of the Execution Date, the Employee represents to the Company as follows:
  1. he/ she has the full power and authority to enter, execute and deliver this Agreement and to perform its obligations and the transactions contemplated hereby; and
  2. neither the execution and delivery of this Agreement, nor the consummation of the transactions contemplated hereby, nor the fulfilment of or compliance with the terms and conditions of this Agreement, conflict with or result in a breach of or a default under any of the terms, conditions, or provisions of any law applicable to him/ her nor any covenant or agreement or instrument to which him/ her is a party.

## 6. TERMINATION OF EMPLOYMENT

- Notwithstanding the provisions of this Agreement or anything else to the contrary, Company may terminate the Employee's employment with immediate effect without notice or payment in lieu of notice, if the Employee commits any Cause. For the purposes of this Agreement, "**Cause**" means any of the following as determined by the Company,
  1. the Employee breaching the Company's code of conduct, including its policies regarding prevention of sexual harassment, fraud, corruption, misappropriation or embezzlement;
  2. willful misconduct, gross negligence of the Employee;



3. breach by the Employee of any terms of this Agreement or other documents or directions of the Company;
  4. if the Employee is found to have willfully suppressed material information or misrepresented or provided false information at the time of entering this Agreement; and
  5. the Employee is charged for an offence punishable under the Indian Penal Code, 1860.
- In case of termination of this Agreement for Cause in accordance with above Clause (other than in case of any fraud, misappropriation, corruption, embezzlement, or willful misconduct), notwithstanding anything contained in this Agreement, the Company will solely pay compensation as may be required to be paid under the applicable laws to the Employee till the date of termination of the employment, to the extent unpaid as on the date of termination.
  - Notwithstanding anything contained elsewhere in this Agreement, it is hereby agreed that the Employee will not be entitled to receive any amounts from the Company (including any amounts already earned or accrued) in the event his employment is terminated due to any of fraud, corruption, misappropriation, embezzlement, or willful misconduct.

## **7. SEVERABILITY**

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

## **8. NOTICES**

- Any notice provided for in this Agreement will be in writing and will be through any of the modes set out below (or such other address/ email ID as may be communicated by a Party in writing):

In case of notices to the Company:

Address: 211, 2nd Floor, Mercantile House, 15, Kasturba Gandhi Marg, New Delhi - 110001  
Email: peopleops@gohighlevel.com

In case of notices to the Employee:

Address: Sudha Apartment, Nilachal Complex, Mandirgate, Narendrapur, Kolkata - 700103

Email: navendu.duari@gmail.com

- All notices will be deemed to have been validly given on: (i) the working day immediately after email transmission (so long as delivery failure message has not been received by the sender); or (ii) in case (i) does not apply, the expiry of 3 (three) working days after posting, if sent by post or courier.

9. This Agreement will be specifically enforceable at the instance of each Party. The Parties agree that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and harm in the event of any breach of this Agreement and the remedies at law in respect of such breach will be inadequate (and hereby waives the claim or defence that an adequate remedy at law is available) and the Company will be entitled to seek specific performance of the obligations under this Agreement in addition to any and all other legal or equitable remedies available to it. Termination will be without prejudice to all rights and remedies under law or equity available to the Company.

### **SCHEDULE III**

#### **DATA PRIVACY NOTICE**

The Employee hereby consents to the Company and/or its Affiliates collecting, processing, handling and transferring data relating to him/her and in particular to the processing of any personal and sensitive personal data (as defined under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules 2011 or any successor legislation) or information relating to the Employee, during the course of his/her employment with the Company for legal, business, administrative and management purposes.

The Employee is required to inform the Company immediately of any change to any personal data relating to the Employee, which the Company may hold, use or otherwise process including without limitation, address, and emergency contact telephone numbers.

The Employee understands that the Company's computers, networks, internet, and e-mail system are the property of the Company and that all data stored on the hard disk used by the Employee and all messages created, sent, received, or stored on his/her systems is the property of the Company. The Company reserves the right to access and monitor the contents of all systems given to the Employee to undertake his roles and responsibilities towards the Company.





## Offer Letter Acceptance

I have read and accept this offer of employment:

A handwritten signature in black ink, reading "Navendu Duari". The signature is written in a cursive style with a horizontal line underneath.

Navendu Duari

01/18/2023

Date





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## Navendu Duari Offer.pdf

Document ID: 93e69fcc-973d-11ed-9be4-d8b969e64c27

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### Requested:

Jan 18, 2023, 7:45 AM CST (Jan 18, 2023, 1:45 PM UTC)

Manish Pandey (manish@gohighlevel.com)

45.113.67.49

### Signed:

Jan 18, 2023, 8:37 AM CST (Jan 18, 2023, 2:37 PM UTC)

Navendu Duari (navendu.duari@gmail.com)

2405:201:8007:2d8d:b46d:3433:9b6d:d9



किरोड़ी मल कॉलेज

# KIROORI MAL COLLEGE

University of Delhi

Phone No. : 011-27667861



Sr. no : 3880



Roll No. : 51853123

Name : VIKKI KUMAR

F/M Name : SUNIL JHA

Course : M.A. Sanskrit Final Year

Ph. No : 8287031769

Issue Date : 20.07.2019

Valid upto : 20.06.2020

Vikki Kumar

Signature of Student

V. Chaudhary

Principal's Signature



भारत सरकार  
गृह मंत्रालय

राष्ट्री भवन



GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS

वैध तिथि

VALID UPTO

NOV

2028



नाम

Name

नाथूलाल मीना

NATHU LAL MEENA

आशुलिपिक डी

STENOGRAPHER D

शिक्षा मंत्रालय

EDUCATION (SHIKSHA  
MANTRALAYA)

Blood group: O+

No.B 235250057882

मुख्य सुरक्षा अधिकारी(CSO)



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## ONLINE COUNSELLOR EMPANELMENT



### Print Empanelment Letter



**Regional Services Division**  
IGNOU HQ, Maidan Garhi, New Delhi-110068



IG/RSD/Academic Counselor-19/  
Dated: 17/02/2024

To,  
Dr/Ms/Mr ABHISHEK SHARMA  
106  
Munirka Village  
Delhi  
New Delhi, DELHI  
Pin Code: 110067  
Mob: 9953883142  
Email: asharma19may@gmail.com

**Sub: Empanelment as an Academic Counselor-reg**

Dear Sir/Madam,

We are pleased to empanel you as an Academic counselor as per the following details:

Academic Counselor Code	IVXPS9808C/001
Regional Center	DELHI3
Study Center Code	0737
Study Center Name	ATMA RAM SANATAN DHARMA COLLEGE
Programme	MPA
Approval for Course(s)	MPA12, MPA11

Your empanelment as Academic Counselor is subject to acceptance of the following terms and conditions by you:-

1. Your empanelment commences from the date of your acceptance.
2. Your empanelment shall be valid up to 31st December 2024, which is renewable on the basis of performance evaluation by the Regional Centre. If your performance is not found satisfactory, your empanelment can be cancelled at any time without assigning any reason thereof.
3. You will be paid honorarium for counselling as per rates decided by the University which may vary from time to time. This amount is all inclusive sums for your functioning as part time Academic Counselor. In addition, you will be paid local conveyance allowance as admissible under the rules.
4. You will be paid separately for evaluating Tutor Marked Assignment (TMA) as per the University norms.
5. Your empanelment is course-wise and in case there is a change in the city of your residence for some reason, your services could be utilized by any other Study Centre of IGNOU, if required.
6. Income earned by you in Counselling and Assignment Evaluation or any other activity of IGNOU is accounted for Income Tax if applicable and TDS may be deducted accordingly and deposited against your PAN.
7. This empanelment doesn't guarantee assignment of academic services.

Wishing you all the best for your pleasant association with the university.

With regards,

Yours sincerely,

Director(RSD)

Note: This is an electronically generated empanelment letter and it doesn't require signature. However rendering/ hiring of services will be further subject to verification with academic counselor code and QR.

Print





**Dr. Asha Pandey**  
Coordinator  
IGNOU SC-0737  
**ATMA RAM SANATAN DHARMA COLLEGE**



14<sup>TH</sup> June, 2022

## **TO WHOM IT MAY CONCERN**

This is to certify that Mr. Abhishek Sharma S/o Arjun Sharma R/o 106, Munirka Village, New Delhi-110067 has contributed as IGNOU Academic Counselor at the Study Centre (0737), Atma Ram Sanatan Dharma College, University of Delhi, Dhaula Kuan, New Delhi-110021, in MPA (Master of Public Administrator) Paper- MPA-011 (State, Society and Public Administration) Course of Indira Gandhi National Open University (IGNOU) during academic years 2021 to 2022.

I wish him all success in future life.

Prof. Asha Pandey  
Coordinator

ARSD College  
University of Delhi  
Dhaulta Kuan, New Delhi-110021  
drasha.hindi.0737ignou@gmail.com

Gartner India Research &  
Advisory Services Pvt. Ltd.  
Raheja Towers, 2nd Floor  
C-30 Block G, Bandra Kurla Complex  
Bandra (E), Mumbai 400 051, India  
(Corporate Identity Number- U74140MH1999PTC120535)  
Telephone: +91 (22) 6613 2000  
Fascimile:+91 (22) 6703 0490  
gartner.com

30 January 2024

Vidisha Dewan  
P-1405, Amrapali Sapphire, Sec 45,  
Noida - 250001  
India

Dear Vidisha,

Following our recent discussions, it is with pleasure that Gartner India Research & Advisory Services Private Limited (“Gartner”/ “Company”) offers you employment on the terms and conditions contained in this letter agreement (including Schedule 1) (“Employment Agreement”).

## **1. Position, Duties and Location**

1.1 This offer is for the position of Writer, which is a full time, permanent employment of Gartner. The position will be based in Gurgaon - Cyber Park, and you will report to Anupam Jolly, Sr Manager or such other person as may be directed by the Company from time to time (“Manager”). This offer and your employment with Gartner are conditional upon satisfactory reference checks and confirmation of your qualifications, work experience and other background information you have provided. In the event that Gartner is not able to verify your information after the Commencement Date (as defined below) and should there be any discrepancy with the information provided by you, Gartner has the right to terminate your employment without prior notice or payment in lieu thereof.

1.2 Your duties and functions shall be designated by your Manager from time to time and you agree to exercise all such powers as are necessary for the purpose of carrying out your duties and functions in accordance with clause 7.1.

1.3 Your position, duties, responsibilities and location may be varied by Gartner from time to time. Such variation may include a relocation to any other part of India. In the event of such a relocation, you will be provided a notice containing the details of the relocation as well as a request to consent to such relocation. Should you choose not to relocate, the Company may choose to terminate your employment in accordance with Clause [10] of this Employment Agreement.

1.4 All policies of Gartner as may be applicable from time to time shall apply to you and you shall ensure compliance thereof at all times.

## **2. Commencement Date**

Your employment with Gartner will commence on Monday, 04 March 2024 (“Commencement Date”), or such other date that is mutually agreed in writing by both the Employee and Manager prior to starting.

## **3. Probationary Period**

Your employment is probationary for the first 6 (Six) months from the Commencement Date (“Probation Period”). During the Probation Period, either yourself or Gartner shall have the right to terminate your employment with Gartner by giving the other party 1 (One) month’s advance written notice. Any payment in lieu of notice for termination of the employment during the Probation



Period will be calculated on Fixed Remuneration (as detailed in Schedule 1) only.

#### **4. Remuneration and Benefits**

The various components of your remuneration package are set out below and detailed in Schedule 1 and should not be disclosed or discussed with other personnel. This is confidential information related to the operation of Gartner's business and disclosure may result in disciplinary action being taken. Your remuneration will be reviewed from time to time at the discretion of Gartner.

Your Fixed Remuneration includes basic salary, and other components as outlined in Schedule 1. Fixed Remuneration, and Retirement Benefits (as defined below) include all payments and benefits that Gartner is legally obliged to provide to you, and offsets any payments or benefits to which you may be legally entitled under any relevant statute or award applicable to your employment. Subject to applicable laws, Gartner reserves the right at all times to vary or discontinue any such component in which you may be entitled to participate. Gartner shall also have the right to substitute new components for any such plan in which you may be eligible to participate.

You shall be solely liable for all statutory taxes and applicable duties etc. payable in respect of the remuneration and benefits received by you from Gartner under this Employment Agreement and Gartner will not be held responsible for any default by you, under any circumstances whatsoever. It is however clarified that all statutory requirements of tax to be deducted at source by Gartner will be complied with by Gartner and all funds paid to you will be after all such appropriate deductions have been made therefrom. It shall, however be your responsibility to make appropriate annual filings with the income tax department in respect of the income received by you under this Employment Agreement in accordance with the provisions of the Income Tax Act, 1961. Gartner shall provide necessary 'tax deducted at source certificates' to you within the period prescribed under the Income Tax Act, 1961 or any other applicable law in compliance with which the deduction at source has been made by Gartner.

You shall not be entitled to any payment, compensation, remuneration, perquisite or benefits other than as detailed below and expressly provided in Schedule 1 to this Employment Agreement.

##### **4.1 Remuneration**

Your fixed remuneration and the variable pay, if any, is set out in Schedule 1 of this Employment Agreement. This remuneration incorporates all payments for all time worked which is necessary to perform the required duties (including overtime). In consideration of the remuneration payable to you by Gartner, you shall diligently and efficiently discharge all your functions and duties, as an employee of Gartner, in accordance with the terms and conditions set out in this Employment Agreement. You will be paid your Fixed Remuneration i.e. basic salary and other monthly components on or about the 28th day of each month by direct credit to your bank account.

##### **4.2 Retirement and Retirement Benefits**

Your retirement as an employee of Gartner shall be at 65 years or as may be specified in the HR policy of Gartner from time to time. You are also entitled to certain retirement benefits, which includes gratuity, and Gartner's contribution to provident fund in accordance with applicable laws and Gartner Policies (as defined below) ("Retirement Benefits"). For further information in relation to your entitlement to the Retirement Benefits, please contact your Human Resources representative.

##### **Provident Fund**

You will be eligible to become a member of the Provident Fund Scheme, as per the rules enforced from time to time. The Company's contribution under this scheme is fixed at 12% of your Basic (which includes contribution to Central Government Pension Scheme) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

##### **4.3 Insurance Benefits**

You will also receive group medical insurance and group life and personal accident insurance cover during the course of your employment in accordance with Gartner Policies. For further information with regards to insurance benefits, please contact your Human Resources representative.

## **4.4 Variable Pay**

### **Bonus**

You may be entitled to bonus payments under the terms of the bonus plan of Gartner (“Bonus Plan”). Any bonus payment due in accordance with the terms of the Bonus Plan, is normally paid annually in arrears during the first quarter of the following fiscal year (currently January to December). In the event, you start your employment with Gartner, after 30th September in a particular year, you will be entitled for bonus in the following fiscal year. Actual payment of bonus in accordance with the Bonus Plan is dependent upon Gartner’s achievement of its financial objectives and your personal performance. To qualify for any portion of your bonus, you must be an employee at the time of bonus payment. Further details are set out in Schedule 1. Subject to applicable laws, Gartner may amend the Bonus Plan from time to time at its sole discretion.

## **5. Deductions**

Subject to applicable laws, you also agree that Gartner is entitled to deduct from your final pay, upon your leaving Gartner employment, any monies owed by you to Gartner (including but not limited to any overpayment of commission, draw loan or education assistance, relocation benefits, sign-on bonus, if applicable). You also agree that any such amounts owing, if not repaid, will be a debt to Gartner which Gartner may seek to recover.

## **6. Office Hours**

6.1 Your ordinary hours of work will be either 8:00AM – 5:00PM or 11:00AM – 8:00PM, Monday to Friday (“Work Hours”). The work-timing will be decided by the business unit you are aligned to.

6.2 Your remuneration has been set at a level that takes into account your ordinary Work Hours and any reasonable additional hours you may be required to work to perform your duties.

6.3 If you are hired under a role in 24/7 shift, the night shift policy and other details will be applicable to you.

## **7. Leave Entitlements**

You are entitled to various forms of leave in accordance with the applicable legislation in force from time to time and Gartner’s leave policy. The application for grant of leave shall be made by you in advance in the manner specified in the leave policy. Please contact your Human Resources representative for further details.

## **8. Representations and Warranties**

8.1 You hereby represents and warrants to Gartner as follows:

(i) that you have the relevant skill, know-how, qualifications, experience and expertise to perform your duties as in accordance with the terms of this Employment Agreement;

(ii) that you are legally competent to enter into this Employment Agreement and perform your obligations under this Employment Agreement;

(iii) that this Employment Agreement has been duly executed and delivered by you and constitutes valid and binding obligations, enforceable against you in accordance with its terms;

(iv) that the execution, delivery and performance of this Employment Agreement by you and the acts and transactions contemplated hereby do not and will not, with or without the giving of notice or lapse of time or both, violate, conflict with, require any consent under or result in a breach of or default under:

(a) any applicable law; or



- (b) any order, judgment or decree applicable to it; or
- (c) any term, condition, covenant, undertaking, agreement or other instrument to which you are a party or by which you are bound;
- (v) that you will comply with all applicable laws, regulatory requirements and standards in connection with the performance of your obligations under this Employment Agreement, and will not do or permit anything to be done which might cause or otherwise result in a breach of this Employment Agreement or cause any detriment to the transactions herein envisaged; and
- (vi) that you shall devote your full time and energy to your role as stipulated in 1.1 of this Employment Agreement and shall:
  - (a) faithfully and diligently perform such duties and exercise such powers in relation to the business of Gartner, including and not limited to administrative and logistic support and such other related duties as your Manager may from time to time assign or vest in you, subject to compliance with applicable law; and
  - (b) in the discharge of such duties and in the exercise of such powers, observe and comply with all resolutions, directions and requests for information, explanation and assistance as may from time to time be made or given by your Manager.

8.2 Gartner hereby represents and warrants to you as follows:

- (i) it has full power and authority to enter into this Employment Agreement and to perform its obligations under this Employment Agreement;
- (ii) the execution and delivery of this Employment Agreement and the performance by it of its obligations under this Employment Agreement have been duly and validly authorised by all necessary corporate actions on the part of it. This Employment Agreement constitutes a legal, valid and binding obligation of Gartner enforceable against it in accordance with its terms

## **9. Other Interests**

Whilst being employed with Gartner, you are required to work on a permanent basis exclusively for Gartner and you will not without the prior written consent of Gartner, be in any way directly or indirectly engaged in any other employment, business, or act as a consultant or advisor either on your own or through any undertaking or entity, either on a full time or a part time basis. You shall not take up directorships (including non-executive position) of any other company or be appointed as a trustee in a private or a public trust without the prior written approval of Gartner.

## **10. Trading Gartner Inc. Shares**

Gartner acknowledges that during your employment you may hold, have beneficial rights to, or have an interest in Gartner Inc. shares, whose shares are traded publicly on the New York Stock Exchange in the United States. In relation to these shares, you must comply at all times with the Conflict of Interest Policy, and the Insider Trading Policy, enclosed with this Employment Agreement. The Conflict of Interest Policy and the Insider Trading Policy form part of the Gartner Policies referred to in Clauses 11 and 17.

## **11. End of Employment**

11.1 With the exception of the probationary period (referred to a Clause 3 above), your employment may be terminated by either party giving 2 (Two) months notice. Gartner may, in its sole discretion, choose to pay you an amount in lieu for any period of notice when your services are not required. Notice of termination by either party is to be in writing. Gartner may, at its sole discretion, seek to recover an amount for any unserved notice period.

### **11.2 Termination**

Your employment may be terminated without any notice by Gartner if you:

- i) knowingly or repeatedly fail to perform the duties as set out herein;

- ii) engage in any serious misconduct or violation of Gartner's policies, work place discipline, ethics policy, etc.;
- iii) commit a serious or persistent breach or non-observance of any condition of this Employment Agreement;
- iv) are convicted of an indictable offence;
- v) knowingly or repeatedly acts (i) in excess of your powers as an employee; or (ii) in contravention of the instructions of the management or the board;
- vi) act with gross or repeated incompetence or negligence to the material detriment of Gartner, directly or indirectly, or act dishonestly or negligently in the performance of your obligations and duties under this Employment Agreement;
- vii) become of unsound mind or insolvent or make any arrangement with your creditors;
- viii) engage in corrupt or fraudulent practices, in the sole discretion of Gartner, including in relation to the performance of your obligations under this Employment Agreement;
- ix) contravene the provisions of the 'Agreement Regarding Certain Conditions of Employment – India' or the 'Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide'.
- x) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- xi) return to work within 8 days from the commencement of such absence and ii) give an explanation to the satisfaction of the Management regarding such absence.

#### 11.3 On termination of your employment you will:

- (i) deliver to Gartner, or as may be directed, all confidential information as defined in the 'Agreement Regarding Certain Conditions of Employment – India' (enclosed);
- (ii) return to Gartner all equipment, security keys, and other property belonging to Gartner and provided to you during the course of your employment; and
- (iii) discharge any obligations you may have in relation to any monies owed by you to Gartner in accordance with Clause 5.

11.4 Please note that unused annual leave may not be applied to reduce the required length of notice unless written approval is secured from Gartner management.

11.5 Upon termination of your employment with Gartner as per this Employment Agreement, all amounts due and payable to you by Gartner shall be adjusted against the amounts due and payable by you to Gartner. If the amounts due and payable by you to Gartner exceed the amounts due and payable to you from Gartner, you shall refund the balance amount to Gartner. Similarly, if the amounts due and payable to you exceed the amounts due and payable to Gartner, Gartner will pay the balance amount to you.

## 12. Protection of Business Interests and Policies

12.1 As a condition of your employment with Gartner, in addition to acceptance of the policies referred to in Clause 10, you are required to enter into the "Agreement Regarding Certain Conditions of Employment – India". The Agreement Regarding Certain Conditions of Employment – India contains the terms and conditions of your employment relating to confidentiality, restraints of trade and intellectual property and is contractually binding on you.

12.2 You are also required to sign the "Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide".



12.3 The documents referred to in this Clause 12, and the other policies (“Gartner Policies”) to which you agree in accordance with the terms of this Employment Agreement, will constitute part of your terms and conditions of employment and will be contractually binding upon you. You must comply with any policies and procedures that Gartner puts in place from time to time. Where a policy or procedure deals with standards of conduct or obligations of employees, they form part of your contractual terms and conditions of employment with us.

12.4 All Gartner Policies and plans referred to herein are regularly updated at Gartner’s discretion from time to time, and available on the Gartner internal website.

### **13. Moral Rights**

You consent to the doing of any acts or making of any omissions by Gartner or its related bodies corporate, their employees, servants, agents, licensees and assigns that infringe your moral rights in any works made by you in the course of your employment. This provision continues to apply after your employment has come to an end. In addition your obligations in relation to inventions, improvements, discoveries and creations whether developed singly or jointly, shall be governed as per the terms and conditions provided in “Agreement Regarding Certain Conditions of Employment – India.

### **14. Privacy**

You acknowledge that as a result of and during the course of your employment Gartner will obtain personal information (including health, medical and other sensitive information) about you. You consent to Gartner obtaining this information and further consent to Gartner disclosing the information to other parties, including related bodies corporate, provided such disclosure is related to your employment. Please refer to Gartner’s privacy policies and principles on the internal website for further details.

### **15. Acknowledgement**

15.1 You agree, recognize and acknowledge that:

- (i) you have been provided with a copy of this Employment Agreement for review prior to signing and that you have reviewed it and you understand the terms, purposes and effects of this Employment Agreement, and you have signed the same only after having had the opportunity to seek clarifications; you have been given a signed copy of this Employment Agreement for your own records; you have not been subjected to duress or undue influence of any kind to execute this Employment Agreement and this Employment Agreement will not impose an undue hardship upon you. You have executed this Employment Agreement of your own free will and without relying upon any statements made by Gartner or any of its representatives, agents or employees. This Employment Agreement is in all respects reasonable and necessary to protect the legitimate business interests of Gartner;
- (ii) if you contravene any of the material terms of this Employment Agreement, Gartner will suffer irreparable injury and damages, the amount of which cannot be adequately measured in monetary terms and that an adequate remedy at law will not exist;
- (iii) in view of the above, Gartner shall be entitled to injunctive relief, in addition to any other remedy available at law or in equity, in the event you violate any of the terms or conditions of this Employment Agreement; and
- (iv) you agree to indemnify and hold Gartner harmless from all direct losses, liabilities, claims and damages (including reasonable legal fees) which are suffered by Gartner as a result of any fraud, embezzlement or breach of confidentiality on your part.

15.2 For the purpose of carrying out your duties in your role, you may be given various properties including laptop, visiting cards, marketing materials, products, brochures, security access codes, programs, files, memoranda, business plans, documents, or any other tangible, electronic or otherwise, containing information relating to business of Gartner. You hereby agree and undertake that you shall not use such properties for any purpose other than for the official purposes as may be authorized by Gartner from time to time. You shall not use these properties for your personal purposes, you further agree to return forthwith any such property that may come into your possession or under your control immediately upon termination of this Employment Agreement.

### **16. Notice**

Any notice pursuant to this Employment Agreement shall be in writing signed by (or by some person duly authorized by) the person

giving it and may be served by sending it by email, facsimile, prepaid recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified in accordance with this Clause):

If to Gartner:

Address:

Gartner India Research & Advisory Services Pvt. Ltd., Raheja Towers, 2nd Floor, C-30 Block G, Bandra Kurla Complex, Bandra (E), Mumbai 400 051, India

Telephone: +91 (22) 6613 2000

Facsimile: +91 (22) 6703 0490

Email: india.hr@gartner.com

Kind Attn.: Human Resources Department

All notices given in accordance with Clause 16 shall be deemed to have been served as follows:

- (i) if delivered by hand, at the time of delivery;
- (ii) if posted, at the expiration of 5 (Five) days after the envelope containing the same was delivered into the custody of the postal authorities;
- (iii) if communicated by facsimile or e-mail, on receipt of confirmation of successful transmission;
- (iv) if communicated by email, immediately upon transmission

## **17. General**

17.1. You acknowledge that this Employment Agreement (including Schedule 1) and any Gartner Policies represent the whole of the agreement reached between yourself and Gartner in relation to your employment offer and excludes pre-employment representations and supersedes any previous agreements and understandings.

17.2. Where there is an inconsistency between the terms of a Gartner Policy and the terms of this Employment Agreement, the Gartner Policy will take precedence in relation to the subject matter of the inconsistency.

17.3. Any variation to this Employment Agreement must be in writing. Notwithstanding any such variation, all other terms and conditions in this Employment Agreement will continue to apply to your employment.

17.4. If any provision in this Employment Agreement is found by a court of competent jurisdiction to be void and unenforceable, it shall be read down to the extent necessary or possible to be valid or enforceable in that jurisdiction. If it cannot be read down, it will be severed from this Employment Agreement, and the remainder of this Employment Agreement will remain in full force and effect.

17.5. Your employment is conditional upon you being a permanent resident of India or having a valid work visa enabling you to legally work for Gartner on a long term basis in India.

17.6. There may be times when you are requested to travel domestically and/or internationally to perform the duties of your role. It is a requirement of your position that you are available to undertake such travel as and when required. Please ensure that your passport has at least 6 months validity at all times.

17.7. You shall not have the right to assign or transfer any of your rights or obligations under this Employment Agreement except with the prior written consent of Gartner. It is hereby clarified that Gartner shall have the right to assign or transfer any of its rights or obligations under this Employment Agreement for any reason whatsoever.

17.8. The failure on the part of one party to exercise or enforce any rights resulting from this Employment Agreement shall not be a waiver of any such rights, nor shall any single or partial exercise thereof operate so as to bar the later exercise or enforcement thereof.



17.9. Nothing in this Employment Agreement shall constitute or be deemed to constitute a partnership between the parties hereto and each party shall always act in good faith and in the best interests of the other party concerned. No party shall enter into or have the authority to enter into any engagement or make any representation or warranty on behalf of or otherwise bind or oblige the other party hereto.

17.10. In this Employment Agreement, (i) references to a statutory provision includes that provision and any regulation made in pursuance thereof, as from time to time modified or re-enacted, whether before or after the date of this Employment Agreement; (ii) the Schedules form part of the operative provisions of this Employment Agreement and references to this Employment Agreement shall, unless the context otherwise requires, include references to the Schedules; (iii) headings are for convenience only and shall not affect the interpretation of the covenants hereof; (iv) where a word or phrase is defined, other parts of speech and grammatical forms and the cognate variations of that word or phrase shall have corresponding meanings; and (v) words importing the singular shall include plural and vice versa and words denoting one gender include the other gender.

This Employment Agreement may be entered into in two counterparts each of which, when executed and delivered, shall be an original, but all the counterparts shall together constitute one and the same instrument.

## **18. Maternity Benefits**

All women employees are entitled to maternity leave of 26 weeks for the first 2 children and 12 weeks thereafter.

A crèche allowance is also provided for up to 1 year after the 26 week maternity leave period. In the event that “work from home” is granted in case the role and responsibilities demand the same, the associate will forego the crèche allowance for the period in which she “works from home”

Gartner India’s Maternity Policy covers women who have legally adopted a child or have commissioned another woman to bear her child. Maternity leave in these circumstances have been defined in detail in the Company Policy.

## **19. Law**

The terms of this Employment Agreement are governed by and construed in accordance with the relevant laws in force from time to time in India. The parties submit to the exclusive jurisdiction of the courts in Mumbai, India.

## **20. Acceptance of this Offer**

You are requested to sign a copy of this Employment Agreement as your acceptance of this offer and of the terms and conditions of this Employment Agreement. Please also read each of the Gartner Policies enclosed with this letter, sign and submit them on Workday.

Please note that Gartner will not accept any modifications to this Employment Agreement. All amendments must be disclosed and agreed with Gartner, and this Employment Agreement re-issued.

We would like to take this opportunity to welcome you to Gartner and trust that our association will be rewarding. This offer remains open for your consideration for seven (7) working days from the date of this Employment Agreement.

Yours sincerely,

**Alan Miller**  
**GVP**  
**Human Resources**

Offer Pack / Documentation: To be uploaded on Workday

1. Agreement Regarding Certain Conditions of Employment – India
2. Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide
3. Conflict of Interest Policy

4. Insider Trading Policy
5. Gartner APAC Privacy Policy
6. Gartner Benefit for India Associates
7. Life and Personal Accident Policy Nomination Form
8. Form F – Gratuity Nomination Form
9. Form 11

Please Note, the above enlisted documents instate the Gartner policies that needs to be acknowledged by every Gartner associate. You are requested to complete all joining related documentation as per guidelines mentioned below: Failure to share the completed documentation on your Day 1 shall result in holding on to the associates' salary until all the documents are submitted.

1. HireRight – Background verification by HireRight has to be completed by candidate prior to the date of joining. It is imperative to complete the procedures to be compliant with employment terms of Gartner. For any queries, please reach out to the Recruiter.
2. Workday – Workday is Gartner's HRIS platform. All Workday tasks have to be completed before the date of joining by the candidate. For any queries, please reach out to Human Resources.
3. Statutory Forms – All Statutory forms have to be completely filled and submitted to human resources on the date of joining. For any queries, please reach out to Human Resources - [india.hr@gartner.com](mailto:india.hr@gartner.com)

**Note: Non-compliance with any of the above mentioned will be a hindrance in processing payroll of the associate.**

## Schedule 1

**Fixed Remuneration - INR 1,030,000.00**

### **Fixed Remuneration Delivery**

Within your fixed remuneration, Gartner reserves the right to change or remove, in part or in totality, remuneration elements based upon government legislation and/or business needs.

### **Variable Pay**

**Bonus** Eligible for up to 5% of "Base Salary" as set out in point 6 below in accordance with Gartner Bonus

### **Compensation Component**

#### **Amount**

#### **Description**

#### **(Per Annum)**

Basic Salary

4,63,500.00

Taxable component. Paid monthly

Housing Rent Allowance

2,31,750.00

50% of basic salary. Paid monthly. Tax exemptions of rent paid as per Income Tax rules subject to the production of rent receipts.

Leave Travel Allowance

77,250.00

2 times monthly basic salary.



Non-taxable if receipts are provided as per the Income Tax rules. Paid monthly.

Books and Periodicals

12,000.00

Non-taxable if receipts are submitted as per Income Tax rules. Paid monthly.

Food coupons

24,000.00

Non-taxable component.

Paid monthly

Landline Internet Telephony Allowance

30,000.00

Non-taxable component subject to submission of bills, Paid monthly

Special Allowance

1,91,500.00

Taxable component. Balancing figure. Paid monthly

### **Fixed Remuneration**

10,30,000.00

Employer's contribution to Provident Fund

55,620.00

Non-taxable component. Monthly contribution.

Gratuity\*

22,294.35

### **Retirals**

77,914.35

### **Bonus/ Commission**

51,500.00

### **Cost To Company (CTC)**

11,59,414.35

Notes:

1.All amounts are in Indian Rupee (INR)

2.National Pension Scheme (NPS) please contact the finance team if you are interested in enrolling in this scheme.

3. Gratuity is paid as per the Payment of Gratuity Act, 1972 on retirement or on employee leaving the Company after minimum five years of continuous service

4.Employee is required to contribute to their provident fund as required by the Employees' Provident Fund and Miscellaneous Provisions Act, 1952

5.Life & Personal Accident Insurance basis rate of calculation (Fixed Remuneration)

6.Bonus is paid as a percentage of the Fixed Remuneration

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed





# EmploymentExpress Verband LLP

A subsidiary of PICKTAIL

LLPIN:AAS-0509



REF: .....

Date: 13-01-2021

To: Manisha Kumari

Sub: Letter of Intent

Thank you for exploring career opportunities with Employmentexpress Verband LLP

You have successfully completed the selection process and we are pleased to inform you that you will be joining us after the on-boarding process is completed.

Your Designation in the company will be **Digital Business Development Intern.**

On training period stipend will be 4k PM (In Hand). After that Your salary will be up to 4 Lakh CTC PA + Incentive. You are requested to send your formal acceptance for this letter with the required documents within seven days of issue of this letter through mail to company HR team (hr@employmentexpress.net). If you fail to do so then it will be constructed that you are not interested for this opportunity and in that case the offer will be automatically withdrawn.

It is hereby stated this mail of intent is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.

You have to forward following documents

1. Passport Size Photo-5
2. Pan Card
3. Aadhar Card With Linked Your Mobile Number.
4. Educational Mark-sheets & Certificates
5. Photo Id Proof
6. Address Id Proof
7. Cancelled cheque/ statement of account

For Employment Express Verband LLP

EMPLOYMENTEXPRESS VERBAND LLP

  
Designated Partner

ROOM NO. 15, PLOT NO. 22, Near MUNICIPAL SCHOOL, KHERWADI,  
BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
info@employmentexpress.net  
employmentexpress.net



## SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007

Phone : 27667905, 27666519 • Fax : 27666510

Website : www.srcc.edu • email : principaloffice@srcc.du.ac.in

SRCC/AD-02/2023

October 19, 2023

Ms. Kanchan Rani  
H.No-303, First Floor  
Vikas Nagar, Sector-10  
Gurugram-122001  
Mob.-9306129518  
kanchanbishnoi0349@gmail.com

Dear Madam,

This has reference to your interview held on 18.10.2023 for the position of Assistant Professor (on Guest Basis) in the Department of Commerce of our College. In this regard, on the recommendation of the Selection Committee, I am pleased to offer you appointment as Assistant Professor (on Guest Basis) in the Department of Commerce of this College.

This appointment shall be for the current academic year (2023-24) as per requirement of the workload. The payment for lectures taken by you will be made on per lecture basis as per the University rules. The other conditions of appointment shall be governed by the rules of the University of Delhi for engagement of Assistant Professor (on Guest Basis).

This appointment is terminable on either side without any prior notice or assigning any reason(s).

Yours sincerely,

  
**Principal**

Copy to:

- TIC-Department of Commerce
- Sr. P. A. to Principal
- A. O. (Accounts)
- S.O. (Admin)
- Librarian





April 27, 2023

**Name** : Kriju Sharma  
**Designation** : Senior Executive  
**Employee Code** : 22762  
**Location** : New Delhi

Dear Kriju Sharma,

One of the Top 25 India's Best Workplaces™ in BFSI would like to congratulate you and express our appreciation for your valuable contribution to achieving organisation objectives for FY 22-23.

In order to ensure faster career progression for employees the JM1 & JM2 bands have been collapsed and you have been re-designated to **Senior Executive** in the **JM1**

Your Annual CTC (Cost to Company) stands revised w.e.f. **April 1, 2023** as per the details given below:

<b>Increment %</b>	2.5%
<b>Revised Fixed Pay *</b>	INR 3,68,936

\*Calculated on prorated Fixed Pay

In appreciation of your work during the year 2022-23, the Company is pleased to announce a variable pay of **INR 12,510** which will be paid along with your April 2023 salary subject to applicable income tax.

You shall be eligible for payment of the variable pay for FY24 in the next financial year based on Company's performance and your performance subject to you being in the services of the Company and not serving notice period at the time of disbursement.

Please refer Annexure A for detailed Compensation Structure effective **April 1, 2023**. All other terms of your employment remains unchanged.

We wish you continued success in your career with HDFC ERGO.

Thanking You,

Yours Faithfully,

For **HDFC ERGO General Insurance Company Limited**

**Anuj Tyagi**

**Deputy Managing Director**

## HDFC ERGO General Insurance



**Name** : Kriju Sharma  
**Grade** : JM1  
**Employee Code** : 22762  
**Location** : New Delhi

### Annexure A

Salary Head	Existing	Revised
	Yearly	Yearly
Basic	1,08,000	1,10,681
Special Allowance	1,71,208	1,75,990
House Rent Allowance	54,000	55,341
Provident Fund	21,600	21,600
Gratuity	5,192	5,324
Total Fixed	3,60,000	3,68,936
Life Insurance	2,540	2,300
Personal Accident	945	770
Medical Insurance	14,483	25,782
Total Benefits	17,968	28,852
Variable Pay	75,600	77,477
Total CTC	4,53,568	4,75,265

### Other Employee Benefits

Life Insurance Cover	20,00,000
Accidental Death / Permanent Disability Benefit	35,00,000
Hospitalization Benefit	4,00,000

**\*\*All monetary figures mentioned above are subject to Income Tax as per appropriate slab**

HDFC ERGO General Insurance Company Limited (Formerly HDFC General Insurance Limited). CIN: U66030MH2007PLC177117.  
Registered & Corporate Office: 1st Floor, HDFC House, 165 - 166 Backbay Reclamation, H. T. Parekh Marg, Churchgate, Mumbai - 400 020.  
Customer Service Address: D-301, 3rd Floor, Eastern Business District (Magnet Mall), LBS Marg, Bhandup (West), Mumbai - 400 078.  
Tel.: +91 22 6638 3600 | Fax: 91 22 6638 3699 | care@hdfcergo.com | www.hdfcergo.com. IRDAI Reg No. 146.





# Project Samarth

Funded by Ministry of Education

Tel. No.: 011-24157241, 9354805723

Email : [projectsamarth@iic.ac.in](mailto:projectsamarth@iic.ac.in)  
[iicoffice@south.du.ac.in](mailto:iicoffice@south.du.ac.in)

Dear Mr. Kunal Sharma,

We are pleased to make an offer of employment to you, pursuant to the discussions that you recently had with us, as per the following terms and conditions:

- **Employment Type: Full Time (Contractual)**
- **Designation: Senior Analyst (A)**
- **Date of Joining: 01/06/2022**
- **Place of Work: IIC research Lab, Univ. of Delhi South Campus**

Your Consolidated pay will be **INR 70000/- month** (in words: Seventy Thousand Only) (Tax deduction as per Govt. of India Rules.)

You will be based at IIC research Lab, Univ. of Delhi South Campus, New Delhi. You will report to the Principal Investigator, Samarth Project, IIC, University of Delhi South Campus. Your roles and responsibilities will be shared with you.

Your engagement with us will be governed by terms and conditions referred herein in **Annexure-I**.

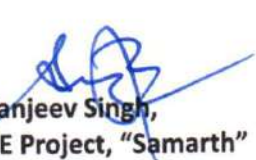
Please acknowledge a copy of this letter as a token of your acceptance. This letter contains all salary details and supersedes any earlier communication, verbal or written, in this regard.


You are advised to contact Mr. Manoj Sharma – Institute of Informatics & Communication on **01/06/2022** for completing further joining formalities.

We welcome you aboard and look forward to your long and productive career with us.

Yours sincerely,

Accepted

  
Prof. Sanjeev Singh,  
PI- MoE Project, "Samarth"  
Institute of Informatics & Communication  
University of Delhi South Campus

  
Kunal Sharma  
(Name and sign.)

## Annexure-I

### **Terms & Conditions**

#### **A. Probation**

You will be on probation for a period of Six Months from your date of joining.

#### **B. Leave Policy**

You are entitled to a maximum of 8 casual leaves, 6 sick leaves and 2 restricted holiday (RH) leaves in a calendar year (maximum 5 leaves allowed at a time). No carry forward of unavailed leave is available at the end of the calendar year.

Compensatory off is available in case of work during holidays.

#### **C. Transfer**

You may be deputed to multiple places / locations in the country based upon the project requirements during your employment. Necessary arrangement for travel and accommodation will be made as per the rules.

#### **D. Exclusivity**

During your service, you are required to devote the whole of your time, to the best of your ability, to the project. It is an express condition of this appointment that you will not be interested or employed at any time, either directly or indirectly in any other employment / work, so long as you are employed in this project.

#### **E. Notice Period**

We respect the individual's choice to change organizations. Towards this end, we assure you that we will endeavour to make your transition and separation a harmonious process. However, for the purpose of smooth employment continuity, we expect you to follow the terms below:

1. The employment can be terminated after probation by giving a 60 day advance notice.
2. No leaves will be allowed during the notice period and unavoidable leaves will be considered to be Leave without Pay.

#### **F. Termination**

The organization may terminate your employment with / without notice period or payment in lieu thereof, on the following grounds:

- Based on poor performance and repeated negative feedback
- Being found guilty of serious misconduct like misappropriation, dereliction of duty in discharging your duties and functions
- Malingering or persistent unpunctuality, neglect of duty or breach of any rules made by the organization
- Absence without leave for a period of more than 3 days
- Involved in the harassment of co-workers / associates in the work premises
- Becoming the subject of a bankruptcy order
- Being convicted of any criminal offence
- Mental or physical incapacity to discharge your functions
- Committing any material act of dishonesty detrimental to the interests of the project and/or organization



- Winding up of the project and / or organization
- Stealing / transfer of any project related information

**G. Veracity of Information Provided**

You have been engaged on the presumption that the particulars furnished in your resume or testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment in the project shall stand terminated / cancelled without any notice.

**H. Confidentiality of Organization Information**

You are expected not to divulge any information regarding salary, compensation, policies, confidential data, reports, technology, expertise, passwords, official communication, R&D activities to anyone in any form of communication. All information held about the project or in connection with the project and any of the above is to be regarded as confidential. All notes, memoranda, records and other documents of the employer and in your possession are and shall remain the property of the employer and shall be handed over by you to the employer from time to time on demand and, in any event, upon termination of your employment. Given the highly confidential nature of the work you will undertake, you should understand the telephone conversation in particular should be conducted in a confidential manner. You should understand that any breach of this clause would constitute a very serious disciplinary offence for which you may be dismissed. Should you breach this clause after your employment has ended, the organization may take legal action against you.

**I. Safe Custody of Organization Material**

You shall use the organization's resources only for official purpose and with utmost care. You will be responsible for the safekeeping of the Organization property in good condition and order which are entrusted to your care and charge. The organization reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

**J. Travel expenses**

The amount will be reimbursed by the project on actuals for official travel only.

In token of your acceptance of this offer, kindly sign and return the duplicate copy at the earliest to the undersigned personally or mail at: [iicoffice@south.du.ac.in](mailto:iicoffice@south.du.ac.in).

We wish you success in your career with us. We know you will enjoy working at IIC, and we look forward to your contributions and an exciting work relationship.

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date : 01/06/2022  
Location : New Delhi

Kunal Sharma  
(Signature)



**No.DP-12/10/2021-DP-II-Part(1)**

**Government of India**

**Ministry of Social Justice & Empowerment  
(Department of Social Justice & Empowerment)**

\*\*\*\*\*

**Shastri Bhavan, New Delhi**

**Dated: 04.12.2023**

**To**

**The Additional Chief secretary/ Principal Secretary/Secretary,  
Social Welfare Department of all State/UT Governments.**

**Subject: Appointment as State Coordinator in Project Monitoring Unit –  
reg.**

**Sir/ Madam,**

The Ministry of Social Justice and Empowerment (MSJ&E) is the nodal Department of Government of India for the overall policy, planning and coordination of programs/ schemes for the development and welfare of socially, educationally and economically marginalized and vulnerable sections of the society including (i) Scheduled Castes, (ii) Other Backward Classes, (iii) Senior Citizens, (iv) Victims of Alcoholism and Substance Abuse, (v) Transgender Persons (Protection of Rights) Act, 2019 (vi) Persons engaged in the act of beggary (vii) De-notified and Nomadic Tribes (DNTs), (viii) Economically Backward Classes (EBCs) and (ix) Economically Weaker Section (EWS). Under MoSJ&E there are many schemes designed and implemented through various Central/ State Government Departments/ other implementing agencies which need to be monitored and evaluated time to time.

2. For efficient monitoring and evaluation of the schemes being implemented by this Department, the Department appoints young professionals from Top Educational Institutions across the country as State Coordinators in Project Monitoring Unit (PMU) every year after following a rigorous selection procedure, for a non-renewable contract period of



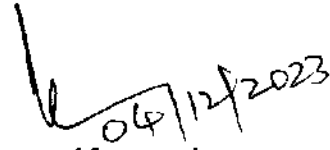
maximum of 2 years. This year also 31 young professionals have been selected as PMU State Coordinators. In addition to 31, 13 PMU State Coordinator of 3<sup>rd</sup> batch will also assist. The roles and responsibilities of these PMU State Coordinators are mentioned below:

- (i) As State Coordinator, coordinate with the State Govt(s) concerned for developing State specific plans in all the programmes being implemented by the Ministry of Social Justice & Empowerment.
- (ii) Monitor implementation of the Plans/programmes, and assess performance of the institutions being funded by the Ministry, and for this purpose, each team will be stationed in their allotted City headquarters to States/ Districts for at least 22 days each month. A copy of Order regarding allocation of States/ UTs to PMU State Coordinator is attached for ready reference.
- (iii) Prepare detailed field visit reports to be presented to the Ministry/ NISD on last week of each month and present key findings to the Senior Officers of the Ministry once in a month.
- (iv) Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards and are delivered on schedule.
- (v) Ensure that the project is implemented in accordance with the partnership agreement and in line with the Standard Operating Protocol of the MoSJE, Government of India and MoSJE guidelines.
- (vi) Foster and maintain effective and professional relationships with and between all project staff partners and stakeholders both at the Centre and the States.
- (vii) Organize and facilitate meetings between key stakeholders and regular coordination meetings in accordance with the governance structure of the project.

3. As mentioned above, team of two PMU State Coordinators will liaison with the concerned States/ UTs allotted to them. It is, therefore, requested to facilitate these PMU Coordinators in the concerned State/UT, as and

when they come to meet you on the direction of the Ministry and assist them during coordination, monitoring for better implementation of the schemes being implemented by this Department.

Yours faithfully,



**(Rajeev Kumar)**

**Under Secretary to the Govt. of India**

**Tel No. -011-23385171**

**Email Id: Rajeev.swati@nic.in**

**Copy to:**

- i. Director(Sr.Citizen)
- ii. Director(DP)/DS(DP)
- iii. DS(SCD-III)
- iv. Director(IFD)

**Copy for information to:**

- (i) PPStoSecretary(SJ&E)
- (ii) JS(SD)/JS(SCD)/JS(Sr.Citizen)/JS&FA



**AXISB/LOA/RH1423570/101521**  
**27/04/2023**

**Sachin Sharma**  
**9319918022**

### **LETTER OF APPOINTMENT**

Dear Sachin,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Manager in Customer Obsession (Sparsh).

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

#### **Terms of Employment**

##### **1. Compensation**

- 1.1 The annual compensation payable to you will be INR 13,34,976 subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

##### **2. Code of Conduct & Ethics**

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

##### **3. Whole-time / Alternative Employment**

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

##### **4. Fidelity & Secrecy**

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

## **5. Probation Period**

- 5.1 The nature of your employment is Permanent, however you will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.
- 5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

## **6. Mandatory Induction Certification**

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
  - 6.3.1 You will not be able to join your team till you are Induction Certified.
  - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
  - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

## **7. Transfer**

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

## **8. Separation/ Retirement**

- 8.1 Separation during probation
  - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
  - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
  - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
  - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
  - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.



8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.

**8.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.**

#### 8.4 Retirement

8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

### 9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head - Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

### 10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.
- 10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 10.3 Submission of all necessary documents:
  - 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
  - 10.3.2 Proof of date of birth
  - 10.3.3 Copy of Pan Card and Address Proof
  - 10.3.4 One recent passport size color photograph
  - 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 1 month from the date of joining, failing which your salary after 1st month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.



Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Rashmi Jha

Rashmi1.Jha@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Anand Bardhan', with a horizontal line underneath.

**Anand Bardhan,**

**Head - Talent Acquisition**

**Human Resources**



## TRIVIUM EDUCATION SERVICES PRIVATE LIMITED

F-4, Second Floor, Okhla Industrial Area, Phase-I, New Delhi-110020

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**Date:** 21<sup>st</sup> May 2021

**Name:** Nadia Faruque

**Address:** House no. 21, Neelkamal Path Guwahati,  
Assam-781038

**Dear Nadia,**

With reference to your application and subsequent discussion you had with us, we are pleased to offer a career with TESPL as **English Language Assessor (Work from Home)** on the terms and conditions mutually discussed and agreed upon.

You are required to join your duties on **24<sup>th</sup> May 2021 @ 10:00 am**

Please accept our heartiest **Congratulations** and we welcome you to our pursuit of excellence.

At the time of joining, please share the following documents:

- Relieving Letter of the Previous Organization
- Salary Document
- Birth Certificate/ Xth Passing Certificate
- Educational Certificates
- PAN Card (Copy)
- Latest Photograph (04 Nos)
- Residential Proof (DL/Passport/Voter ID)
- Cancel Cheque
- Aadhaar Card (Copy)

Kindly note we will also check with your reference and this offer is subject to positive feedback from your references.

**For Trivium Education Services Private Limited,**

**Himani Marwaha**  
**DGM – Human Resource**



अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI  
No.F.5-07/2022-Acad.I / Dated: 20.09.2022

**MEMORANDUM**

**Subject:** Provisional admission to Ph.D. Program at AIIMS, New Delhi for July'2022 session-reg.

With reference to his/her application, the result of entrance examination dated 27.08.2022, Final result dated 12.09.2022 and counseling held on 20.09.2022 for the selection for **admission to Ph.D. program, MS.MANSI TANWAR** is informed that he/she has been recommended/selected for provisional admission to Ph.D. program in the Department of **Biophysics** for the session of July, 2022 with the following terms and conditions:

1. The Ph.D. seat allotment is provisional.
2. All candidates may either:
  - a. Accept the seat allotted to them, join the PhD program, and not participate in the 2<sup>nd</sup> round/Open Round of seat allotment **OR**
  - b. Not accept the seat allotted to them and wait for the second round/open round of seat allotment, if any. These candidates will retain the seat allotted to them in the first round unless a higher choice seat becomes available at their merit level in which case, the seat allotted in the first round will automatically be cancelled and the higher choice seat that is available will be allotted.
3. If, he/she accepts the offer on the above conditions, he/she must report himself/herself for verification in the office of undersigned, between 21.09.2022 to 28.09.2022, failing which the selection shall be treated as cancelled.
4. His/her admission to Ph.D. program is subject to **verification of original Documents/Certificate of Educational Qualifications, Date of Birth Certificate, Fellowship Award letter etc. as per terms and conditions laid down in the Prospectus for July, 2022 session.** He/she is also required to bring the relieving orders in original from the appointing authority at the time of joining if already in service/job.
5. He/she is required to undergo **his/her medical examination to the Central Registration Office (CRO-at 'New RKOPD, Ground Floor'), AIIMS, New Delhi on any working day between 8.00 AM to 10.00 AM (with 2 recent passport size photographs bearing name & date) after confirmation of eligibility as above. Please note that his/her reporting/joining for the commencement of the Ph.D. program will be initiated only after his/her medical fitness report from the CRO Office.**
6. He /She is required to deposit a sum of ₹ 965/- with the Cashier of the Institute between 11.00 A.M. to 2.00 P.M. on all working days and 10:00 AM to 11:30 AM on Saturday on the day of admission. This may be remitted either by debit/credit card or through Bank Draft payable to the Director, AIIMS, **however, Cheques are not accepted.** Fees once paid including pot fund, caution money are not refundable in any case and no correspondence will be entertained in this respect.





# अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

No.F.5-07/2022-Acad.I / Dated: 20.09.2022

7. The minimum period of registration in respect of all the candidates who are registered for Ph.D. shall be three years. The maximum period of registration shall not exceed five years.
8. He/she shall not be paid AIIMS fellowship for the duration of your registration period.
9. Hostel Accommodation will be provided subject to availability as per rules of Hostel Section revised from time to time.
10. The others conditions of service such as benefits of Employee Health Scheme, Leave etc. will be in accordance with rules and regulations of the Institute.
11. If any declaration/information furnished by him/her proves to be false or if it is brought to notice that the candidate has willfully suppressed any material information then his/her registration/admission can be terminated any time. The decision of competent authority in this regard will be final.
12. It would be appreciated, if a reply is sent immediately indicating his/her consent or otherwise to join the program. In case, no reply is received by 28.09.2022, it will be assumed that he/she does not intend to join the program.

**Selected under**

Advt. Code : OF5  
Project Code : I-1252 / ICMR  
Chief Guide : Dr. Pradeep Sharma  
Department of Biophysics

  
(DR. SANJEEV LALWANI)  
REGISTRAR

**MS. MANSI TANWAR**

Roll No.: 7801301 / Reg. No.: 100223  
Email: mansi.tanwar055@gmail.com  
Mobile: 9560366826

**Copy to (through email only):**

1. HOD/Chief, Department of Biophysics
2. Chief Guide - Dr. Pradeep Sharma  
(through departmental email id of concerned HOD/Chief at S. No. 1)
3. Hostel Section
4. B.B. Dixit Library
5. Research Section
6. CRO office (**Requested to kindly do the medical on priority basis**)



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

## Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

E.PF/RLAC/2024/1247

09.01.2024

Mr. Pankaj  
B 24, Prem Vihar  
Gali No. 15 D  
Nangli Dairy Najafgarh  
New Delhi-110043.

Dear Sir,

विज्ञापन संख्या RLAC/ENT/2021/01 दिनांक 23.12.2021 के सन्दर्भ में आपको सूचित करते हुए हर्ष हो रहा है कि आपके आवेदन संख्या LIBA/0086 के तहत विधिवत गठित चयन समिति की सिफारिश/अनुमोदन के आधार पर शासी निकाय एवं दिल्ली विश्वविद्यालय के नियम एवं शर्तों के अनुसार आपको दिव्यांग(एलडी) के तहत पुस्तकालय परिचर के पद पर नियुक्त किया गया है।

With reference to your application no **LIBA/0086** for the post of Library Attendant vide advertisement No. RLAC/ENT/2021/01 dated 23.12.2021, I am glad to inform you that, on the recommendation of a duly constituted Selection Committee it has been decided to offer you an appointment as Library Attendant in this college under **PwBD (LD)** category on the following terms and conditions, subject to the approval of the Governing Body and University of Delhi.

1. आप अपनी नियुक्ति की तारीख से प्रभावी एक वर्ष की अवधि के लिए परीक्षा पर रहेंगे और इस परीक्षा अवधि को शासी निकाय (गवर्निंग बॉडी) द्वारा नियमों के अनुसार आगे बढ़ाया जा सकता है।

1. You will be on probation for a period of one year with effect from the date of your joining the appointment and this probationary period may be further extended as per rules by the Governing Body.

2. 7वें सीपीसी (वेतन आयोग) के अनुसार आपका प्रारंभिक वेतन 18000/-, स्तर 01 में दिल्ली विश्वविद्यालय के नियमों के अनुसार तय किया जाएगा। 7वें सीपीसी के अनुसार 18000/- वेतन के अलावा आपको समय-समय पर दिल्ली विश्वविद्यालय में लागू नियमों के अनुसार भत्ते भी मिलेंगे। आपको दिया जाने वाला शुरुआती वेतन विश्वविद्यालय और/या यूजीसी, जैसा भी मामला हो, की मंजूरी के अधीन है।

2. Your initial pay will be fixed as per rules of the University of Delhi in the Level 01 with rationalized entry pay of Rs. 18000/- as per 7th CPC. In addition to pay, you will receive allowances at the rates according to the Rules in force in Delhi University from time to time. The starting pay offered to you is subject to the approval of the University and/or the UGC, as the case may be.

3. नियुक्ति की पुष्टि होने पर दिल्ली विश्वविद्यालय के नियमों के अनुसार आप सेवानिवृत्ति लाभों के हकदार होंगे।

3. On confirmation of your appointment you will be entitled to retirement benefits as per Delhi University rules.

Contd.../2.....





# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

## Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

-2-

4. आपसे समय-समय पर सौंपे गए किसी भी कार्य को करने की अपेक्षा की जाएगी।
4. You will be expected to do any work assigned to you from time to time.
5. छुट्टी और सेवा की अन्य शर्तों से संबंधित सभी मामलों में, आप समय-समय पर दिल्ली विश्वविद्यालय में लागू अध्यादेशों और नियमों द्वारा शासित होंगे।
5. In all matters relating to Leave and other conditions of service, you will be governed by the Ordinances and the Rules in force in the University of Delhi from time to time.
6. यदि आप पहले से ही किसी अन्य संगठन में कार्यरत हैं, तो आपको अपने पिछले नियोक्ता से उनका कार्यमुक्ति पत्र लाना होगा, अन्यथा आपको इस पद पर कार्यभार ग्रहण करने की अनुमति नहीं दी जाएगी।
6. In case you are already in employment in another organization you should bring their relieving letter from your previous employer failing which you will not be allowed to join the duty.
7. कार्यभार ग्रहण के समय आपको सभी मूल प्रमाण पत्र प्रस्तुत करने होंगे।
7. You will be required to produce all original certificated at the time of joining.
8. कार्यभार ग्रहण करने के लिए आपको टीए/डीए/वाहन शुल्क का भुगतान नहीं किया जाएगा।
8. You will not be paid TA/DA/Conveyance charges for joining the duty.
9. आपकी नियुक्ति चिकित्सकीय रूप से स्वस्थ पाए जाने के अधीन है, जिसके लिए आपको अपना कार्यभार ग्रहण करने की तारीख के एक सप्ताह के भीतर निम्नलिखित में से किसी एक से 'उपयुक्तता' प्रमाणपत्र प्रस्तुत करना होगा:
9. Your appointment is subject to your being found medically fit for which you are required to produce a fitness Certificate from anyone of the following, within a week of the date of your joining the duty:
  - A. प्रभारी चिकित्सा अधिकारी, W.U.S स्वास्थ्य केंद्र, छात्रा मार्ग, दिल्ली- 110007
  - A. The medical Officer-in-charge, W.U.S Health Centre, Chhatra Marg, Delhi- 110007.
  - B. प्रोफेसर/सहायक निदेशक या एसोसिएट प्रोफेसर या रीडर/वरिष्ठ अनुसंधान अधिकारी/ दिल्ली या दिल्ली के बाहर किसी भी मेडिकल कॉलेज/संस्थान के सहायक प्रोफेसर।
  - B. Professors/Assistant Directors or Associate Professors or Reader/Senior Research officer/ Assistant Professors of any of the Medical College/Institution in Delhi or outside Delhi.

Contd.../2.....



# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

## Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

-3-

C. लोक नायक जेपी अस्पताल, नई दिल्ली से जुड़े मानद कनिष्ठ या वरिष्ठ चिकित्सक / सर्जन में से कोई भी।

C. Any of the seniors of junior Hony. Physicians/Surgeons attached to Lok Nayak J. P. Hospital, New Delhi.

D. C.G.H.S./E.S.I के वरिष्ठ स्टाफ फिजिशियन/सर्जन।

D. Senior Staff Physician/Surgeon of the C.G.H.S./E.S.I.

E. सिविल सर्जन या जिला चिकित्सा अधिकारी (भारत में कार्यरत)।

E. Civil Surgeon or District Medical Officer in India.

10. नियुक्ति प्रोविजनल है और आपके आवेदन के साथ जमा की गई आपकी योग्यता, आयु, अनुभव और अन्य पात्रता शर्तों आदि के सत्यापन के अधीन हैं। यदि आप उक्त पद के लिए अयोग्य पाए जाते हैं, तो आपकी सेवाएं और इस पद पर नियुक्ति बिना किसी सूचना के तुरंत समाप्त कर दी जाएंगी।

10. The appointment is provisional and is subject to verification of your qualification, age, experience and other eligibility conditions etc. as submitted by you alongwith your application. In case you are found ineligible for the said post, your services /appointment to this post will be terminated immediately without any notice.

11. यदि जाति/समुदाय/अन्य प्रमाणपत्र के सत्यापन से पता चलता है कि आपका एससी/एसटी/ईडब्ल्यूएस/पीडब्ल्यूबीडी/ओबीसी से संबंधित होने और/या क्रीमी लेयर से संबंधित नहीं होने का दावा गलत है, तो आपकी सेवाएं बिना कोई और कारण बताए तुरंत समाप्त कर दी जाएंगी। झूठे प्रमाणपत्रों के उत्पादन के लिए भारतीय दंड संहिता के प्रावधानों के तहत की जाने वाली ऐसी आगे की कार्रवाई पर प्रतिकूल प्रभाव डाले बिना। भारत सरकार (जीओआई) सेवाओं के लिए 01.04.2021 से 24.01.2022 के बीच जारी किया गया या हाल ही में जारी किया गया गैर-क्रीमी लेयर ओबीसी प्रमाणपत्र शामिल होने के समय प्रस्तुत किया जाना चाहिए और जाति संबंधित है, ओबीसी (गैर) की केंद्रीय सूची में शामिल है -क्रीमी लेयर।

11. If the verification of caste /community / other certificate reveals that your claim to belong to SC/ST/EWS/PwBD/OBC and /or not to belong to creamy layer is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates. The non-creamy layer OBC Certificate issued between 01.04.2021 to 24.01.2022 for Government of India (GOI) services or recently issued must be submitted at the time of joining and the caste belongs to, lies in the Central list of OBC (Non-creamy layer).

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# रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

## Ram Lal Anand College

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rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

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इसके अलावा, नियुक्ति पुलिस सत्यापन की संतोषजनक रिपोर्ट के अधीन होगी। पुलिस सत्यापन रिपोर्ट में चयनित उम्मीदवार के खिलाफ किसी भी प्रतिकूल टिप्पणी की स्थिति में, कॉलेज उम्मीदवार को तुरंत प्रभाव से बर्खास्त कर सकता है।

Further, the appointment shall be subject to satisfactory report of the police verification. In the event of any adverse remarks against the selected candidate in the police verification report, the College may terminate the services with immediate effect.

12. श्री पंकज यदि उपरोक्त नियमों और शर्तों पर नियुक्ति का प्रस्ताव आपको स्वीकार्य है, तो आपको अपनी स्वीकृति की सूचना तुरंत देनी होगी और इसके जारी होने की तारीख से एक सप्ताह के भीतर कार्यभार संभालना होगा।

12. Mr. Pankaj, if the offer of appointment on the above terms and conditions, is acceptable to you, you are required to intimate your acceptance of the same immediately and report for duty within a week from the date of issue of this letter.

आपका विश्वासपात्र

Yours faithfully,

(Rakesh Kumar Gupta)

Principal

Speed post/email

F. No.A.12014/4/2023-Estt. 118/11  
National Human Rights Commission  
Manav Adhikar Bhawan, Block-C,  
GPO Complex, INA, New Delhi  
\*\*\*\*\*

Dated, the 09<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

**Sub:- Appointment to the post of Research Assistant – Candidate sponsored by Staff Selection Commission, CGL 2023- Issue of provisional Offer of Appointment-reg.**

On the basis of final results of the SSC CGL-2023 declared by the Staff Selection Commission on 06.12.2023, I am directed to say that you have been selected by the Staff Selection Commission for appointment to the post of Research Assistant in the National Human Rights Commission in the Pay Matrix Level-6 (Rs. 35400-112400). The offer of appointment is provisional and subject to the following conditions:-

1. The appointment will be on purely temporary basis with a probation period of 2 years. Further, **"the appointment is subject to the outcome of W.P.(C) No. 16593/2023 filed by Shubham Pal & Ors. before Hon'ble High Court of Delhi"**.
2. The Scale of pay admissible to the post of Research Assistant is in Pay Matrix Level-6 (Rs. 35400-112400). Your initial pay in the scale will be fixed in accordance with the rules and you will also in addition, be eligible for usual allowances under the Rules and orders in force from time to time.
3. The appointment carries with it the liability to serve anywhere in India.
4. The candidate will not be entitled for any travelling allowance for joining the post.
5. In accordance with the orders in force in regard to recruitment to service under the Commission, no candidate who has more than one spouse living or is married to a person having a spouse living, is eligible for appointment under the Commission, provided that the Commission may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this Rule. This offer of appointment is, therefore, conditional upon your satisfying the requirements mentioned above and also furnishing to this Commission a declaration in the prescribed form. If, however, you have more than one spouse living and desire to be exempted from the operation of the above mentioned Rule for any specific reason, you may make a representation in this behalf immediately. This offer of appointment should, in that case, be treated as cancelled and further communication will be sent to you in due course, if upon consideration of your representation, it is decided to offer you an appointment.

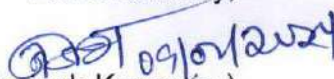
Contd..../2



6. The offer of appointment is provisional and is subject to the candidate taking an Oath of allegiance/ faithfulness to the Constitution of India or making a solemn affirmation to that effect in the prescribed form. The relevant Rules/ orders in force will govern other conditions of service from time to time.
7. The candidate is informed that, his/her application for employment to other offices, whether Government or otherwise will not be ordinarily forwarded. Such applications should in any case, be submitted to this Commission through proper channel for onward transmission (if permission is granted) and not directly to those offices.
8. The candidate must give a statement in writing giving full information of his/her previous employment, if any in the last three years under the Government of India or under any State Government.
9. The candidate is warned that the furnishing of incorrect information on any point will render him/her liable to disciplinary action.
10. The candidate should surrender the Employment Registration Card held if any, to the appointing/administrative authority concerned, duly signed at the time of reporting for duty, for returning the same to the Employment Exchange(s) concerned.
11. The candidate is also warned that in case of any negative verification on Character and Antecedent from the concerned authorities, the service would be terminated without assigning any reasons or notice.
12. The appointment will be **purely on temporary** basis as Research Assistant in this Commission and will be further subject to the production of '**Medical Fitness Certificate**' issued from a **Government Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status where candidate is presently residing**. Please note that you will be allowed to join duty as Research Assistant only when you produce the Medical Fitness Certificate and other Certificates. The appointment is further subject to satisfactory verification of Character and Antecedents. Further, in case of candidates who are already in Government service, instead of obtaining a fresh medical report and police verification, they may produce an attested copy of their medical examination report and Character & Antecedents (police verification) report obtained at the time of the initial appointment from their controlling authority.
13. The offer of appointment is provisional and is subject to verification of the Scheduled Caste/Tribe/OBC/ and other Certificates and if the verification reveals that the claim as to Scheduled Caste/Tribes/OBC & EWS etc. is false, the services will be terminated without any prejudice to such further action as may be taken under the provisions of the Indian Penal Code.
14. In case the candidate accepts the Offer of Appointment (Provisional) on the above conditions, she/he must report for duty immediately or within 01 month from the date of issuance of this provisional offer letter, alongwith the original/ provisional

medical report and other certificates mentioned above, if she/he fails to do so, it will be construed that the candidate has declined the offer and the offer of appointment will be treated cancelled and you will not therefore, be considered for such appointment.

Yours faithfully,

  
( Barjesh Kumaria )  
Under Secretary(Estt)

To,

**Ms. Vintee Sangwan (Roll No. 2201146222),  
D/o Amarjeet,  
Shop No. 147, New Grain Market,  
Gohana, Sonipat, Haryana-131301**





**PhysicsWallah**

**CIN Number:**  
U  
80900UP2020PTC129223

**Call:** - 9161123482  
**Visit Us:** - physicswallah.live

**Registered office:** Physics Wallah Pvt. Ltd. A-13/5, Sector 62, Gautam Buddha Nagar, Noida, Uttar Pradesh - 201309.

**Head Office:** Physics Wallah Pvt. Ltd., KLJ Noida One, Block A, First Floor, Sector 62, Noida, Uttar Pradesh - 201309.

Date: 25-07-2023

To,  
Nisha Sharma (PW8743)

Subject: Confirmation Letter - Professor

Dear Nisha,  
Congratulations!

We take this opportunity to thank you, and express our appreciation for your association and valuable contribution to the organization during your probation period. We recognize your commitment as well as dedication towards the job hence we would like to inform you that your probation period is successfully completed. We have pleasure in confirming you with the existing position with effect from 20-05-2023.

After Confirmation, if unfortunately you decide to part your ways with PW. Now you will have to serve a 30 days notice period to leave the organization. Notice given less than 30 days will be considered as "Short Notice". If in case you are serving short notice, the amount in lieu of short notice will be recovered or deducted from your full and final settlement. The amount in lieu of short notice will be calculated on Gross Monthly Salary.

All your terms and conditions of your employment remain unchanged. We look forward to your continued good performance and wish you the very best in your career.

Thanking You,

Yours faithfully,

for PhysicsWallah Pvt. Ltd

Satish Khengre  
Head - Human Resources



17-Jul-2023

AVESH CHAUHAN  
RC-1093 BHARAT NAGAR KHORA COLONY  
UTTAR PRADESH-GHAZIABAD-121001

Offer of Employment

Dear AVESH,

This has reference to your application and subsequent discussions that we had with you. We are pleased to offer you an appointment with Tata Motors Finance Solutions Limited as **BDM S - FOS** based at **New Delhi - TSS**. The proposed compensation details are attached as an annexure.

You shall be required to join our services on or before **31-Oct-2023**.

Kindly send back the offer acceptance latest by **19-Jul-2023**, for further process.

The detailed appointment letter will be issued to you on your joining the organization.

We look forward to your long and mutually beneficial association with **Tata Motors Finance Solutions Limited**.

**Please note that your appointment is subject to positive reference check and Health check up.**

Yours sincerely,  
For Tata Motors Finance Solutions Limited

I accept the above terms and conditions and shall join on or before: \_\_\_\_\_

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

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

**TATA MOTORS FINANCE SOLUTIONS LIMITED**

I-Think Techno Campus Building A 2nd Floor Off Pokhran Road 2 Thane West 400 601  
Tel 91 22 6181 5400 Fax 91 22 6181 5700 website [www.tmf.co.in](http://www.tmf.co.in) CIN - U65910MH1992PLC187184  
Registered Office 14 4th Floor Sir H C Dinshaw Building 16 Horniman Circle Fort Mumbai 400 001 Maharashtra





### Salary Statement

Name	AVESH CHAUHAN	Designation	BDM
Location	New Delhi - TSS	Grade	S - FOS
Pay Component	Monthly Amount	Annual Amount	
<b>Fixed</b>			
<b>FIXED</b>	<b>27767</b>	<b>333206</b>	
Field Allowance	8267	99206	
Basic Allowance	6000	72000	
Basic	9000	108000	
HRA	4500	54000	
<b>Retirals</b>	<b>2232</b>	<b>26794</b>	
Gratuity	432	5194	
Employer PF	1800	21600	
<b>Total Fixed</b>	<b>29999</b>	<b>360000</b>	
<b>Total CTC</b>	<b>29999</b>	<b>360000</b>	

### **TATA MOTORS FINANCE SOLUTIONS LIMITED**

I-Think Techno Campus Building A 2nd Floor Off Pokhran Road 2 Thane West 400 601

Tel 91 22 6181 5400 Fax 91 22 6181 5700 website [www.tmf.co.in](http://www.tmf.co.in) CIN - U65910MH1992PLC187184

Registered Office 14 4th Floor Sir H C Dinshaw Building 16 Horniman Circle Fort Mumbai 400 001 Maharashtra



**Note:**

1. Performance Incentive shall be paid subject to the achievements of the targets or as may be specified under the company policy. It is not guaranteed and will vary, as per Company, Business & Individual performance.
2. Insurance-You will be covered for Rs. 1,50,000 towards group medical policy for self, spouse and 2 children. Rs. 3,00,000 towards group accident policy and Rs.5,00,000 for Life cover Policy. Said benefit is at sole discretion of the management & will be reviewed at the beginning of each financial year.
3. Medical Benefit: Reimbursement of actual domiciliary medical expenses up to an amount of Rs. 4000/- per annum subject to company policy.

**TATA MOTORS FINANCE SOLUTIONS LIMITED**

I-Think Techno Campus Building A 2nd Floor Off Pokhran Road 2 Thane West 400 601

Tel 91 22 6181 5400 Fax 91 22 6181 5700 website [www.tmf.co.in](http://www.tmf.co.in) CIN - U65910MH1992PLC187184

Registered Office 14 4th Floor Sir H C Dinshaw Building 16 Horniman Circle Fort Mumbai 400 001 Maharashtra



10th September 2023

Muskan Sharma  
H.No. 370, Purwaawali, Ganeshchok,  
Roorkee, Haridwar,  
Uttarakhand – 247667



**Subject: Offer Letter**

Dear Muskan,

With reference to the rounds of interview you have had with us, we are pleased to offer you the position of **"Research Associate"** at our Head Office, in Gurgaon. We trust that your knowledge, skills and experience will be among our most valuable assets.

Your emoluments will be **INR 450,000/- CTC** per annum out of which **INR 35,488/-** will be the Monthly Gross (after statutory deductions). The Monthly gross is divided into the Fixed and Variable Component where in **INR 30,165/-** will be Fixed and **INR 5,323/-** will be Variable (the variable is performance linked and paid on monthly basis). Refer Annexure for detailed salary structure.

As discussed, you will be joining us on **6th November 2023**. You are required to carry the following documents at the time of your joining:

- Copy of all your educational certificates,
- Accepted Resignation /Experience Letter of the last organization,
- Appointment/Appraisal letter of the last organization,
- 3 Passport size photographs,
- Pan Card & Aadhar Card

In case you are not able to submit any of the above mentioned documents on your date of joining, you are advised to submit the same within 7 days of joining, failing which may lead to cancellation of your appointment with the organization.

The organization reserves the right to conduct background/education/previous employment/Police Verification checks. In case there is any negative report against you which may be detrimental to the interest of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of "Misrepresentation of facts".

As a token of your acceptance of this offer you are requested to revert to this e-mail stating that you agree to join on the date specified above. Non-response to the e-mail within 48 hours shall be interpreted as rejection of the offer letter and would thus automatically stand cancelled.

You shall be required to report for on-boarding/joining formalities latest by 12:30 PM on the mutually agreed upon date and location, failing to which may lead to cancellation of this offer.

Congratulations and best wishes.

For Unimrkt Research Pvt. Ltd.

I hereby accept the offer

  
Neha Bhandari  
Head – Human Resources

Signature  
Name:

Confidential Document - For private circulation only

**Unimrkt Research Private Limited**

Nimai Tower, 412-415, 5th Floor, Udyog Vihar, Phase IV, Gurugram, Haryana - 122015

T: (+91) 124-424-5208/09/10 | E: contact@unimrkt.com | W: www.unimrkt.com

CIN: U73100DL2013PTC261681

**Annexure**

**Muskan Sharma**

**19th October 2023**

Particulars	Monthly	Employee Cont.	Employer Cont.	ESIC Employee Cont.	ESIC Employer Cont.	Annually
<b>Basic</b>	18,210.00	1,800.00	1,950.00	-	-	218,520.00
<b>HRA</b>	9,105.00					109,260.00
<b>Conveyance Allowance</b>	1,600.00					19,200.00
<b>Medical Reimbursement</b>	1,250.00					15,000.00
<b>Variable component (15%) of Gross</b>	5,323.00					63,876.00
<b>Total</b>	<b>35,488.00</b>					<b>425,856.00</b>
Gross Salary	35,488.00					425,856.00
ESIC Employee Cont.	-					-
ESIC Employer Cont.	-					-
EPF Employee Cont.	1,800.00					21,600.00
EPF Employer Cont.	1,950.00					23,400.00
LWF Employer Cont.	62.00					744.00
<b>CTC</b>	<b>37,500.00</b>					<b>450,000.00</b>
LWF	31.00					372.00
Cab Deduction	-					-
In Hand Salary	<b>28,334.00</b>					340,008.00
Gross Salary	35,488.00	30,165.00	5,323.00			425,856.00
<b>CTC</b>	<b>37,500.00</b>					<b>450,000.00</b>
<b>In Hand Salary</b>	<b>33,657.00</b>	<b>28,334.00</b>	<b>5,323.00</b>			<b>403,884.00</b>
	1.00	0.85	0.15			
	<b>Total</b>	<b>Fixed</b>	<b>Variable</b>			

Neha Bhandari  
Head - Human Resources



Signature  
Name:



[Submit & Print](#)

January 10, 2022

**Welcome to Wipro's Work Integrated Learning Program ("WILP")**

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear NILESH OJHA,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

**3. Scholarship/Stipend and Benefits**

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.



**6. Regulations of Academic study:**

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.  
  
Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

**7. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

**8. OBLIGATION AND RESPONSIBILITIES:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

**9. CONFIDENTIALITY:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

**10. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



**11. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

**12. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

**13. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

**14. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**16. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**17. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

### **ANNEXURE I**

#### **CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I **NILESH OJHA**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

[Hiring Process \(/hiring-process\)](/hiring-process)   [Interview Tips \(/interview-tips\)](/interview-tips)   [Site Map \(/site-map\)](/site-map)

in(<https://pubs.aip.org/aip/rsb/article/doi/10.1063/1.5016496>)

Terms of use (/terms-of-use)



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GST No. 07AACCD3150H120

STRICTLY PRIVATE AND CONFIDENTIAL

To,  
Mr. Rahul Sharma

Date: 11<sup>th</sup> September, 2023

Dear,

We are pleased to extend an offer to join DEGREE 360 SOLUTIONS PRIVATE LIMITED. ("Company") in New Delhi, India as per the below terms and conditions:

**Role:** Research Associate

**Salary:** Rs.25,000/- Per Month Only

Please refer to:

- Annexure I (Confirmation Letter) for the documentation to be submitted by you
- Terms of Employment
- Non-Disclosure Agreement

Your employment with Degree 360 Solutions Private Limited will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these terms of employment as a part of accepting this offer. As further detailed in the terms of employment, this offer and your employment with Degree 360 Solutions Private Limited is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date. Your effective start date as is **11<sup>th</sup> September, 2023** for this employment.



Additionally, on the date of joining the Company, you would be required to sign and agree to the terms and conditions of a service agreement. The clauses of this service agreement will not be applicable in cases where the Company may, in its sole discretion, elect to terminate your employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Degree 360 Solutions Private Limited are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/ substance test, The Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Degree 360 Solutions Private Limited, please confirm your acceptance/rejection by signing a copy of this and revert back to us within the timeframe as directed by the HR team. If we do not receive your response within the timeframe suggested by the HR team, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure I along with a signed copy of this offer letter, Non-Disclosure Agreement, Employee Handbook and Terms of employment.

You will have a total of six working days every week and your shifts will be decided by the supervisors. Your performance will be reviewed at the end of the contract period, based on your performance the management will make a decision to extend your contract.

We look forward to hearing from you. We wish you a successful career ahead of you and look forward to you joining us.


For Degree 360 Solutions Pvt. Ltd.

for



atory

For Degree 360 Solutions Private Limited

Accepted  


*WriteIgnite Pvt. Ltd.*

Date: 18<sup>th</sup> May, 2023

Dear Ritka Baderia,

We are pleased that you are accepting employment at WriteIgnite Pvt. Ltd as Academic content writer; Please find below details of our offer to you. Your title will be Academic content Writer and you will report to your Team Lead. Your joining Date will be 5<sup>th</sup> June 2023. You need to join us at Noida office.

Compensation - Your Compensation shall be subjected to:

1. Successful completion of the structured product and other essential trainings imparted to you. The Company may pay you such fixed amount which will be INR 4.80 Lacs p.a. (pre tax)

2. After probation period, you will be entitled to a bonus if you exceed your monthly target.

3. You will be on a probation of 2 months . During this period if your performance is not as per company expectation, the company has a right to terminate you. You still will be paid for the number of days you attend training with us except on plagiarism cases.

4. During probation you are not allowed to apply for a leave in case you applied for a leave, your candidature get automatically cancelled.

2. Employment Relationship – This offer is not an employment contract for a definite period. Although we look forward to a mutually rewarding relationship, WriteIgnite Pvt Ltd. may terminate your employment, in case plagiarism found in your content. The company has a right to terminate the employee due to poor performance on immediate basis. In case an employee wants to leave the organization they need to serve 1 month notice period failing to do that lead to salary forfeit by the organization.

3. Confidentiality - The protection of confidential business information and trade secrets regarding Write Ignite Pvt Ltd. and its clients is vital to the interests and the success of the company. In this regard, you agree that during your employment with WriteIgnite Pvt Ltd., and thereafter, you will not disclose to anyone any confidential information of WriteIgnite Pvt Ltd. or any client of WriteIgnite Pvt Ltd. or utilize such confidential information for your own benefit or for the benefit of third parties. You are working on full time profile with us so you are not allowed to associate with another organisation, in case intentionally or unintentionally you found associated with another organisation, Writeignite can take legal action against you.

We welcome you to our company.

For WriteIgnite Pvt Ltd







## Offer Letter

Date: 16/11/2023

Place: Delhi

Dear **Jaya**,

We welcome you to be a part of Social Emerger Web Solution. Based on our discussions, we are pleased to offer you the job as **Process Coordinator**. We trust that your knowledge, skills and experience will be amongst our most valuable assets.

- Your date of joining with us will be **16/11/2023**, and you will report to **Mr. Ishaan Narang**.
- Your Salary will be **Rs 13,000/-pm**
- You will be under a probation period of 3 months, from the date of your joining.
- You will be required to carry out duties and job functions in which you will be instructed from time to time by the company (or the person in charge) on behalf of the company.
- If you remain absent from work without authorization or reasonable explanation, for more than three consecutive days, it will be presumed that you are no longer interested in working for the company and have abandoned its services. The Company, then, will have the rights to terminate your contract of service and in such case, you will not be entitled to any statutory compensation.
- You will be required to serve a notice period of 30 days before resigning, if you don't serve any notice period, mandatory 1.5 times of the monthly cost to the company has to be returned at the time of full and final.
- Saturday is 3 to 5 hours working, but if you are absent on Saturday, it will be counted as 1 day and salary will be deducted accordingly.
- The pay day is the 10th of each month, so if you join for eg: on 15th of any month, so from 15th to 30th of that month, salary will be transferred on 10th of next month & then your next month cycle will be started from 1st of each month.

We are positive that you will find Social Emergers Web Solutions an exciting place to develop and advance your career.

Looking forward to a long association with you.

Thanks and best regards,

Social Emerger Web Solutions

B-4/307-A, GF, Lawrence Road, Keshav Puram, Delhi-35

Email: ishaannarang111@gmail.com, Web: socialemergers.com, Tel: +91-8285193052



poornima sharma <poornimasharma1998@gmail.com>

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## Offer letter for the post of PGT Biology Teacher

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HR RGS <hr@rgsnoida.com>

Wed, 22 Feb 2023 at 15:17

To: poornimasharma1998@gmail.com <poornimasharma1998@gmail.com>

Cc: Sweta Raghav <srcoordinator@rgsnoida.com>, Rahul <rahul.rahav@mmrgroup.co.in>, Principal rgs <principal@rgsnoida.com>, EA Principal <ea2principal@rgsnoida.com>

Dear Ms. Purnima Sharma,

This is in reference to your application and the subsequent discussions that we have had.

We are pleased to make you an offer to join us in the position of "**PGT Biology Teacher**", Raghav Global School' Sector-122, Noida, on a contractual basis from 27th February 2023- 30th May-2024.

You are requested to acknowledge the offer letter mail as a token of acceptance, via email only. Your School Timings would be as per the School Policy & please email all the soft copies of the same by EOD & submit hard copies of the same on your date of joining.

1. Secondary & senior secondary certificates & Mark sheets.
2. BA/ B.sc (Pass/ Hons.) degree with mark sheet.
3. MA/ M.sc/ M.com degree with mark sheet.
4. B.Ed / M.Ed / NTT/ BP.Ed, B.EL.ED, D.EL.ED with mark sheet
5. Any other professional qualification
6. Experience – cum relieving letter.
7. Last 3-month salary slip & 3 Latest 3 months bank statement.
8. Passport size photographs.
9. Medical Fitness certificate from MBBS.
10. Pan Card & Aadhaar Card Copy
11. Police Verification
12. Cancelled cheque/Passbook front page copy

This offer stands null and void if you fail to submit all the documents mentioned above.

[Quoted text hidden]





**KPMG Global Services Private Limited**  
Building No. 10,  
5<sup>th</sup> & 6<sup>th</sup> Floor, Tower-C  
DLF Cyber City, Phase – II,  
Gurugram – 122 002, India

Telephone: +91 124 612 8500  
Fax: +91 124 612 8700  
Internet: [www.kpmg.com/in](http://www.kpmg.com/in)  
Email: [indiawebsite@kpmg.com](mailto:indiawebsite@kpmg.com)

**10 March 2023**

**Shweta Yadav .**

**A3, 1002, Futec Gateway, Plot 10, Sector 75,  
Noida-201304**

**Dear Shweta Yadav,**

On behalf of **KPMG Global Services Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Analyst** in **Advisory** with the Company. You will be reporting to **Kanchan Nanda** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **24 April 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

#### **Provisional Offer**

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

**REGISTERED A/D**

# **THE SREE NARAYANA TRUSTS**

No.2/ SNT/ 1884(II)

P.B.No.63, KOLLAM-691 001

Date : 27.11.2023

## **FORM 1**

### **APPOINTMENT ORDER**

**Smt.Amaya.S.Kumar, Amaya Bhavan, Puthiyothu Paramb, Palath.P.O, Chelannur, Kozhikode-673611** is appointed as Assistant Professor in English (on probation) under the Educational Agency on a Pay of Rs.57700/- per mensem in the scale of Rs. 57700 – 182400/- at **Sree Narayana College, Chempazhanthy** with effect from 29.11.2023 subject to the provision of the Kerala University Act 1974, and the Statutes, Ordinances and Regulations made thereunder and such other rules and orders issued from time to time by the University of Kerala or by such other authority who may be competent to issue such rules, orders, etc; under the said Statutes.

**Smt.Amaya.S.Kumar**, is posted against the post sanctioned by Government vide GO(Ms.)No. 471/2020/H.Edn. dated 30.12.2020.



**Manager,  
Sree Narayana Colleges.**

Copies to:-

1. The Principal, Sree Narayana College, Chempazhanthy.
2. The Registrar, University of Kerala with C.L.



Ref: VT/HR/23-24/27

Date: 16 May 2023

**Dear Komal,**

This letter marks an important event in the life of Vizent Solutions Pvt. Ltd. and indeed for you. We value this letter as a symbol of a new relationship and are more than aware that the relationship is enveloped in hope. For us both! This step is one towards realizing our hopes.

You will be happy to know that you are joining an organization that has been consistently maintaining the best work ethics at its workplace(s) and is an emerging entity in its field of work.

We aren't sure yet whether we find the best or whether the best finds us. But that is a moot question when at the end of the day feather of birds flock together.

When you sign this letter, you would have agreed to uphold our heritage, light and free, natural, and pleasant. You would have agreed to partake of an atmosphere that is;

A political. We believe corporate politicians are an insecure lot.

Quintessentially Indian. The Indian is capable of making a mark for himself/ herself anywhere in the world.

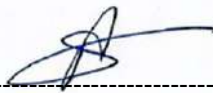
Respecting people's capacity rather than their credentials or looks.

Determined to be on the right side of the law always, whether economic, social, or moral. History will bear us out.

Passionate about learning and growth, we believe in hiring lifelong learners and providing an environment that fosters continuous learning and growth; we believe in hiring lifelong learners and providing an environment that fosters continuous learning, innovation, and leadership development.

Humming in self-belief. Our work is an opportunity to create miracles. Again, history will bear us out.

When you sign this letter, you would have embarked on our quest to make modern history.



HR Department



Komal

## **EMPLOYEE COPY**

**16 May 2023**

**Komal**

**Add – D/o Ram Avtar Sharma,**

**H No.A-149, Gali Number 3,**

**Near T B Hospital, Rama Garden,**

**Karawal Nagar, North East, Delhi - 110094**

**Mobile: +91-8368906030**

**Email : ks874026@gmail.com**

### **THE TERMS AND CONDITIONS OF APPOINTMENT**

1. We have pleasure in appointing you as **“Business Development Executive”** with effect from **16 May 2023** from your date of reporting to work, whichever is earlier, provided that this letter of appointment shall cease to have effect if you do not report to work by **16 May 2023**. The details of your remuneration are enumerated in Annexure-A enclosed.

2. You will initially report to and be posted at our office at Gurgaon. But you will be liable to be posted at any other office/branch.

3. You will perform such duties as are assigned to you by Vizent Solutions Pvt. Ltd. from time to time relating to the position to which you are now appointed and to which you may be transferred/promoted in future.

4. Your appointment is subject to your providing, inter alia:

(1) Proof of date of Birth

(2) Four passport size photographs

(3) A copy of the last pay slip from previous employer if so employed

5. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. The hours of work, holidays and paid leave will be in accordance with the Vizent Solutions Pvt. Ltd.’ rules. Please note that if you absent yourself from the services of the Vizent Solutions Pvt. Ltd. without prior written permission or overstay sanctioned leave for three consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.

6. Your appointment is subject to being certified medically fit by a MBBS doctor. If you are at any time prevented by ill- health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.

7. You shall devote the whole of your time and attention to performing your duties and use your best endeavors to promote the interests of Vizent Solutions Pvt. Ltd. and your conduct at other times shall be such as not to damage the interests of Vizent Solutions Pvt. Ltd. You shall not engage yourself directly or indirectly in any trade, business, vocation or occupation or in advisory capacity.

8. You shall faithfully observe all the rules and regulations of the Vizent Solutions Pvt. Ltd. and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places, as you may be required.



9. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination in any manner, without the consent of the Vizent Solutions Pvt. Ltd. in writing, divulge, directly or indirectly, knowledge, information or documents whether relating to Vizent Solutions Pvt. Ltd.' 3D Modeling and Texturing work, assignments, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Vizent Solutions Pvt. Ltd. or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Vizent Solutions Pvt. Ltd., associates or clients.

10. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Vizent Solutions Pvt. Ltd. or its affiliates.

11. You shall inform the Vizent Solutions Pvt. Ltd. without delay of any act of dishonesty, fraud or cheating or any damage to the Vizent Solutions Pvt. Ltd.' property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

12. You will abide by all the relevant policies and rules of Vizent Solutions Pvt. Ltd. that are in force from time to time.

13. You shall not without prior consent of the Vizent Solutions Pvt. Ltd. in writing, which will not be unreasonably withheld, publish or originate or spread any web posts, article or brochure or book or email concerning any matter, which relates to any activity of the Vizent Solutions Pvt. Ltd.

14. This arrangement can be terminated by Vizent Solutions Pvt. Ltd., without any notice or payment of any kind in lieu of notice, in the following cases;

- A) Any incorrect information furnished by you or on suppression of any material information.
- B) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, intemperance, regularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Vizent Solutions Pvt. Ltd. ' rules.
- C) You are being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

15. Subject to the right of Vizent Solutions Pvt. Ltd. to terminate this employment in accordance with clause 14, it may also be terminated either by the Vizent Solutions Pvt. Ltd. or yourself by giving 30 days' notice to the other.

Your appointment is subject to a probation period of 6 Months. During this period, your employment may be terminated by the company or by yourself by giving 7 days' notice to the other. You will be evaluated at the end of probationary period and if found satisfactory will be confirmed as a regular employee.

Vizent Solutions Pvt. Ltd alone, at its discretion, may opt to make/ accept payment in lieu of notice period, which will be calculated on the basis of monthly gross salary.

16. You shall not, during your employment or after retirement or its earlier termination in any manner, induce or entice any employee of the Vizent Solutions Pvt. Ltd. to leave Vizent Solutions Pvt. Ltd.

17. The age of superannuation i.e. the age of retirement in our Vizent Solutions Pvt. Ltd. is 58 years. Your date of birth has been recorded as **15 April 2000** in the records of the Vizent Solutions Pvt. Ltd.

18. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to Vizent Solutions Pvt. Ltd. or which have been entrusted to you or received by you in the course of your employment with the Vizent Solutions Pvt. Ltd. and make payment of all money that may be payable by you to Vizent Solutions Pvt. Ltd. towards any advanced/loan that may be obtained by you from Vizent Solutions Pvt. Ltd., if any.

19. You acknowledge that in the course of your employment you will be continuously acquiring knowledge of 3D Modeling and Texturing among other related work unique to the Vizent Solutions Pvt. Ltd. and you shall not, at least for a period of three months after the termination of this employment in any manner, join any other organization whose business is similar to the business of the Vizent Solutions Pvt. Ltd. or join any other similar function in any other organization. You shall not contact the clients of the Vizent Solutions Pvt. Ltd. for at least a period of three years after the termination of this employment in any manner.

20. If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability and the validity, legality or enforceability of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

21. This appointment letter shall be governed by, and construed in accordance with the laws of the Republic of India.

22. This letter constitutes the entire understanding between you and Vizent Solutions Pvt. Ltd. relating to your employment by Vizent Solutions Pvt. Ltd. and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and Vizent Solutions Pvt. Ltd.

23. As a full-time employee of Vizent Solutions Pvt. Ltd., you shall not be a Director on the Board of any Company. If you are a Director in any company you are required to resign from the same before joining the Vizent Solutions Pvt. Ltd.



HR Department



Komal





India Branch Office

C-56/39 Netedge Building  
Sector 62, Noida, UP 201301  
Ph: +91 120 4340671  
Web: [www.sysmind.com](http://www.sysmind.com)

Date: 06/02/2022

Dear Nidhi Kumari Jaiswal

Congratulations! Subsequent to your offer acceptance, we are pleased to appoint you as on 03/01/2022 With a designation of Language Interpreter / Social Media Marketer  
You will be reporting at our office located in Noida, India.

After successful completion of probation period, your employment with the company will stand confirmed subject to the terms and conditions as per company policies.

The terms of this appointment shall remain confidential and are not to be disclosed to any third party.

**SYSMIND Tech Pvt. Ltd.**

A handwritten signature in black ink, reading "Chandani Sharma" in a cursive script.

Manager-Finance & HR

**Accepted by Employee**

A handwritten signature in black ink, reading "NIDHI KUMARI" in a cursive script.

Name: Nidhi Kumari Jaiswal

Date: 06/02/2022

Truminds Software Systems Pvt Ltd.  
6<sup>th</sup> floor Sauch Tower  
72, Udyog Vihar, Phase - IV  
Gurgaon, Haryana – 122015  
Tel: 0124-4261387



Date: 24<sup>th</sup> October 2019

Ms. Nikita Sarkania  
PAN No : AYIPN7983P

Dear Nikita Sarkania,

**Sub: Appointment**

With reference to your discussion and subsequent interview with us, we are pleased to offer you appointment with our organization.

1. Your designation shall be **Software Engineer** and you shall be posted at our office at **Gurgaon, India**.
2. Your salary will be as per **Annexure-I**.
3. Please read all the Terms & Conditions carefully.

Welcoming you to the Organization.

Yours faithfully,

**For Truminds Software Systems Pvt. Ltd.**

**Sanjiv Kapur**  
Chief Technology Officer

I have read and understood the terms and conditions of this letter and accept the same.

**(Nikita Sarkania)**

**Date of Joining: 08/06/2020**



## **TERMS & CONDITIONS**

### **DUTIES & RESPONSIBILITIES**

1. The Company will expect from employee to work with a high standard of initiative, efficiency & economy.
2. Employee will devote his/her entire time to work for the company and will not undertake any direct/indirect business or work, honorary or remunerator, except with the prior written permission of the Management in each case.
3. Employee should not give out company information to anyone during the period of his/her service and even afterwards by word of mouth or otherwise, like particulars or details of Company development or other processes, technical know-how, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be employees privilege to know by virtue of his/her being our employee.
4. Employee should keep confidential all the information and material provided by the Company or by its clients. This excludes only such information as if already known to the public which also employee will not release. The obligation to keep such information confidential shall survive even on termination or cancellation of the employment. All documentation that may be confidential or sensitive, whether in hard or soft copies, must be maintained with due confidentiality.
5. Employee will be on probation for 6 months from the effective date of this letter (date of joining). The duration may be extended at the sole discretion of the Company, depending on the performance of employee for a further period on the same and/ or modified terms and conditions as may be communicated to employee in writing. The notice period during the probation period will be one month in case of employee leaving the company or company terminating the employee due to unsatisfactory performance.
6. The minimum notice period will be three months and failing which employee needs to pay back three months gross salary to Company in order to get relieved.
7. Employee will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in use, custody, care or charge. For the loss of any property of the Company in employee possession, caused by carelessness, negligence and/ or mishandling, the Company will have right to assess on its own basis and recover the damages of all such material from employee.
8. You are liable to be posted to serve at any of the Company's Offices / Establishment anywhere in India or abroad at the discretion of the Company.

### **MUST – KNOW FACTS**

#### **a) Company Holidays**

The company observes 10 holidays in a calendar year.

A copy of the holiday list for the calendar year is drawn up in January and posted on the main bulletin board at all locations.

#### **b) Working Hours**

The normal office hours are mentioned below, however Company follows flexible timings depending on project, customer and manager's requirements and consent :

5 day Week (Monday – Friday)

Office Time - 09:00 A.M. To 06:00 P.M

Lunch Time - 1:00 P.M. To 01:45 P.M.

#### **c) Salary Revise/Increment**

Salary will be revised after completion of 1 year depending on the performance.

#### **d) Leaving Truminds Software Systems (Resignation)**

Employee will be liable to serve 03 months' notice period. Any shortfall of notice period will have to be made good by payment of equivalent salary (*Gross Salary*) in lieu thereof. The day on which the notice is given is included in the period of notice.

**e) Involuntary Termination**

- a) **Truminds Software Systems** may terminate an employee by giving 03 months' notice if not satisfied by your work performance for any of the following reason:
- Unsatisfactory work performance. (i.e. post non-improvement despite feedback and warnings on poor performance.)

**f) Administrative Termination**

- Administrative termination is caused by retirement, death or total permanent disability.
- You will automatically retire from the service of the Company on attaining the superannuating age of 58 Years.

**g) Full & Final Settlement**

Once an employee's resignation is accepted by the business unit head / functional manager, the employee will obtain a Clearance Form for completion and submission to the business unit head. The relieving letter will be issued by HRD upon receipt of the completed Clearance Form from the business unit head. The full and final settlement of dues is initiated soon after the issue of the relieving letter.

You are requested to please sign and return the duplicate copy of this Appointment Letter.

Welcoming you to the Organization.

Yours faithfully,

**For Truminds Software Systems Pvt. Ltd.**



**Sanjiv Kapur**  
**Chief Technology Officer**

I have read and understood the terms and conditions of this letter and accept the same.



**(Nikita Sarkania)**

**Date of Joining: 08/06/2020**



**Annexure – I**

**DETAILS OF SALARY STRUCTURE AS PAYABLE**

<b>Name:</b>	<b>Nikita Sarkania</b>	<b>Designation:</b>	<b>Software Engineer</b>
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<b>Annual Salary (Refer table below)</b>	<b>₹ 5,50,000</b>
--	-------------------

<b>Particulars of Monthly Salary (CTC)</b>	<b>Monthly (Rs)</b>	<b>Annually (Rs)</b>
Basic Salary	₹ 15,000	₹ 1,80,000
Flexible Benefit Plan (FBP) The benefits under this category are mentioned in the Annexure below. The employee can structure these benefits as per his requirements.	₹ 17,767	₹ 2,13,200
Project Allowance	₹ 1,800	₹ 21,600
City Compensatory Allowance	₹ 3,330	₹ 39,960
Retention Annual Bonus (*)		₹ 50,000
<b>Gross Pay (A)</b>	<b>₹ 42,063</b>	<b>₹ 5,04,756</b>
PF Deduction	₹ 1,800	₹ 21,600
<b>Total Deduction (B) per month</b>	<b>₹ 1,800</b>	<b>₹ 21,600</b>
<b>Net Pay (A-B)</b>	<b>₹ 40,263</b>	<b>₹ 4,83,156</b>
Pay Contribution of Employer	₹ 1,800	₹ 21,600
Gratuity	₹ 720	₹ 8,640
Medical Insurance (Annual)		₹ 15,000
<b>Total Contribution ( C ) per month</b>	<b>₹ 3,770</b>	<b>₹ 45,240</b>
<b>CTC (A+C)</b>	<b>₹ 45,833</b>	

(\*) You will be paid a retention bonus of Rs.50,000 on completion of your 1 year with the organization.

Salary is to be kept confidential and not to be disclosed to anybody under any circumstance except to the designated officials in HR & Accounts.

**Other Benefits/Entitlements:**

- Casual Leave: 12 per year
- Earned Leave: 15 Days (Can be carried forward up to 15 Leaves)
- Salary/Consultancy fee/ professional fee are subject to TDS deducted as per income tax.
- Annual Medical Insurance includes Self/ Upto two dependents and with an option to include Parents.

I have read and understood the terms and conditions of this letter and accept the same.

  
(Nikita Sarkania)

Date: 08/06/2020

## **Annexure – II**

### **Flexible Benefit Plan**

Flexible benefit plan is provisioned to provide flexibility to employees to structure the various optional benefits as per their needs.

The Flexible benefit plan includes the following benefits, employee has flexibility to structure the amount in the individual head as per his requirements subject to any Government regulations if applicable.

- HRA
- Reimbursement of books and periodicals
- Reimbursement of purchase of mobile handset
- Reimbursement of telephone expenses
- LTA
- Meal card
- Children Education

*nikita*

**(Nikita Sarkania)**

**Date:**08/06/2020.....



## **Annexure-III**

### **PROPRIETARY INFORMATION AGREEMENT**

a) You will be employed by the Company in a capacity in which you will or may receive confidential information, which is of value to the Company; therefore you agree to abide by the following terms and conditions:

b) Your employment creates a relationship of confidence and trust between you and the Company with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

c) Proprietary Information includes without limitation:

All software developed or licensed by or for the Company or licensed to the Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of the Company .

Any information or material not described above which relates to the Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which the Company has a legal obligation to treat as confidential, or which the Company treats as proprietary or designates as confidential, whether or not owned or developed by the Company .

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

d) At all times, both during and after your employment with the Company , you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other the Company employees or authorized third parties as may be necessary in the ordinary course of performing your duties for the Company or otherwise as directed by the Company .

e) You agree that you have not brought any proprietary information of a former employer to the Company and that you will not use any proprietary information of a former employer in the performance of your work with the Company unless you have written authorization from your former employer.

f) You will promptly disclose to the Company all ideas, processes, inventions, innovations, modification, and improvements (collectively referred to as "Inventions") relating to any work or business carried on by the Company, conceived by you alone or with others during the term of your employment, whether or not conceived during regular business hours or within one year after cessation of your employment if based on Proprietary Information of the Company.

g) All such Inventions/ innovations shall be the sole and exclusive property of the Company. You also agree to execute without claiming/ receiving additional compensation: (a) any formal documents necessary to assign any Inventions to the Company; and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's rights in such Inventions. These obligations shall continue beyond the termination of employment with respect to Inventions you conceive or make during the period of your employment.

To this end, you agree to irrevocably appoint the Company, Truminds Software Systems Pvt. Ltd. and/ or any of its officers on behalf of the Company as your Attorney- in- Fact to undertake such acts in your name. You will allow the Company to inspect any innovations you conceive or develop within 1 year after cessation of your

employment to determine if they are based on Proprietary Information of the Company. You are also aware of the fact that due to the technological advancements in the field of software development and coding, certain codes, if altered/ changed even minutely, may lead to substantially a different functionality/ result. Such alteration(s) of codes ipso facto do not violate the well – established principles of "Doctrine of Equivalence". Therefore, you hereby assign the Company, free of cost and in perpetuity, all/ any innovation caused or made by you due to such alteration(s)/ change(s) in code.

h) You will not during your employment with the Company carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of the Company, except as a shareholder in a public quoted company unless you have obtained the previous written consent of the Company. Further, you will not accept gifts, entertainment or other favours from persons or bodies with which the Company has business dealings unless you have obtained the previous written consent of the Company.

i) You will not recruit or hire any of the Company employees for six months after termination of your employment with the Company without the Company's express written consent.

k) You shall upon termination of your employment with the Company and upon the Company's request reaffirm your recognition of the importance of maintaining the confidentiality of the Company's Proprietary Information and reaffirm all of the obligations set forth in this Agreement.

l) You shall upon termination of your employment with the Company return all property belonging to the Company, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.

m) The Company's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your employment you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

I have read and understood the terms and conditions of this letter and accept the same.



(Nikita Sarkanania)

Date: 08/06/2020



Feb 25, 2023

REF/URB/25022023!0

Sawan Kardam  
E-570, Street No-12,  
Nehru Vihar, Dayalpur,  
Delhi-110094

**Subject: Letter of Offer/Appointment**

Dear Sawan Kardam,

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

We are pleased to appoint you as **Assistant Executive Customer Service - Operations** w.e.f. **Feb 25, 2023** on the following terms and conditions:

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

Accepted and Agreed(**Signature**)

Sawan Kardam  
T235414

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

We welcome you to iEnergizer.

With regards,

**For iEnergizer IT Services Pvt. Limited**



**Authorized Signatory**

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

Candidate's Name \_\_\_\_\_

Signature \_\_\_\_\_

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



# Compensation Statement

**Name :** Sawan Kardam  
**Designation :** Assistant Executive Customer Service - Operations  
**Department :** Operations  
**Employee ID :** T235414  
**Effective Date :** Feb 25, 2023

REF/URB/25022023/0

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

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	22000	PF Contribution 12% (if applicable)	0
HRA	7700	ESI Contribution 0.75% (if applicable)	0
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	0	Professional Tax (PT)	0
<b>Total (A)</b>	<b>29700</b>	<b>Total (D)</b>	<b>0</b>
(B) Opportunity to Earn Components*		(E) Employer's Contribution towards	Amount
Performance Linked Incentive (PLI)*	0	PF Contribution 12% (if applicable)	0
Attendance Incentive**	0	ESI Contribution 3.25% (if applicable)	0
Retention Bonus#	0	Labour Welfare Fund Employer Share	0
<b>Total (B)</b>	<b>0</b>	<b>Total (E)</b>	<b>0</b>
(C) Others Benefits			
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	0		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	250		
Accidental Insurance****	50		
Professional Tax (PT)	0		
<b>Total (C)</b>	<b>300</b>		
<b>( CTC : A+B +C)</b>	<b>30000</b>		

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

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

For iEnergizer IT Services Pvt. Limited



Authorized Signatory

Candidate's Name \_\_\_\_\_

Signature \_\_\_\_\_

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



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ  
GURU NANAK DEV UNIVERSITY, AMRITSAR  
(Established by the State Legislature Act No. 21 of 1969 and  
University with Potential for Excellence recognized by UGC)

No. 15678 /Estt.

Dated: 28/07/21

Registered

Dr. Lakhveer Singh,  
S/o Sh. Bakhtour Singh,  
Village Jattapura,  
PO Lamma, Teh : Raikot,  
Distt. Ludhiana-142034,  
Mob: 9911003559.

**Subject:** Appointment for the post of Assistant Professor in Punjabi at Guru Nanak Dev University College, Jalandhar

With reference to your application for the post cited in the subject above, I am pleased to inform you that on the recommendations of the Selection Committee in its meeting held on 28.07.2021 and as per authorization given by the Syndicate in its meeting held on 15.10.2018 vide para 9.6, the Vice-Chancellor has appointed you for the post of Assistant Professor in Punjabi at Guru Nanak Dev University College, Jalandhar at fixed pay of Rs. 15,600/- in the pay scale of Rs. 15600-39100+6000 AGP on the following terms and conditions:-

1. You will be paid salary as per Government of Punjab notification no. 7/204/2012-4FP1/66 dated 15.01.2015 issued by Department of Finance (Finance Personnel-I Branch) Chandigarh as amended from time to time and notification no. 7/42/2020-5FP1/741-746 dated 04.10.2020 issued by Govt. of Punjab. In case of subsequent directions from Govt. of Punjab regarding Pay Scales, your pay will be modified accordingly.
2. You will be on probation for a period of three years as per Punjab Government Finance Department notification no. 7/204/2012-4FP1/853793/1 dated 04.10.2016 as amended from time to time, which may be extended by the appointing authority for such further period as it may deem fit. Your period of probation along with the extension in the probation period, if any, will not be counted for any service benefit.
3. During probation your services may be terminated without assigning any reason by giving one month's notice period. The University reserves the right to relieve you from service by giving one month's salary instead of one month's notice.
4. If during probation period, you wish to resign from the service then you will have to give notice of one month and if you fail to give such notice then the University shall be entitled to recover one month's salary from you or salary for the period falling short of one month.
5. Your appointment is subject to your being found medically fit and your character and antecedents being found satisfactory. Therefore, you have to get yourself medically checked up from the University Medical Officer, Health Centre before joining the post.
6. In the matter of service conditions, you will be governed by the Punjab Government Notification rules mentioned at Sr. No. 1 above and Statutes, Ordinances and Regulations of the University, with further amendments in these from time to time.
7. You will be governed by the notification no. 3/72/2003-3FPPC/7280 dated 12.12.2006 of Punjab Government and by this University's Syndicate decision taken vide para 8 of its meeting dated 04.05.2007 regarding inadmissibility of pension of the employees of this University recruited directly after 01.01.2004.
8. Your appointment will be w.e.f. date of joining the University and previous service rendered by you in any outside institution/University prior to your joining shall not be counted after your joining on the present direct appointment on the aforesaid post in this University for any service benefit for any purpose what so ever, not even for counting it as a part of your qualifying service for grant of retirement benefits in this University.
9. There will be no protection of salary and this will be counted as fresh appointment.
10. As per advertisement no. 3/2021, this appointment is for GNDU College, Jalandhar and is non-transferable. No request will be entertained by the University at any stage.

If you accept the above terms & conditions of this appointment, you must give your acceptance in writing before joining the post. You can join within 30 days from the date of issuance of this letter by submitting your joining report personally to the Vice Chancellor, failing which this appointment would stand cancelled automatically.

  
Registrar



Diary No. 1476 Dated 8-1-24

To

Mr. Ujjwal Pandey  
S/o Sh. Raj Kishor Pandey  
House No. 12/3, New Shivpuri Colony,  
Gorakhpur, UP, Pin - 273016

**Subject: Offer for an appointment for the post of Junior Research Fellow (JRF) on tenure basis in Ministry of Electronics & Information Technology (MeitY), GOI, sponsored research project titled "Memristor-FPGA Hybrid Hardware System for Brain Inspired Analog Computing under Chips to Startup (C2S) Programme".**

You are hereby offered an appointment for the post of **Junior Research Fellow (JRF)** on tenure basis initially for the period of **One Year** on a Fellowship of Rs. 37,000/- per month plus HRA as per norms to work in **Ministry of Electronics & Information Technology (MeitY), GOI, sponsored research project titled "Memristor-FPGA Hybrid Hardware System for Brain Inspired Analog Computing under Chips to Startup (C2S) Programme"** with Dr. Arun Kumar Singh, Chief Investigator, at Electronics and Communication Engineering Department, Punjab Engineering College (Deemed to be University) Chandigarh.

Your engagement may be extended for a maximum period of 05 years or till the completion of project whichever is earlier and same shall depend upon your performance & conduct. The offer of appointment is on tenure basis and shall be governed by service conditions as detailed below:

1. Initial appointment is for **One Year** which is extendable upto **Five Years** solely based on your performance & conduct.
2. The offer of appointment will not bestow upon you any claim for regular appointment against any post in Punjab Engineering College (Deemed to be University), Chandigarh. The appointment is coterminous with the project.
3. That you will not be eligible for the membership of GPF/PPF etc.

4. That in case you will be required to take any journey in connection with official work, TA/DA shall be paid as admissible in PEC.
5. That you will not publish any paper/article out of work done under the project without the permission of the Chief Investigator failing which strict action may be taken against you.
6. This tenure shall be terminated as and when your services are not required by the Chief Investigator of the project without any prior notice.
7. That you are entitled for casual leave as per Rules & guidelines for Sponsored Research Projects and Consultancy.

In case the offer is acceptable to you on the above noted terms and conditions, you are required to report to Dr. Arun Kumar Singh, Chief Investigator within 10 days from the issue of this letter failing which the offer shall stand cancelled.

  
Head Sponsored Research  
& Industrial Consultancy

A copy of the above is forwarded to the following for information and necessary action:

1. Dr. Arun Kumar Singh, C.I, E&CE Department.
2. Head, E&CE Department
3. DC (F&A)

  
Head Sponsored Research  
& Industrial Consultancy





# JHARKHAND RAKSHA SHAKTI UNIVERSITY

(Established by State Government and recognized by UGC)  
Meurs Road (SKIPA Premises), Ranchi 834008

No. 2 /सां/रं/शं/वि-15/2016/299/2023

Date : 02/11/2023

To,  
Ms Rabina Kumar Mahto  
D/o Mangal Mahto  
Road No - 06, New Nagar  
Dipatoli, Ranchi - 834009

*Subject: Appointment of Assistant Professor on Contract Basis - Regarding.*

Dear Sir/Madam,

With reference to your application and subsequent interview conducted by the Selection cum Evaluation committee on 4<sup>th</sup> September 2023 against advertisement no. JRSU/ESTT/15/234/2023 dated 16/08/2023, we have pleasure in appointing you as "Assistant Professor on Contract basis, subject "Forensic Science" in Jharkhand Raksha Shakti University, Ranchi with following terms and conditions:

1. Your appointment as Assistant Professor on Contract basis at JRSU is purely on contractual basis for the period of Eleven months only as per clause 9 of section 9 of JRSU Act, 2016 or till the permanent appointment through JPSC whichever is earlier.
2. The terms and conditions for payment of monthly remuneration and other conditions of contract shall be as per the provisions contained in Department of Higher & Technical Education (GoJ) Resolution No 1040 dated 11/05/2023.

This issues with the approval of Vice Chancellor.



Sincerely,  
Col. (Dr.) Rajesh Kumar  
Registrar

## Acceptance of Appointment

Jharkhand Raksha Shakti University  
Ranchi

I accept the offer of appointment with all terms and conditions mentioned in the order and I wish to join the service at Jharkhand Raksha Shakti University on \_\_\_\_\_ (FN/AN)

Signed by the appointee : \_\_\_\_\_

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

Subject : \_\_\_\_\_

Col. (Dr.) Rajesh Kumar  
Registrar

Grade	Management Associate	Current Grade	NA
<b>TOTAL COST OF EMPLOYMENT SALARY AND ALLOWANCES</b>			
	<b>Per Month</b>	<b>Annual</b>	
Basic Salary	46,665	559,980	
Lunch Allowance	910	10,920	
Conveyance Allowance	1,600	19,200	
Medical	1,250	15,000	
Other Allowance	77,310	927,720	
City Allowance	4,167	50,000	
<b>Total Fixed Cash ( A )</b>	<b>131,902</b>	<b>1,582,820</b>	
Provident Fund		67,200	
Superannuation		0	
<b>Retirals(B)</b>		<b>67,200</b>	
<b>Total Fixed Pay(A+B)</b>		<b>1,650,020</b>	
Housing Loan      1,700,000.00   @2.5%		119,850	
Personal Loan      100,000.00   @5%		13,500	
Vehical Loan      400,000.00   @3%		31,800	
Housing Loan Slab-2   800,000.00   @5%		36,400	
<b>Subsidized Loans(C)</b>		<b>201,550</b>	
<b>TOTAL COST TO COMPANY(TCTC) (A+B+C)</b>		<b>1,851,570</b>	
<b>Benefits:</b>			

**Hospitalisation:** You will be entitled to the hospitalisation benefit under the hospitalisation scheme prevailing in the Bank which is currently 200000 p.a.

**Gratuity:** As per Gratuity Act.

**Superannuation:** All Employees who are in E4 and above are entitled to Superannuation Benefit contribution.

Employer contributes 13% of Basic Salary per annum towards Superannuation . This contribution goes to a Superannuation Fund .The Superannuation Fund is governed by the HDFC Bank Ltd. Superannuation Scheme.Any tax liability arising out of the same needs to be borne by the employee.

Employees can opt to take their 13% contribution to superannuation fund as cash. This amount would be paid through the payroll, will appear in the payslip, and will be fully taxable.

**Loans:** The amount mentioned is the notional value of the loan and not a cash component of salary.

**Performance Bonus:** As per Policy.

**NOTE:** Staff Loan is Applicable post confirmation.





# Manipur International University

An Autonomous State Public University

Established & Recognised by State Government of Manipur

CONFIDENTIAL

Department of Personnel and Administrative Services

Manipur International University

MIU/ ADMN/A04/2023, 16<sup>th</sup> AUGUST 2023, Imphal, Manipur

## Appointment Order



The Chancellor of Manipur International University is pleased to appoint

**Dr. ANAND KUMAR GYANENDRA SINGH WAHENGHAM**

as

**ASSISTANT PROFESSOR cum RESEARCH OFFICER**

This will be an Officer Level Appointment on a contract basis. The net remuneration/contract amount/compensation per month would be INR. 20,000/= (INR TWENTY THOUSAND Only).

This appointment is purely made on a contract basis and is only valid for Three years and it may or may not be extended at the sole discretion of the University. This appointment will be effective from the date of joining. It is subject to all the rules and regulations of the University.

Your monthly remuneration is subject to change every year on the basis of your performance. You will also be eligible for other perks such as Free Group Medical/Accidental Insurance, the opportunity to opt for Free Post-Doctoral Degree Program, etc.

This order is issued under the Manipur International University Act, 2018, and is subject to all the rules and regulations made there under. Issued with the Order and Approval of the Chancellor.

Issued on 16<sup>th</sup> August 2023 at Imphal, State of Manipur, India.



(Dr. Harikumar Pallathadka)

Chancellor,

Manipur International University

Chancellor@miu.edu.in

16/8/23

Chancellor/ कुलाधिपति

Manipur International University

मणिपुर अंतर्राष्ट्रीय विश्वविद्यालय

Imphal, Manipur/इम्फाल, मणिपुर

Manipur International University is an Autonomous State International University established and recognised by the State Government of Manipur. And established by the Manipur International University Act, 2018 (Act No. 2 of 2019) of the State Legislature. It is recognized and listed by the University Grants Commission (UGC), Government of India. Declared as an "International University of Excellence and an "Institution of State Importance" by the State.

MIU Palace, Airport Road, Ghari, Imphal, Manipur - 795140, INDIA

info@miu.ac

www.miu.ac

**Registered Office:**

One World Centre, 12th Floor  
Tower 1, 841 Senapati Bapat Marg  
Mumbai, Maharashtra  
400013  
India  
[www.lseg.com](http://www.lseg.com)



**STRICTLY PRIVATE & CONFIDENTIAL**

**DAAD-German Academic Exchange Service  
German Centre for Research and Innovation**

23 April 2023

Dear Sir or Madam,

**Confirmation of Employment of Pracchi Mehta, Employee ID: 6085621**

The following information is given in respect of the above named who is currently employed by Refinitiv India Shared Services Private Limited, part of London Stock Exchange Group plc:

**Employment Dates:** 12 May 2021 to Present

**Business Title:** Content Analyst - German Language

**Contract Type:** Permanent, full time

The letter is being given based on consent of the employee and this information is accurate as of the above date of this letter. Whilst this information is given in confidence and good faith, no responsibility or liability can be accepted by either London Stock Exchange Group or any of its employees for any errors, omissions or inaccuracies in the information or any loss or damage that may result from reliance being placed upon it.

Yours sincerely,

**Piyush Shah**

**Head of People Service Delivery**

Company Identification Number (CIN) - U72200MH 2018FT C309675



To,  
MS. RUPALI SHUKLA  
562, SECTOR 8, R K PURAM,  
NEW DELHI 110022

Mobile No.: 8076496100

Ref No.: HPDO1/CC-1401/FTC/2023

Date: 01.03.2023

Sub: Fixed Term Engagement as Cabin Crew

Dear Ms. RUPALI SHUKLA

***Congratulations and Welcome to Air India family!***

We are very pleased to offer you a Fixed Term Engagement Contract as Cabin Crew post successful completion of your training programme.

Please note that this offer of appointment is provisional subject to your being declared as "Medically Fit" in Pre-employment Medical Examination (PEME) to be done by AI/Class-2 Medical Officer as per DGCA norms. Please ensure that you fulfill all the parameters of Medical Fitness, as prescribed by the DGCA. In case, you are declared "Unfit" in PEME, this offer of appointment will stand cancelled.

The terms and conditions during training would be as under: -

1. After completion of requisite formalities prior to contractual engagement, you will be required to undergo Ab-initio/Transition training at our Training Centre at Delhi or Mumbai or Hyderabad (to be decided by AI). The period of training will be decided by Air India and can be extended at the discretion of the Management.
2. You will be required to follow the training schedule strictly, as decided by the Company. In case of any delay in completion of training for the reasons which are solely attributable to you like Incomplete Documentation and Non-compliance of the instructions and guidance (including Medical Standards of the Company), the same may attract termination of your training.  
Your training may be terminated without notice at any time if your progress or conduct is not found satisfactory. On successful completion of training, you will be required to undertake observation and Check flights. You are required to maintain strict discipline, integrity, and good behavior during the course of your training. You will be governed by the Rules and Regulations of the Company including the Tata Code of Conduct.
3. After the successful completion of Observation and Check flights, you will be issued with a contract for 5 (five) years. This contract is further extendable subject to satisfactory performance, conduct, progress and requirement of the Company.
4. During the period of contract, you will be governed by the specific terms & conditions of contract as framed and amended by the Company from time to time.
5. Your contractual engagement will be subject to production of documents to prove that you are an Indian Citizen and fulfill the minimum requirements regarding educational qualification, age and experience etc. as laid down in the advertisement.
6. Please note that you will be required to make your own arrangement for reporting for training. You may, however, be reimbursed the actual fare {Maximum Reimbursement- Rs.10,000/- (Rupees Ten Thousand Only)} and the same will be subject to production of Air/Rail/Bus Ticket and also Boarding Passes (In case of Air Travel). The said reimbursement will be made along with the Stipend paid for the 1<sup>st</sup> month of the training.

For initial 10 (ten) days of training, you may be provided with a shared accommodation in hostel (on full boarding) subject to the availability of rooms OR in hotel (On Bed & Breakfast & one Major Meal), as decided by Air India. During these 10 days, you will also be provided with an official to & fro transport for attending training.

Contd./-

एयर इंडिया लिमिटेड Air India Limited

रजिस्टर्ड कार्यालय : एयरलाइंस हाउस, 113, गुरुद्वारा रकाबगंज रोड, नई दिल्ली – 110001 EPABX : 23422000  
Regd. Office : Airlines House, 113, Gurudwara Rakabganj Road, New Delhi – 110001 EPABX : 23422000

On completion of 10 days period, you will however, be required to make your arrangements for accommodation and transport and you will not be entitled for any reimbursement from the Company in this regard.

7. You will strictly adhere to the dress code prescribed by the Management i.e. Western Formals for female candidates/Formal Work Wear Sarees and Full sleeves Shirt, Trousers and Tie for male candidates during the training.
8. During the training period or thereafter you will be rostered to fly on observation/check flight to ascertain your ability and if on these flights, you are found incapable of performing duties or your conduct is not found to be satisfactory, the Management shall have the right to terminate your contractual engagement as Cabin Crew.
9. After the successful completion of the requisite training, you may be posted at any station on the Network of Air India or its affiliate Companies at the sole discretion of the Management.
10. You shall ensure compliance with any other requirements/directions of DGCA as applicable to enable you to perform your duties.
11. You shall observe and abide by the duties and stand-by duties as may be prescribed by the Company from time to time. This will be regulated by the Company at its discretion. It shall not be open for you to refuse to comply with the above-mentioned instructions/directions of the Company on any ground.
12. During the period of your training, you will not be eligible for any leave, passage etc. On completion of training, you may however, be eligible for one "Staff on Duty" passage from the place of training to the base/station of your posting.
13. During the term of your contractual engagement, you shall be engaged in Air India or its affiliate Companies and perform your duties, as decided by the Management of Air India. You shall agree that during the period of your contractual engagement you shall not take up employment with any other Persons/Organizations/Companies requiring you to perform any/similar duties as required to be performed by Air India or its affiliate Companies and shall not engage in any similar business or vocation.
14. In the event of the Company putting an end to this engagement, with or without notice, for any breach of terms and conditions of your contractual engagement or non-observance or any default on your part, you will not be entitled to any damage or compensation.
15. This offer of engagement is subject to your possessing all requisite qualifications and submitting proof of the same.
16. On your engagement as Cabin Crew on contract, and also during the training/ period, your contractual engagement shall be liable to be terminated if:
  - a) You fail to maintain normal vision without glasses/ with contact lenses as prescribed standards, of the Company.
  - b) You do not maintain the medical standards including BMI within the prescribed limits as notified by the Company
  - c) You develop air sickness or
  - d) The documents produced by you in support of your age, educational qualifications, health, experience etc, are found to be false at any stage.

Contd./-

एयर इंडिया लिमिटेड Air India Limited

रजिस्टर्ड कार्यालय : एयरलाइंस हाउस, 113, गुरुद्वारा रकाबगंज रोड, नई दिल्ली – 110001 EPABX : 23422000  
Regd. Office : Airlines House, 113, Gurudwara Rakabganj Road, New Delhi – 110001 EPABX : 23422000



-3-

17. During the training, you will be paid a sum of Rs.25,000/- (Rupees Twenty Five Thousand Only) per month, which includes Rs.15,000/- as Stipend and Rs.10,000/- as Training Performance Reward and no other allowance will be payable. In case, your earlier SEP Booklet is not Valid and you require longer training, in that scenario, you will be paid Rs.5,000/- as Training Performance Reward instead of Rs.10,000/- In case, the period of training is less than a month, you will be paid the above amounts on pro-rata basis.

After completion of training and undergoing observation and Check flights successfully, the Compensation payable to you during the First Year of your Fixed Term Contract presently in vogue, has been detailed at Annexure-"A".

18. At the time of joining training, you will be required to bring a **Demand Draft** in favour of **Air India Limited** for an amount of **Rs. 50,000/-** (Rupees Fifty Thousand Only) as "**Security Deposit**".

This Security Deposit can be forfeited by Air India for breach of any terms and conditions of the Fixed Term Contract which also includes indiscipline/Resignation/Termination/Absconding etc. during the Contract period of 5 years and also during the Training Period. However, exception may be considered for those candidates who are declared as Medically Unfit during Pre-Employment Medical Examination only.

On completion of 5 year's Contract successfully, this Security Deposit of Rs.50,000/- (Rupees Fifty Thousand Only) will be refunded to you. However, no interest on this Security Deposit will be payable.

19. Before reporting for Training, you will be required to complete the **Pre-employment formalities**. **At the time of reporting, please bring the documents, as mentioned in the enclosed Annexure-"B". On successful completion of pre-employment formalities, your training will commence.**

**Your date for reporting for completion of Pre-employment formalities along with address of the venue will be intimated to you in due course through email.**

20. If the above terms and conditions are acceptable to you please return the attached duplicate copy of the letter to the undersigned as a token of your acceptance.

Please note that in case you fail to report for training on the above date, this offer will stand withdrawn and cancelled. No further correspondence in this regard will be entertained.

**For Air India Limited,**



**(Vikas Gupta)**

**Dy. G. M. (Personnel)**

**for General Manager (Pers. & IR)**

I hereby accept the terms and conditions stated in the above offer of contractual engagement.



Rupali Shukla (Mar 1, 2023 13:00 GMT+5.5)

(Signature of applicant)

Name: RUPALI SHUKLA

Date: 01.03.2023

cc: Exec. Director-Training (O)  
cc: Head of IFS  
cc: GM (Pers.),

एयर इंडिया लिमिटेड Air India Limited

रजिस्टर्ड कार्यालय : एयरलाइंस हाउस, 113, गुरुद्वारा रकाबगंज रोड, नई दिल्ली – 110001 EPABX : 23422000  
Regd. Office : Airlines House, 113, Gurudwara Rakabganj Road, New Delhi – 110001 EPABX : 23422000

**PRIVATE AND CONFIDENTIAL**

August 17, 2022

**Chinkey,**  
House no 1084/18A Uttam Nagar , Hansi, District - Hisar, Haryana  
-125033

Dear Chinkey,

We are pleased to seek your services as a **Teaching Fellow - Physics (PHY-2210-1 and PHY-3510-1)** at Ashoka University on the following terms and conditions:

**Scope of Services:** You shall provide consultancy services as specified hereto. This Contract will be effective from **August 29, 2022**, and is valid till **January 06, 2023**.

**Representation and Warranties:** Consultant represents and warrants that

- (1) Has gone through the scope of services and terms given in Annexure - I and has sufficient expertise and skill to provide these services to Ashoka University without being supervised by Ashoka University.
- (2) Is not under any obligation or restriction from providing services to Ashoka University.
- (3) Has obtained all such consents, approvals, permissions, licenses, etc., as may be necessary to provide the services hereunder.

**Consultancy Charges:** In consideration of the above services, we are pleased to pay an all-inclusive amount of **₹66000/-** (Rupees Sixty Six Thousand only) per month during the period of your services. Applicable taxes shall be deducted from this. Any other pocket expenses shall be reimbursed only upon obtaining prior written approval from Ashoka University to undertake such expenses. Both the monthly amount and reimbursements would be paid upon submission of the invoices.


**Indemnity & Liability:** You shall indemnify and keep indemnified Ashoka University in the event of any claim or suit or proceeding arising or made on Ashoka University due to your failure to meet the obligations hereunder. Neither party shall be liable for any indirect, consequential, or punitive damages whatsoever.

**Duration & Termination:** The Contract is valid up to **January 06, 2023**, and either party shall be entitled to terminate by giving 1 month's written notice to the other without assigning any reason or by making a payment of one month's consultancy charges in lieu thereof.

**Independent Contractor:** During the term of this Contract, you are free to provide services in any capacity, be directly or indirectly to any business, professional activity, or institution, provided it does not impede in performance of his/her contracted work with Ashoka University, and there is no conflict of interest.

**Confidentiality & Non-disclosure**

1. In providing services, there may be a disclosure of certain confidential information and trade secrets to the Consultant of Ashoka University.
2. The Consultant agrees that he/ she shall not (except as authorized by Ashoka University or as required for his/ her duties as Consultant) disclose or divulge to others, including







**ASHOKA**  
UNIVERSITY

future employees/consultants, any trade secrets or confidential information, or any other proprietary data of Ashoka University.

3. These restrictions shall continue to apply after termination of Contract without limitation as to time but shall cease to apply to any information or knowledge which may subsequently come into the public domain, otherwise than by way of unauthorized disclosure.
4. All documents, records, computer software, and other parts (including but not limited to drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials relating in any way to Ashoka University's affairs or business and all copies or extracts thereof) made or acquired by the Consultant in the course of his/her providing service shall be the property of Ashoka University and must be returned to it on the termination of the engagement. The copyright in all such records, documents, and papers shall at all times belong to Ashoka University. You agree that you shall not retain copies, notes, or extracts of the foregoing.
5. Ashoka University may notify any third party (including future prospective employers) of the existence of this agreement and shall be entitled to full injunctive relief for any breach.

**Sexual Harassment Policy:** During your tenure, you shall strictly adhere to the Ashoka University Sexual Harassment Policy given on the Ashoka University website (link below).  
[https://ashoka.edu.in/static/doc\\_uploads/file\\_1574141310.pdf](https://ashoka.edu.in/static/doc_uploads/file_1574141310.pdf)

**Code of conduct policy:** During your tenure, you shall strictly adhere to the Ashoka University Code of conduct policy in place.

**Entire Agreement:** This document contains the entire understanding between the parties and supersedes and cancels any prior, contemporaneous communication and agreement.

**Jurisdiction:** Any dispute or difference arising out of this Contract shall be subject to the exclusive jurisdiction of Courts at Sonapat, Haryana.

If you agree to the above, kindly sign and return a duplicate of the above in token of your acceptance.

Thanking you,

Yours sincerely,  
For Ashoka University

  
Sachin Sharma  
Registrar

I have carefully read and fully understood the above letter and the terms and conditions of the Contract. I hereby accept these terms and conditions.

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

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



## ANNEXURE – 1

Each Teaching Fellow will be assigned to one Foundation Course (capped at 100 students) or one Major course with at least 34 students. Each TF will be expected to be on campus 4 days a week to:

- Attend all the lectures for the Foundation/Major Course (two 1.5-hour lectures a week, for a total of 3 hours);
- Lead 3 discussion sections of about 17-18 students (three one-hour meetings a week for a total of 3 hours), or equivalent
- Hold one-hour office sessions twice a week for each discussion section and be available during designated office hours for students to consult (two hours of office-hour sessions each with three sections, or a total of 6 hours)
- Do all readings assigned for the Foundation Course;
- Assist the Professor(s) with logistical support for the course lectures, including taking attendance, grading quizzes, photocopying and distributing ancillary set readings, setting up technological equipment such as laptop and projector for PowerPoint presentations, etc.
- Do all Grading in timely fashion of all student assignments, quizzes and exams professors might assign during the semester.
- Meet with each professor at least once a week to consult on the objectives and lesson plan for any given week's discussion sections;
- Provide comments on all tutorial written work submitted by students
- Possibly teach a segment of a main class to develop the skills to face and communicate with a large audience.

The workload presumes a minimum of **24 contact hours a week** with students in class and office hours. In addition, TFs will be expected to devote sufficient time as required to class preparation, grading time, in-class writings, quizzes and other student projects. Sufficient time will also be expected to be set aside for the assigned readings that the students are doing, as well as to assist the instructor in setting up class PPTs, arranging seating, and generally attending to the needs of the course.

*Note: The University reserves the right to transfer the TF to another Foundation/Major course in case fewer than forty-five students sign-up for the course that the TF had originally been hired for.*

A



# DR. PRABHAT KUMAR

Assistant Professor(Guest) LC-II, Faculty of Law, University of Delhi

📍 Bhajanpura, Delhi, 110053

✉ lawyerprabhat@gmail.com

📞 8750883799

## Education Qualification :

- Ph.D. from Faculty of Law, University of Delhi
- Topic- Land Laws in India- A Critical Analysis with Special Reference to Land Acquisition Act, 2103
- Date of Submission Ph.D. thesis on 2nd November 2021
- Date of Award Ph.D. 19th July 2022
- UGC-NET/JRF (Law) DEC. 2013.
- LL.M. 2014, Faculty of Law, University of Delhi
- LL.B. 2011, Law School, BHU, Varanasi
- 10th 2001 Bihar Board, Patna.

## Language Known:

- English
- Hindi
- Gujrati

## Published Articles in National/ International Journal:

- Prabhat Kumar, 'Interpretation of Section 24 Land Acquisition Act, 2013' International Journal of Law: A Referred Journal Vol 08 (September 2023) Page no.30-31, ISSN: 2455-2194.
- Prabhat Kumar, 'History of Eminent Domain in India' International Journal of Law: A Referred Journal, Vol 06 (March 2020) Page no.10-13 ISSN: - 2455-2194.
- Prabhat Kumar, 'Constitutional Validity of Land Acquisition Act, 2013' VAAK-SUDHA: A Refereed Journal, Vol 01 (January-March 2017) page no.108-111, ISSN: 2347-6605.

## **Presentation in Seminars/ Conference:**

- Invited as a resource person in a Panel Discussion on the Law of Crime. In Bihar Institute of Public Administration and Rural Development (BIPARD) at Gaya, Bihar, (30.11.2023 - 02.12.2023)
- Presented Paper in National Conference on “Legal Reforms in Contemporary India Context: A Holistic Approach” held from 16-17 December 2023 at Indian Society of International Law, New Delhi.
- Presented Paper on “History of eminent domain in India.” Fifth Virtual Session (25-26 December, 2020)
- Presented Paper on “History of Land Legislation in India” in the 30th Session of UP HISTORY CONGRESS at Lucknow, (16-17th November 2019).

## **Member of Academic Bodies:**

- Life Member of Uttar Pradesh History Congress.
- Member of Haryana History Congress.

## **REFERENCE**

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**Prof. Sarbjit Kaur**

LC-I, Faculty of Law, University of Delhi

Phone: 9810246420

Email : SKaur@LC1.du.ac.in



# Aditi Jain

New Delhi  
9811355723  
aditijain486@gmail.com

## Objective

To be a part of an organization that will provide a platform to utilize my skills to the fullest.

## Experience

- Accounts Trainee 06/01/2020 - 31/07/2021  
V.K. Jain & Co. Advocates
  - Maintenance of the accounts and preparation of Financial Statements which included various vast services like simple bookkeeping to complex financial analysis.
  - Reconciliations
  - Cash Flows
  - Taxes
  - Completing administrative tasks
  - Verifying entries and make required corrections before filling financial documents.
- Process New Associates 08/2021 - 05/2022  
Primus Global Technologies (Accenture Operations)
  - Invoice processing for PO, Non-Po invoices into the ERPs.
  - Resolving queries of Vendors.
  - Maintaining Quality control over the process and error tracking.
  - Tracking and sharing process updates and updating DTP as well.
  - Responsible for client relationships, including issue resolutions.
- Transaction Processing Associate 05/2022 - Present  
Accenture Operations
  - Responsible for quality check.
  - Responsible for getting the job done by the team during the day.
  - Resolving processors queries.
  - Resolving Client issues.
- Junior Analyst 02/01/2023 - Present  
Dyson Business Services  
Roles and Responsibilities
  - Invoice processing for APAC Region.
  - Drafting of invoices (PO & NonPO)
  - 100% audit of WHT in daily invoice processing.
  - Handling AP helpdesk queries.
  - Training to new hires.
  - Preparing Vendor reconciliation.
  - Solving parked and blocked cases.
  - Supporting in Adhoc work like dashboard, shift allocation related stuff.

## Education

- Post Graduate Diploma in Banking and Finance 01/2021- Present  
Narsee Monjee Institute of Management Studies

- Bachelor of Commerce  
Laxmi Bai College, Delhi University
- Intermediate Education  
DLDAV Model School

08/2017 - 12/2020

04/2015 - 05/2017

## Skills

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80%

- Microsoft Office • SAP •  
Oracle • Tally

## Achievements & Awards

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- Worked with Global Cancer Concern India to spread awareness and raise funds for cancer sufferers.
- Worked with Hemophilia Federation India in the Awareness-cum-Fund Raising Programme.

## Interests

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- Reading books
- Participating in Social Activities
- Traveling

## Certificates

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- Financial Markets Course by Yale University  
Got introduced to risk management and behavioral finance principles to understand the real-world functioning of securities, insurance and banking industries.





# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)  
दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi  
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078  
दूरभाष/Tel. 011-25099380, 25099381, Website: <https://dducollegedu.ac.in>

DDUC/Guest Faculty/2021/ 617

Dated: 01.02.2021

Dear Dr. Shikha Prasad,

I am pleased to inform you that you have been appointed as Guest Faculty to teach the following papers to the students of this college as per details given below:

Course & Sem.	Paper Name	No. of Periods per week
B.Sc.(H) Botany – VI	Bioinformatics	02 Theory periods
B.Sc.(H) Botany – I	Microbiology and Phycology	02 Theory periods
B.Sc. Life Science – I	Biodiversity-I	02 Theory periods and 1 Lab session of 4 periods

Your term of appointment will be from the date you start taking classes till the day before the date of dispersal of classes for the respective semester as per Academic Calendar of University of Delhi for the Academic Session 2020-21.

You will be paid honorarium @ Rs.1500/- per period for theory and Rs. 750/- per period for practical subject to a maximum of Rs. 50,000/- per month in all.

You are requested to contact Dr. Charu Kalra, Teacher-in-charge, Department of Botany, for obtaining time table and attendance sheet etc.

You are requested to mark your presence on the Register available with Sr. P.A. to the Principal.

OFFICIATING PRINCIPAL

**Dr. Shikha Prasad**  
B-41, DDA Flats,  
Qutab Enclave, Phase-1,  
Katwaria Sarai, New Delhi-110016

Copy to:

- Bursar/Section Officer (A/cs) for necessary action
- Teacher-in- Charge, Department of Botany
- Dealing Assistant for information
- Sr. P.A. to the Principal



**MAXLENCE DIGITAL (OPC) PRIVATE LIMITED**

ROAD NO D 7 FLAT NO 4, FIRST FLOOR, ARDEE CITY SECTOR 52

WAZIRABAD, GURUGRAM, HARYANA-122003

INDIA

CIN: U74999HR2021OPC098324

TAX: AAPCM0662E

Promotion Letter

27<sup>th</sup> April, 2023

Divyanshi Tomar  
Gurgaon, India

Subject: Promotion to the position of a Senior Content Writer

Dear Divyanshi,

We are pleased to inform you that your full time employment for the position of a Senior Content Writer with Maxlence Digital (OPC) Pvt. Ltd. will be based on the following terms and conditions:

1. Commencement of employment

Your new position is effective, as of 15<sup>th</sup> May ,2023.

2. Job title

Your job title will be Senior Content Writer you will report to Shived Mauntee.

3. Salary

Your salary (Yearly CTC) and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be required to work from Gurgaon 525-528,5<sup>th</sup> Floor,Tower A,Spazetech ITech.,Gurgaon,Haryana.

5. Hours of Work

The normal working days are Monday to Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 07:30 AM to 04:30 PM (IST) and you are expected to work not less than 45 hours each week, and if necessary for additional hours depending on your responsibilities.



A three-month Probationary Period will apply to this role. During this time, you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon (one week's notice in writing), or by payment in lieu of notice.

## 6. Leave/Holidays

You are entitled to Casual and Sick leave of 12 days in total on Yearly basis.  
The Company shall notify a list of declared holidays in the beginning of each Financial year.

## 7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

## 8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## 9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## 10. Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary. You may terminate your employment with the Company, without any cause, by giving no less than one month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

Your appointment can be terminated by the Company, as per the guidelines mentioned in the organizational policy. You may as well terminate your employment with the Company, as per the rules and guidelines specified therein the organizational policy.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company. For details please refer to the organizational policy.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients business affairs.

## 11. Confidential Information

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

MAXLENCE DIGITAL (OPC) PRIVATE LIMITED  
ROAD NO D 7 FLAT NO 4, FIRST FLOOR, ARDEE CITY SECTOR 52, WAZIRABAD,  
GURUGRAM, HARYANA-122003, TAX: AAPCM0662E ,CIN – U74999HR2021OPC098324

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause

‘Confidential Information’ means information about the Company’s business and That of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, Personnel and information

about the Company’s products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications and all papers, resumes, records and other documents containing such Confidential information. At no time, will you remove any Confidential Information from the office without permission. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, paternity,maternity leave, employees’ benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Delhi & Haryana High Court only.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning back the duplicate copy.

We look forward to receiving your acceptance and to working with you on this new position.

Yours Sincerely,  
Human Resource Manager  
27<sup>th</sup> April, 2023

MAXLENCE DIGITAL (OPC) PRIVATE LIMITED  
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GURUGRAM, HARYANA-122003, TAX: AAPCM0662E ,CIN – U74999HR2021OPC098324

***Schedule I - Compensation Details***  
**Salary Structure (Yearly CTC in INR) INR Four Lac Eighty Thousand Only.**

Description	Amount
Basic Salary	2,88,000
HRA	1,20,000
Conveyance Allowance	36,000



Stock Options	NIL
Telephone & Internet	NIL
Performance Incentives	As per policy recommendations
PF Contribution NIL (for the time being)	NI
ESI Contribution	NI
Medical Allowance	36,000

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

**Schedule II Roles & Responsibilities not limited to and is subject to change :**

**Job Description:**  
**Senior Digital Content Writer**

The Senior Digital Content Writer is responsible for executing all written deliverables. The Senior Digital Content Writer will produce a wide range of content and copy, from strategy document, buyer personas, and positioning statements to blog posts, case studies, ebooks, white papers, webinar decks, landing pages, website copy, email copy, sales collateral and more. Project management skills are critical for this role. You need to be organized, methodic, and capable of keeping multiple projects ongoing at the same time. While the role exists primarily within the marketing team, it will also be required to contribute written materials for the content, product, sales and account management teams.

**Responsibilities:**

- Assist with an annual and quarterly content calendar including at least one quarterly campaign and one weekly blog post, among other ongoing necessary written pieces including press releases, customer success stories, one-pagers, slide presentation copy, and more
- Research industry-related topics (combining online sources, interviews, and professional studies) for the quarterly content calendar
- Write all blog articles, ebooks, white papers, success stories, press releases, speaking proposals, one-pagers, and more
- Write clear marketing copy to promote our products/services
- Proofread and edit all content before publication and publish to Tecnogex website
- Build out strategic copy landing pages and website pages

- Submit work to Senior Director/editors for input, approval, and keywords for SEO
- Coordinate with marketing and design teams to illustrate articles, landing page related content, email writing ,website related content etc.
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Approve copy of content for social media from the marketing specialist
- Working with Product Marketing and Sales, identify customers' needs and gaps in our content and recommend new topics
- Ensure all-around consistency (style, fonts, images, and tone)
- Update website content and copy as needed including building landing pages
- You will be responsible to manage your team member's deliverables and performance and ensure a smooth delivery of client related and in-house projects we have.
- Remarkable leadership in bringing to life the concept and execution of ground-breaking solutions for content marketing initiatives
- A keen understanding of the needs, motivations, and aspirations of client audiences to speak to them in the most effective, compelling, engaging way possible
- Inspires self and others to produce exceptional work
- Collaborate with content strategy, UX, and UI staff to ensure creation of consistent, on-strategy, and original content
- Detects any vital disconnects and works with content strategy, UX, and UI to mitigate them as the piece develops
- Delivers presentations to senior creative and/or account personnel, as well as clients
- Maintains communication with senior staff and project managers concerning status of jobs ● Creates and completes projects on time within budget and page-count constraints.

With best wishes,

For Maxlence Digital (OPC) Pvt Ltd Countersigned & Accepted by

Shived Mauntee  
(HR Manager)

Divyanshi Tomar



MAXLENCE DIGITAL (OPC) PRIVATE LIMITED **[www.maxlencedigital.com](http://www.maxlencedigital.com)**





Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services  
**Central Forensic Science Laboratory Kolkata**  
30, Gorachand Road, Kolkata – 700014.  
(Ph. No. 033-22841768, 3187, 1638 Fax No. 033-22849442)

No: CFSL(K)/22/I/Rectt. of FP (Physics)/03/ 4586

Date: 8/12/22

To  
✓ Ritu,  
T-541/2B, Gali No. – 22,  
Baljeet Nagar, Patel Nagar,  
New Delhi – 110008.  
Mob: 9313998229  
e-mail: ritu844114@gmail.com

**Sub: Engagement as Forensic Professional on Contract Basis in Physical Science Division of CFSL Kolkata-regd..**

Sir/Madam,

In pursuance of DFSS, MHA, New Delhi Letter No. DFSS/11/15/2022/3639 dated 22.11.2022 on the above subject, we are pleased to offer you for engagement as Forensic Professional in Physical Science Division of this Laboratory on short term contract basis for a period of **one year** on the terms and conditions as mentioned below:-

1. You will be paid a consolidated remuneration of ₹ 45,000/- (Rupees forty five thousand only) per month. You will be allowed **seven (07) days** time for joining from the date of receipt of this letter.
2. Your contract will be for a period of one year and your work progress/performance will be reviewed quarterly. In case the same is not found satisfactorily, your services shall be discontinued without assigning any further reason and in that event you will not be entitled for any claim from the Government. In case you wish to quit the services, one month prior notice is required or to surrender of one month remuneration in lieu of Notice period. You have to execute a Bond (Format enclosed with this letter) accepting the terms and conditions on a **Non-judicial Stamp Paper of ₹ 100/-** (Rupees one hundred only) before joining the service on contract basis. However, Director CFSL, Kolkata reserves the right to terminate your services at any time without assigning any reason.
3. The aforesaid contract shall automatically cease after one year unless or otherwise it is renewed or re-entered.
4. You will normally be required to work during normal working hours on all working days. However, you may be required to work after office hours and on holidays, if required in the interest of Laboratory, but without any extra remuneration. You can also be deputed anywhere outside in other CFSLs for which TA/DA will be paid on actual basis on official assignment as per Govt. norms. However, no TA/DA will be paid for your joining.
5. You will be allowed **12 (Twelve) Casual Leave and 02 (Two) Restricted Holidays** out of the list of Restricted Holidays notified by Govt. of India in a full calendar year and it could be availed yourself on proportionate basis only. No earned leave, medical leave or any kind of other leave will be permitted. Beyond the permissible/admissible leave on proportionate basis, your absence will be treated as **without pay**.
6. You will be briefed about your primary duties and responsibilities by the Head of the Division under whom you have to work. However, you shall work under the administrative control and overall direction of the Director, CFSL, Kolkata.
7. You have to submit an **Undertaking** that you have not involved in any criminal case and no criminal case is pending against you. Beside this, you have to submit a 'Character Verification Certificate' duly signed by a Judicial Magistrate or class I gazetted officer along with 3 passport size photographs, Bank Details and copies of Aadhaar Card and PAN Card, duly self attested.
8. You have also to submit an **Undertaking** stating that you will not take any claim or file any court case for regularization of service in any Court of Law.

9. During the period of your contract, you shall not study any regular full time educational or vocational course during the normal working hours of the Laboratory. However, in case you want to study any educational or vocational course through correspondence or online, prior intimation and approval from the competent authority are required. No leaves shall be granted for studying educational or vocational course through correspondence or online and laboratory work should not be affected due to studying such courses.
10. While on contract with the CFSL Kolkata and at any time thereafter, you shall not disclose or divulge to others or make public any such business/case work/administration related information acquired by you in the course of your duties or otherwise, which could be detrimental to the interest of the Government of India. You will have to obtain prior permission of the Director, CFSL, Kolkata for making public or using in any way, other than in the course of your normal duties & responsibilities, any business/case work/administration related information/data/analysis and the decision of the Director, CFSL, Kolkata in this regard shall be final and binding on you.
11. You have to return one copy of this contract offer, duly signed by you to the Director, CFSL, Kolkata as token of your acceptance along with required documents as mentioned above.
12. The Director, CFSL Kolkata has got all the rights to change/modify/alter any or all the provisions set out above in full or part as required protecting the interest of the Government.
13. This issues with the approval of the Director, CFSL Kolkata.

Encl: As above.

Yours faithfully,




(S. Khaskel)

Administrative Officer

Copy to:

- 1) The Chief Forensic Scientist, DFSS, MHA, New Delhi.
- 2) The HoD (Physics Division), CFSL, Kolkata.

  
(S. Khaskel)

Administrative Officer

**Acceptance**

I, \_\_\_\_\_ S/D/o, \_\_\_\_\_ R/o \_\_\_\_\_

accept the offer for appointment as Forensic Professional (Physical Science Division) on contract basis in the CFSL, Kolkata and also agree to the aforesaid terms & conditions of engagement/hiring.

Name:.....

\_\_\_\_\_  
(Signature of the Candidate with date)

Address:.....

Phone No:.....

Email:.....



**KNOW ALL MEN BY THESE PRESENTS THAT**

I, \_\_\_\_\_ (name and address of the candidate) do hereby bind myself and my heirs, executors and administrators by this bond, signed and dated this date of \_\_\_\_\_ at \_\_\_\_\_.

AND Whereas the above bounded \_\_\_\_\_ has been offered a job of \_\_\_\_\_ on contract basis for a period of one year and whereas the terms and conditions comprised in the Central Forensic Science Laboratory, Kolkata under the Directorate of Forensic Science Services, Ministry of Home Affairs, Letter No. \_\_\_\_\_ dated \_\_\_\_\_ entitled him/her to remuneration on contract basis to the tune of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) per month and the bounded \_\_\_\_\_ has accepted all the terms and conditions mentioned therein.

NOW the conditions of the above written bond or obligations is such that in the event of the above bounded \_\_\_\_\_ not confirming to observing the rules and conditions under subject to which the appointment on contract basis has been offered to him/her or in the event of adverse reports regarding the progress/performance of his/her work to be reviewed quarterly, his/her services shall be terminated without assigning any further reason and he/she shall be bounded by this bond that he/she shall not claim any money from the Central Government. In the event of his/her discontinuing the offered appointment on contract basis before the completion prescribed period of one year/till further order, without the prior approval in writing of the Central Government, the above bounded \_\_\_\_\_ shall forthwith on demand pay to the President of India or his successors or assignees one month remuneration paid to above bounded \_\_\_\_\_ in respect of the said contract service and in the matter of deciding whether the contract services have been discontinued before the prescribed period without any valid reasons and what are to be paid by the above bounded \_\_\_\_\_, the decision of the Central Government shall be final upon the making of such payment.

The above written bond or obligation shall be void and of no effect otherwise shall be and remain in full force and virtue, provided always that the said above written bond is entered with the above bounded \_\_\_\_\_ on further condition that any indulgence for forbearance on the part of the President of India towards the above bounded \_\_\_\_\_ in respect of his/her failure of negligence to confirm to observe the rules and perform the conditions herein before mentioned or to make such payment as aforesaid shall not in any way relieve or exonerate the above bounded or his/her heirs, executor of administrations in respect of his/her liability under the above written bound.

Witness:

(Name & Signature) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Stamp and signature of the Notary Public)



Date – 10<sup>th</sup> Nov 2023

Dear Dipanshu,

We are pleased to offer you the position of **Operations Associate – Rotational Shift** at TravClan Technology India Pvt. Ltd. ("Company"). Over the course of the last few interactions, we are convinced about your potential and look forward to starting working with you.

At TravClan, we connect travel agents with suppliers across the world. Using technology, we provide travel agents access to great products and the best price. It is your **caliber and enthusiasm** that we believe make you a perfect fit for the role.

While we are a fast-growing startup, we need folks like you to accelerate our trajectory. At TravClan we believe exponential growth starts slow but increases rapidly. **Our common values of excellence, ownership, and fairness** help us stick together while growing rapidly. We expect these traits throughout your tenure here at TravClan (and beyond!).

#### **Offer Details**

**Your Annual CTC will be Rs. 5,40,000 per annum.** This includes an Annual Base Pay of Rs. 4,20,000 per annum and Rs. 60,000 per annum Annual feedback pay. Both these components will be paid monthly. This also includes Rs. 60,000 Annual retention payout that will be paid pro rata basis every October as we follow the Oct-Sep cycle.

#### **Offer Conditions**

The offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company. The company reserves all right to cancel this offer letter if any relevant information provided by you is found false or misrepresenting.

1. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with the Company
2. TravClan Technology India Private Limited is not liable for any past dues owed by you as part of the termination of any previous employment
3. You are not bringing any Intellectual Property that you do not have sole ownership of.
4. The probation period is of 6 (six) months. During the probation period, a 6-day work week is applicable.

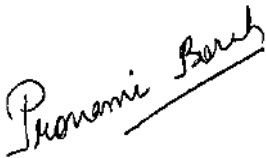
The offer will be subject to the employment terms, policies, rules, and guidelines of the Company. A formal employment contract with these terms will be shared when you join the Company.



Your joining date will be no later than **20<sup>th</sup> November 2023, Monday**.

Looking forward to working with you in your new role and enabling you to reach your goals while creating the largest travel company in the world!

Thanks and excited,

A handwritten signature in black ink, reading "Pronami Borah". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Pronami Borah  
People Operations Head



Date: 04.07.2023

**APPOINTMENT ORDER**

To,

**Mr. Rajul Chadha**

C/98, First Floor, Nutan Saurabh Society, Near Harni Warasiya Ring Road, Vadodara - 390006

With reference to your application and subsequent interview, you are hereby appointed as an **Assistant Professor in Forensic Science Department, Parul Institute of Applied Sciences, Parul University**, P.O. Limda, Tal. Waghodia, Dist. Baroda, on the following terms & conditions.

1. You will be paid salary as per Annexure 'A' attached herewith. Salary mentioned in Annexure 'A' is inclusive of all the allowances, perks, retiral benefit etc. You will not be entitled to any other benefits either in cash or otherwise and the University reserves the right to modify the same from time to time.
2. You will be governed by the provisions of the Act, Statutes, Regulations, Ordinances, Notifications, Circulars and other orders issued by the Parul University from time to time.
3. Continuation of your appointment shall be subject to the fulfillment of the requisites of employment including qualifications, experience, performance etc.
4. You will be liable to be posted/transferred to any position/constituent institution/office as decided by the University.
5. Period of salary cycle of every month will be from 16th of previous month to 15th of current month. Salary will be released from 1st to 10th of next month. Likewise this will be applicable to other months also.
6. You will involve in the work assigned on a whole time basis and shall not engage either directly or indirectly either for remuneration or on honorary basis in any other employment or trade or business. You should not indulge in any of the activities which may affect the reputation, name & fame of the University. You should not engage yourself in any private business or practice either in an individual capacity or in association with any other persons/institution.
7. You will compulsorily possess a smart phone and Laptop at your own cost so as to access the University MIS and E-Mails and the same shall be brought to the University on day to day basis for teaching/ other related official work.
8. You may be assigned additional duties and responsibilities without any additional compensation. It is presumed that you will have taken charge of the additional responsibilities assigned from the date of specified order. You should work in any shift as required by the University. You may be required to work beyond working hours as required by the University in case of necessities and emergencies.
9. You will be on probation for a period of one year extendable by one or more year at the discretion of the University based on the performance. After successful completion of probationary period, you may be confirmed in the services of the University in writing. Unless the confirmation is intimated in writing, your service will continue to remain on probation.
10. Your service may be terminated during the probationary period by the University due to unsatisfactory performance or otherwise by serving one week notice. You may resign from the service during the probationary period by serving three months notice to the University or in lieu of it you have to pay three months total salary.
11. After confirmation of service, you may be discontinued by the University by serving three months notice and you may resign from the service by giving three months notice or in lieu of it you have to pay three months total salary.
12. In case you resign from the service, you will not be relieved in the middle of academic session/year. You are not entitled to vacation during first year of service. You are also, not entitled to any leave during notice period. Experience cum relieving letter will not be issued if you resign from the service before completion of one year service at the above institute.





13. Even after submitting resignation as prescribed, the University may relieve you any time during the notice period without any compensation.
14. If your performance is found to be unsatisfactory or you indulge in any breach of the terms of employment or indulge in indiscipline behaviour which is harmful to the University or any other matter which may be prejudicial to the interests of the University, you may be discontinued from the service without any notice and without any compensation.
15. Upon leaving the service for any reason, you will hand over the charge of all official documents or information or material possessed to person designated by the Principal\Director\Dean for the purpose.
16. The University reserves the right to display your details on the University website or on any other medium.
17. You will have to deposit a sum equivalent to one month's total salary as security deposit either in lump sum or in three equal instalments which will be refundable upon superannuation or valid resignation or discontinuation from the service as per the notice issued by University subject to the settlement of all dues as prescribed by the University. Security deposit will not be released if notice period is not completed in any case including medical ground. Security deposit will be recovered from salary in three equal instalments.
18. Your appointment is based on the information provided to the University at the time of appointment and if any information so provided is found to be false or is fraudulent, the University shall have the right to recover the remuneration paid during the employment.
19. The University shall reserve the right to amend any provision of the terms of employment at any time.
20. In case any dispute arises in interpretation of any provision of the Order of Appointment, the matter shall be referred by the University to a competent authority in the University whose decision shall be binding on you.
21. You will not disclose any confidential information or any of the information regarding working of the University to any other institution/person/outside which may be harmful to the University.
22. All the disputes will be subject to the jurisdiction of the High Court of Gujarat.
23. You should not remain absent without prior notice and sanction by the competent authority.
24. Your appointment is subject to final approval by GB -PU.

In token of acceptance of the above terms & conditions you are hereby required to sign the duplicate copy of this order of appointment. You should report for duties to the Principal of the Institute, P.O. Limda, Tal. Waghodia, Dist. Baroda at the earliest.

Copy to: 1. Principal, Parul Institute of Applied Sciences  
2. Account Section

ACCEPTANCE

I have read, understood, agree and accept all the terms & conditions of this Appointment Order.

Name of the Appointee: Mr. Rajul Chodha

Signature of the Appointee: [Signature]

Date: 20/07/23

[Signature]  
Registrar  
REGISTRAR  
PARUL UNIVERSITY

**Fwd: RECRUITMENT OF PROBATIONARY OFFICER 2022 BATCH INTIMATION FOR REPORTING/ JOINING**

Arpit Vashishtha <arpit4162@gmail.com>

Wed 02-08-2023 12:35

To: SBI AMRELI(00312) <sbi.00312@sbi.co.in>

**Warning:** This email is not originated from SBI. Do not click on attachment or links/URL unless sender is reliable. Malware/ Viruses can be easily transmitted via email.

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

From: **CHIEF MANAGER RPD LHOAHM** <cmrpd.lhoahm@sbi.co.in>

Date: Fri, 30 Jun, 2023, 9:06 pm

Subject: RECRUITMENT OF PROBATIONARY OFFICER 2022 BATCH INTIMATION FOR REPORTING/ JOINING

To: [arpit4162@gmail.com](mailto:arpit4162@gmail.com) <[arpit4162@gmail.com](mailto:arpit4162@gmail.com)>

**Registered Post**

HR/RPD/PO-15/3353

Date: 30.06.2023

**MR. ARPIT VASHISHTHA**

418E UPPER GROUND FLOOR  
STREET NO.5 DAYANAND GALI  
EAST BABARPUR SHAHDARA  
NORTH EAST- 110032  
DELHI

**Roll No.: 2621006236**

Dear Sir,



**RECRUITMENT OF PROBATIONARY OFFICER 2022 BATCH**  
**INTIMATION FOR REPORTING / JOINING**



With reference to our letter No AHM/HR/RPD/F-15/3072 dated 23.06.2023 regarding document verification and medical fitness, we are pleased to inform you that you are found suitable for appointment in **Ahmedabad Circle** as a Probationary Officer in our Bank.

2. Your date of joining the Bank has been fixed as **03.07.2023** at **SBILD, Gandhinagar**. Please make it convenient to report to **The Director, State Bank Institute of Learning & Development (SBILD), Behind Udhog Bhavan, Nr. GSPC Building, Sector-11, GH Road Gandhinagar-382011** on **03.07.2023** at **08.30 AM** to complete joining formalities for the newly recruited Probationary Officer.

3. Please note that your appointment will be subject to compliance of Medical Fitness, CIBIL Report, discrepancies found at the time of document verification, if any and other eligibility criteria as per the **advertisement No. CRPD/ PO/2022-23/18 dated 22.09.2022**. Therefore, you are advised to rectify the discrepancies on or before joining. You are also advised to bring all the original documents with you for our verification and original relieving letter to be submitted at the time of joining if applicable. No request for submission of document at later date will be accepted.

4. Please report at the above-mentioned address at **08:30 AM** on **03.07.2023**.

5. Following official will be available for any clarification relating to the aforesaid recruitment.

S.N	Name and Designation of the Official	Email Id.
1	Shri Nilesh S. Kumrawat	Chief Manager- RPD <a href="mailto:cmrpd.lhoahm@sbi.co.in">cmrpd.lhoahm@sbi.co.in</a>

Yours faithfully,

**Assistant General Manager (HR)**

The information in this mail is confidential and is intended solely for addressee. Access to this mail by anyone else is unauthorized. Copying or further distribution beyond the original recipient may be unlawful. Any opinion expressed in this mail is that of sender and does not necessarily reflect that of State Bank group.

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**November 13, 2022**

**Arpita**

A-51/1, Street No. 5,  
Khajuri Khas,  
Delhi -110094.

**SUB: APPOINTMENT LETTER**

Dear **Arpita**,

With reference to your application for employment and subsequent interview and discussions, we are pleased to issue you this Appointment Letter ("Employment Contract") to appoint you as **Benefits Administration Services Associate I** with Conduent Business Services India LLP ("Conduent") on the following terms and conditions:

**1. Compensation and Benefits**

- (a) Your gross salary will be **INR 2,21,600.00. (Indian Rupees Two Lakh Twenty One Thousand and Six Hundred Only)** per annum. Your salary will be prorated and paid on a monthly basis as per the Company payroll cycle. Conduent will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. Conduent may vary, amend, revise and modify the compensation and benefits mentioned under this Employment Contract/policies, including reducing the amounts and benefits offered should Conduent consider it expedient to do so.
- (b) Subject to you achieving the performance targets set forth by the LLP, you will be entitled to participate in a "Performance Linked Bonus Plan" up to **10% of Annual Gross Salary**. The details of the Bonus Plan for which you may be eligible, will be intimated to you on you joining the LLP. The LLP may in its sole and absolute discretion be entitled to modify or replace this Bonus Plan at any time during your tenure.
- (c) Details of your compensation and benefits are provided as an Annexure to this Employment Contract.

**2. Working Hours**

Your work schedule will be provided to you by your manager/supervisor upon your joining. You may be required to work beyond the usual business working hours or in shifts as per the business requirement of Conduent.

**3. Leave and Holidays**

Leave including maternity leave, National and Festival holidays will be provided to you in accordance with the applicable law and Company Rules (as defined below).

**4. Place or Work**

Your initial place of work will be at the Candor Tech Space, IT/ITES SEZ, Plot No-20 and 21, 7th Floor, Tower-6, Sector 135, Noida-201304, Uttar Pradesh, INDIA. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.



## **5. Probation**

- (a) You will be on probation for six (6) calendar months, which may be extended by Conduent if your performance is found unsatisfactory. Your probation period will be considered completed only upon you receiving notification from Conduent.
- (b) During probation, either party may terminate this Employment Contract by giving thirty (30) days prior written notice, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to serve your notice period, either wholly or partially. In the event, you wish to be relieved from the services of Conduent without serving the notice period, Conduent may at its sole discretion relieve you immediately by accepting salary in lieu of notice period or refuse such request for immediate relieving, for business reasons. Notwithstanding the foregoing, Conduent may waive for you, the entire notice period or part thereof, on such terms and conditions as it deems fit.

## **6. Termination**

- (a) Post confirmation, either party may terminate this Employment Contract by giving prior written notice of two (2) calendar months to the other party, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to serve your notice period, either wholly or partially. In the event, you wish to be relieved from the services of Conduent without serving the notice period, Conduent may at its sole discretion, relieve you immediately by accepting salary in lieu of notice period or refuse such request for immediate relieving, for business reasons. Notwithstanding the foregoing, Conduent may waive for you, the entire notice period or part thereof, on such terms and conditions as it deems fit.
- (b) Notwithstanding the above, Conduent reserves the right to terminate this Employment Contract with immediate effect, if you are found guilty of any misconduct, breach of any term of this Employment Contract, Company Rules or policy of Conduent or any law.
- (c) Notwithstanding any provisions to the contrary contained herein, Conduent may terminate this Employment Contract or withdraw the offer of employment with immediate effect, upon written notice to you without any further liability, if the results of your background verification/criminal and/or drug test, are unacceptable to Conduent. Without limiting the generality of the foregoing, in the event of termination of this Employment Contract by Conduent pursuant to this section, you shall not be entitled to any severance payment or benefits, including payment in lieu of notice period.
- (d) You will automatically retire on attaining the age of 58 years. You may also be retired earlier if found medically unfit to carry out the responsibilities allocated to you, by the LLP doctor.
- (e) Upon separation from Conduent, you will be required to immediately return, all assets and property (including any leased property) of Conduent including documents, files, books, papers and memos in your possession or custody.

## **7. Abandonment of Service**

Absence for a continuous period of ten (10) days without prior approval of your manager (including overstay of leave/training), will be treated as abandonment of service.

## **8. Conflict of Interest**

Whilst employed with Conduent:

- a) You will devote your entire time and energy in the services of Conduent and you shall not do or suffer to be done directly or indirectly anything that puts you in conflict with Conduent's

business, time or assets. In case you are or feel that you may be in a position that conflicts with this section, you will forthwith inform the HR Department of Conduent and act as per their instructions. Determination of conflict of interest shall be at the sole and absolute determination of Conduent and the decision of Conduent in this respect shall be final and binding.

- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by Conduent to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
- c) Except in proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of Conduent or information regarding its customers without prior written approval.
- d) You confirm that you have disclosed fully all of your business interests to Conduent and also agree to disclose fully and completely to Conduent, any such interests that may arise during your course of employment. This shall not only be applicable to you, but shall be applicable to your immediate family members.
- e) You shall not without the prior written consent of Conduent during the continuance of your employment be engaged or interested either directly or indirectly, with or without commercial gain, in any capacity in any trade, business, occupation or activity, which in the opinion of Conduent may hinder or otherwise interfere with the performance of your duties or which may conflict with the interests and business of Conduent. Neither shall you hold any directorship in any other Company without the prior written consent of Conduent.

#### **9. Code of Conduct, Employee Handbook, Policies and Procedures**

- (a) You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with Conduent's Business Code of Conduct, employee handbook policies and procedures ("Company Rules"). All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. and violation of Company Rules shall attract appropriate disciplinary action(s) including and up to termination of employment. Information on Company Rules is available to all employees on Conduent's intranet.
- (b) This Employment Contract read with the Company Rules as applicable to you captures the entire terms of your employment with Conduent. Conduent shall have the right to vary or modify Company Rules at any time, with due notice to employees, if required to be given by law.

#### **10. Non-solicitation**

As the services to be rendered by you on behalf of Conduent are of a special, unique and extraordinary character and given your exposure to Confidential Information of Conduent that will confer upon you a unique competitive advantage, you agree that (a) whilst you are employed by Conduent pursuant to the terms of this letter; and (b) for a period of twelve (12) months after the termination of your employment with Conduent howsoever arising, you will not, directly or indirectly, either on your behalf or on behalf of any person, without the prior written consent of Conduent, as the case may be:

- (a) Attempt in any manner to persuade any consultant, client, customer, vendor or supplier of Conduent or any other person to cease to do business with Conduent or to reduce the amount of business which such consultant, customer, vendor, client or supplier or another person has customarily done or contemplates doing with Conduent, regardless whether the relationship between Conduent and such consultant, customer, vendor, client or supplier or person was originally established, in whole or in part, through your efforts;



- (b) Employ or offer employment in any capacity to or enter into or offer to enter into association, partnership or joint venture with any person who is then in Conduent's employment or was in Conduent's employment within twelve (12) months prior to your termination of employment; or
- (c) Solicit any business or orders of any client/customer of Conduent unless such solicitations are rendered as an employee of Conduent for the benefit of Conduent, or render any services of the type usually rendered by Conduent for any such client/customer of Conduent (unless such services are rendered as an employee of Conduent), notwithstanding that the relationship between Conduent and such client/customer was originally established in whole or in part, through your part.

You acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of Conduent. In the event of breach or threatened breach of the covenant set forth in this clause, you acknowledge that Conduent will suffer irreparable harm and therefore, Conduent will be entitled to an injunction restraining you from committing such breach and/or claim for damages. Nothing contained herein shall be construed as prohibiting Conduent from pursuing any other remedies available to it for such breach or threatened breach

## 11. Confidentiality

In lieu of the compensation being provided to you by Conduent, you agree to the following:

- (a) During your employment with Conduent and thereafter: (i) You shall observe utmost confidentiality and secrecy regarding Conduent's Confidential Information and act with utmost fidelity; (ii) you shall not use to the detriment or prejudice of Conduent any Confidential Information which you obtained or had access to pursuant to your employment hereunder; or (iii) except as authorized or required by your duties, you shall not disclose or reveal to any person or company any Confidential Information, nor shall you use the same for your own benefit or for the benefit of third parties.
- (b) For the purposes of this Employment Contract, "**Confidential Information**" means non-public information relating to the business, products, affairs, customers, clients, sales, techniques and finances of Conduent or its affiliates, group entities, associate entities or subsidiaries, including its intellectual property, trade secrets, processes, policies, methods, technical data, know-how, operations, manuals, internal documentation, software, source codes, application programming interfaces, UI/UX designs, business strategies etc. or any other information which is designated confidential, or is, by reasonable inference from its nature or the circumstances of its disclosure, evidently confidential. It is clarified that Confidential Information includes anything created or developed by you in the course of your employment with Conduent.
- (c) Your individual remuneration is purely a matter between yourself and Conduent and has been arrived on the basis of your 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 Information.
- (d) You shall immediately intimate Conduent in the event of any unauthorized disclosure of Confidential Information or actual or suspected loss, theft, unauthorized access, use or disclosure or any breach of confidence by any person to whom you divulged Confidential Information and shall take all reasonable steps to minimize the unauthorized disclosure and immediately return to Conduent all such information and materials, in whatsoever form, including and all copies thereof. Further, you shall also provide Conduent all reasonable assistance in connection with any proceedings which Conduent may institute against such person for breach of confidence.

## 12. Data Protection

- (a) You shall comply with Conduent's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by Conduent as a misconduct and will be dealt with in accordance with the Company Rules and applicable laws.
- (b) You consent to Conduent collecting, retaining, holding, transferring outside India and processing any personal information (including any sensitive personal data or information ("SPDI") as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) rules, 2011), both electronically and manually, in relation to you for the purpose of Conduent's administration, business, HR purposes and management as well as for other lawful purposes in connection with the Conduent's business. At all times, your SPDI shall be kept confidential and only be shared or disclosed for the above purposes or other lawful purposes.
- (c) Conduent may reach out to you for obtaining additional consents and approvals at any point in time during your employment with Conduent to enable Conduent to use your personal information. Should you choose to not provide Conduent with such additional consents and approvals, Conduent may need to alter the terms of your employment
- (d) Any change in personal information should be informed to Conduent within seven (7) working days.

## 13. Lay-off Event

- a) **"Layoff Event"** shall mean any event, which is beyond the control of Conduent, which it could not foresee or with a reasonable amount of diligence could not have been foreseen and which substantially affects the performance of the Employment Contract or the business of Conduent, including but without limitation:
  - (i) Natural calamities, including but not limited to floods, earthquakes, epidemic, pandemic;
  - (ii) Acts of any Government, including but not limited to declared or undeclared war, quarantines, embargoes, prohibitions; or
  - (iii) Terrorist attacks, public unrest in work area; or
  - (iv) shortage of power or raw materials, or the accumulation of stocks or the breakdown of machinery or for any other connected reason.
- b) Conduent shall have the right to suspend your services for the duration of the Layoff Event, or any part thereof, if Conduent, in good faith believes it is unable to utilize your services under the Employment Contract due to any such Layoff Event. No compensation will be paid or accrue to you for the duration of such suspension. In the event the Layoff Event continues for a period of more than three (3) months, Conduent shall hold consultation in an endeavor to find a solution to the problem, failing which the Employment Contract may be duly terminated.
- c) Conduent shall not be liable for any default or non-performance of obligations under this Employment Contract, if such default or non-performance of obligations is caused by a Layoff Event.

## 14. Legal Authorization

You agree and confirm that you are authorized to work in India and can provide proof of this with legal documentation. This documentation will be obtained by Conduent, for its legal records, if necessary.



**15. Governing Law**

The terms and conditions of this Employment Contract shall be governed by, construed and interpreted in accordance with the laws of India. Any action seeking legal or equitable relief arising out of or relating to the terms of this Employment Contract will be brought only in the courts of Bangalore, India

**16. Entire Agreement**

This Employment Contract, Company Rules and annexures, constitutes the entire agreement between the parties and supersedes all previous oral/written communications, representations, understanding and agreements between the parties, if any. The terms contained herein can be amended or modified at any time by Conduent and you will be duly informed in writing. Your rights set out in this Employment Contract are solely for your benefit and shall not be assignable. At the time of joining Conduent you may be required to accept and sign certain documents, including documents relating to Confidential Information and work product ownership. Such documents shall also form a part and parcel of this Employment Contract.

**17. Employment Start Date**

Your assignment is effective from **November 14, 2022**.

**18. Documents Required**

1. All Education certificates and mark sheets.
2. Two passport size photographs (to be submitted on the date of joining)
3. Relieving certificates from all previous employers
4. Last drawn Salary certificate from previous employer
5. TDS Certificate, Form 16 for current financial year (if available)
6. Experience certificates from previous employers
7. Aadhaar Card (Mandatory)
8. Proof of Identity/ Date of Birth  
Copy of PAN card (Mandatory)  
Copy of Passport (Mandatory)  
Copy of Driving License/Ration card (if available)  
Birth certificate or 10th class mark sheet (if available)
9. Address proof - copy of any one of the following (Passport / Driving License / Ration card / Aadhaar Card / Rent Lease Agreement / Mobile Bill / Bank Statement / Bank Passbook)

**19. Acceptance**

To accept this Employment Contract, please fill up the attached form and return it to us immediately. If we do not receive your acceptance one (1) week from the date of receipt of this Employment Contract, this Employment Contract shall stand revoked, unless Conduent decides otherwise.

We look forward to your commencing work with the Conduent, and to your being part of the Conduent Business Services India LLP family.

Yours Sincerely,

With Warm Regards,

**For Conduent Business Services India LLP,**



**Anitus Niranjana**  
**Director - Human Resources**

**Regd. Office: Conduent Business Services India LLP**

Unit A, 5th Floor, Aviator Building, Ascendas ITPB SEZ, International Tech Park Bangalore, Whitefield Road, Bangalore 560 066

LLPIN: AAH-8881, tele +91.80.41190100, fax +91.80.41190198

E-mail: conduentservicesindia@conduent.com | Website: www.conduent.com

**DECLARATION**

I accept the appointment on the terms and conditions contained in this Employment Contract and annexures, and other conditions and service rules as applicable to the employees of Conduent from time to time and I shall be joining the services of Conduent, no later than **November 14, 2022**

[Signature]

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

Accepted  
Signature ( \_\_\_\_\_ )  
Name: \_\_\_\_\_





# Adret Retail Pvt. Ltd.

CIN: U52100WB2015PTC208790

To,  
Shivani  
Bangalore, India

Date: 05-07-2023

**Sub: Job Offer Letter**

Dear Shivani Gupta

We are pleased to offer you a role as **Strategy and Data Executive in Adret Retail Pvt. Ltd. (Kapiva Ayurveda)** based out in Bangalore location.

Your immediate supervisor will be **Amit Kumar (Director)**. We trust that your knowledge, skills, and experience will contribute greatly to our company.

You will be eligible to receive the following Compensation. Refer **Annexure I** for the detailed components

- **Annual Fixed CTC of Rs. 450,000 /-** subject to tax and other statutory deductions (See - **Annexure I**)
- **Annual Variable pay of Rs. 50,000 paid bi annually (performance based)**
- **You will also be entitled to Medical Insurance of INR 1 LPA and Gratuity as per the applicable laws**

The joining formalities and induction will be carried out in office.

Please submit the following documents (soft document) to the HR at the time of your joining: (1) Your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slips from your previous organization and (6) proof of address.

Your joining date is **24-July-2023**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to us.

Welcome aboard! We are all looking forward to seeing you soon.

Sincerely,  
For **Adret Retail Private Limited**

**Sunil Jaiswal**  
**Sr. Vice President – Finance**

Employee Signature



# Adret Retail Pvt. Ltd.

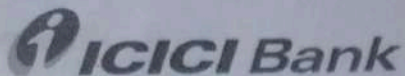
CIN: U52100WB2015PTC208790

## Annexure

ADRET RETAIL PVT LTD (Kapiva Ayurveda)			
Name:	Shivani Gupta	Designation:	Strategy and Data Executive
Location:	Bangalore	Date Of Joining	24 July, 2023
Part	Components	Monthly (INR)	Annually (INR)
A	Basic	18,750	2,25,000
	House Rent Allowance	9,375	1,12,500
	Other Allowance	7,425	89,100
	Total (A)	35,550	4,26,600
B	Reimbursements		
	Total (B)	-	-
C	Other Benefits		
	Employer PF Contribution	1,950	23,400
	Total (C)	1,950	23,400
D	Variable pay		
	Variable payout		50,000
	Total Fixed Salary (A+B+C)	37,500	4,50,000
	Total CTC (including Variable)		5,00,000
	All figures are in INR		
Variable Incentives (performance based)		Rs 50000/- Payable Bi-annually for FY 23-24	
All figures are in INR			

Employee Signature





PRIVATE AND CONFIDENTIAL

Reference No. - 1384451981

Applicant ID - 4949832

13-May-2023

Arun Kumar

Dear Arun,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

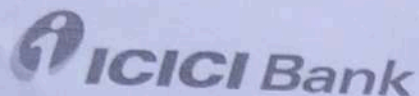
ICICI Bank HR Team

*Arun Kumar*  
12/05/2023

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384451981

Applicant ID - 4949832

13-May-2023

Arun Kumar

Dear Arun,

We are pleased to make you an offer of appointment as Deputy Manager (Band II) in ICICI Bank. You will be placed in IBG GCC UAE at MUMBAI-ANDHERI (E)\_CHANDIVALI.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of. The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.  
Commencement/Term:

- You shall be required to join our Bank on 15-Jun-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
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Mumbai 400 051, India.

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Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodra 390 007, India.

*Arun Kumar*  
17/05/2023



Arun Kumar

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

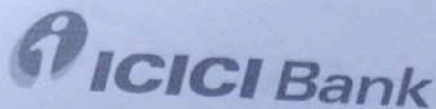
*Arun Kumar*  
17/05/2023

Arun Kumar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

*Arun Kumar*  
12/05/2023





Arun Kumar

: 4 :

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Agrawal  
**ASSISTANT GENERAL MANAGER**

Digitally signed by ANKIT AGRAWAL  
Date: 2023.05.13 15:20:18 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature

of

*Arun Kumar*  
13/05/2023  
Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Arun Kumar

: 5 :

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 198,000/- (Rupees One Lakh Ninty Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 4,18,104/- (Rupees Four Lakh Eighteen Thousand One Hundred Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 99,000/- (Rupees Ninety Nine Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 29,700/- (Rupees Twenty Nine Thousand Seven Hundred only) per annum.

*Arun Kumar*  
12/05/2023



Arun Kumar

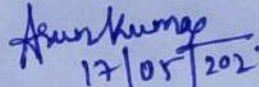
: 6 :

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

**Loans:** Your overall loan entitlement is Rs.500,000/-(Rupees Five Lakh only) at an interest rate of 2.5%. The details of the ICICI Bank loan scheme are attached herewith.

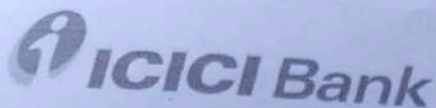
Digitally signed by ANKIT AGRAWAL  
Date: 2023.05.13 15:20:18 +05:30  
Reason: Offer Letter  
Location: Mumbai

  
17/05/2023  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photo copies) are required to be uploaded:

- Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- Latest Curriculum Vitae
- Passport size Photograph (against Red background)
- Address proof (Passport/Voter id/Ration card)
- PAN Card
- Copy of appointment letter duly signed by you as acceptance of terms and conditions of appointment.

You are required to carry all original documents for verification on the day of joining.

*Asankumar*  
17/05/2023

**ICICI Bank Limited**  
ICICI Bank Towers  
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Remuneration Details		
Name: Arun Kumar		
Position: Deputy Manager (Band II)		
Group: INTERNATIONAL BANKING GROUP		
	Deputy Manager (Band II)	
	Monthly	Annual
Basic	16,500	198,000
HRA	8,250	99,000
Supplementary Allowance *	34,842	4,18,104
Superannuation Allowance **	2,475	29,700
Total	62,067	7,44,804
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	3,354	40,248
Total Fixed	65,421	7,85,052
Performance Linked Retention Pay #	8,750	1,05,000
Cost of Loans ##	4,167	50,004
Deferred Allowance ###	16,667	200,000
Total CTC	95,005	11,40,056
<p>### Deferred allowance of Rs. 200,000 will be paid annually for two years at the end of Financial year.</p> <p>For off-campus recruitment, the deferred amount would be prorated for the number of days worked in the FY. The payment of Deferred Allowance will be subject to the following conditions:</p> <ul style="list-style-type: none"> <li>You being active and not serving notice as on the dates of payments</li> <li>Your performance being satisfactory</li> <li>You not having breached any rules and regulations of ICICI Bank or having any ongoing disciplinary investigation against you.</li> </ul>		

*Arun Kumar*  
12/05/2023

Digitally signed by ANKIT AGRAWAL  
Date: 2023.05.13 15:20:19 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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* Supplementary allowance will include HRA Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance.
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
# Performance Linked Retention Pay payout would be as per the policy of the Bank. Please note that there is no minimum guaranteed payout.
## Overall loan entitlement is Rs.5 Lakh @ an interest rate of 2.5%. Only education loan can be availed in the first year of joining. Refer to section on Loan Scheme in offer letter for more details.

Date : 13-May-2023

*Ankur Kumar*  
18/05/2023

Digitally signed by ANKIT AGRAWAL  
Date: 2023.05.13 15:20:19 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
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Vadodara 390 007, India.



### Loan Scheme

You will be eligible for Rs. 500,000 (Rupees Five Lakh only) of education loan at the interest rate of 2.5% per annum. The following terms and conditions will be applicable.

### Terms and conditions:

- a) Sanction of loan will be at the sole discretion of the Management.
- b) The tenure of repayment is 5 years. The monthly installment and interest will be recovered from monthly salary.
- c) The entire loan outstanding will have to be repaid at the cessation of service.
- d) In case of separation from bank's services, employee should settle full outstanding staff loans before the last working day. In case of delay in loan repayment under exceptional circumstances, either on account of being taken over by the new employer/bank/financial institution or on account of being paid out of retiral accumulation, commercial interest @ 24% p.a. will be charged from last working day till the date of repayment.
- e) All new loans will require the beneficiary to provide a "guarantor" who would underwrite the loan in case of default. The employee and the guarantor need to complete the process of signing the 'Guarantee and Indemnity' form and also provide adequate income proof of Guarantor. Personal guarantor cannot be an existing employee of the Bank.
- f) All loan disbursements shall be subject to the Bank fulfilling its requirement of obtaining critical information like PAN details, proof of permanent residential address, and copy of driving license and/or passport details.
- g) Loan can be availed for only making payment to the existing Education Loan in any Bank/Financial Institution.

*Arun Kumar*  
12/05/2023

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Vadodra 390 007, India.

# कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)  
भर्ती विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लॉट सं: ए.एफ.।।।  
एक्सन एरिया: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156  
सी.आई.एन: L23109WB1973GOI028844  
फैक्स - 033-23244125  
ई-मेल - [gmrectt.cil@coalindia.in](mailto:gmrectt.cil@coalindia.in)  
वेबसाइट: [www.coalindia.in](http://www.coalindia.in)



एक महारत्न कंपनी  
A MAHARATNA COMPANY

# COAL INDIA LIMITED

(A Govt. of India Undertaking)  
RECRUITMENT DEPARTMENT

Coal Bhawan Premise No.4 MAR, Plot No AF-III  
AA-1A, New Town, Rajarhat, Kolkata 700156  
CIN:L23109WB1973GOI028844  
Fax - 033 23244125  
E-Mail: [gmrectt.cil@coalindia.in](mailto:gmrectt.cil@coalindia.in)  
Website - [www.coalindia.in](http://www.coalindia.in)

(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

Ref.No.:CIL:RECTT:CBT-2022:Offer of Appt.: 12108

Date: 20-Jan-2023

## BITTU KUMAR

Maqsoodpur, Konand, Asthawan,  
Nalanda, Bihar 803107

Category: OBC(NCL)

Email ID: BITTU28102000@GMAIL.COM

Mobile: 7488497047

प्रिय महोदय / महोदया,  
Dear Sir / Madam,

**विषय: कोल इण्डिया लिमिटेड में प्रबंधन प्रशिक्षु (जन संपर्क) के रूप में नियुक्ति का प्रस्ताव ।**

**Sub: Offer of Appointment as Management Trainee (Public Relations) in Coal India Limited.**

सीआईएल के भर्ती विज्ञापन संख्या. 03/2022 के अंतर्गत कम्प्युटर आधारित परीक्षा में प्राप्त अंक के आधार पर चयन एवं उसके उपरांत ईस्टर्न कोलफील्ड्स लिमिटेड (ईसीएल) में आयोजित प्रारंभिक चिकित्सा परीक्षा (IME) में चिकित्सकीय रूप से कोल इण्डिया लिमिटेड में रोजगार हेतु उपयुक्त घोषित होने पर, अध्यक्ष, कोल इण्डिया लिमिटेड को आपको "प्रबंधन प्रशिक्षु (जन संपर्क)" के रूप में नियुक्ति की पेशकश करते हुए प्रसन्नता हो रही है। आपकी पदस्थापना ईस्टर्न कोलफील्ड्स लिमिटेड (ईसीएल) में की जाती है।

Based on your selection on the basis of score obtained in Computer Based Test (CBT) against Recruitment Advt. No. 03/2022 of CIL and on being declared medically fit for employment in Coal India Limited in the Initial Medical Examination (IME) held at Eastern Coalfields Limited (ECL), Chairman, Coal India Limited is pleased to offer you appointment as "Management Trainee (Public Relations)". You are hereby posted at **Eastern Coalfields Limited (ECL)**.

खदान से बाजार तक सर्वोत्तम प्रथाओं के माध्यम से पर्यावरण और सामाजिक रूप से सतत विकास प्राप्त करके देश को ऊर्जा सुरक्षा प्रदान करने के लिए सीआईएल का विजन प्राथमिक ऊर्जा क्षेत्र में एक वैश्विक कंपनी के रूप में उभरना है। हम इस संगठन का हिस्सा बनकर आपको एक श्रेष्ठ, चुनौतीपूर्ण और समृद्ध अनुभव होने का आश्वासन दे सकते हैं।

CIL's vision is to emerge as a global player in the primary energy sector committed to provide energy security to the country by attaining environmentally & socially sustainable growth through best practices from mine to market. We can assure you of a great, challenging and enriching experience by being part of this organization.



आपको ई-2 वेतनमान अर्थात् ₹ 50000/- से ₹ 160000/- के तहत ₹ 50000/- प्रतिमाह की प्रारंभिक मूल वेतन के साथ मान्य डीए एवं भत्तों आदि का भुगतान किया जाएगा ।

You will be paid initial basic of ₹ 50000/- per month in E-2 scale of pay i.e. ₹ 50000 - ₹ 160000/- plus DA etc., as admissible.

आपकी नियुक्ति के नियम एवं शर्तें इस नियुक्ति के प्रस्ताव के साथ अनुबंध-I के रूप में संलग्न हैं । यदि आपको यह नियुक्ति प्रस्ताव स्वीकार हो तो, कृपया नियुक्ति प्रस्ताव एवं नियुक्ति के नियम एवं शर्तें (अनुबंध-I) के प्रत्येक पृष्ठ पर हस्ताक्षर कर, कार्यभार ग्रहण करने हेतु अध्यक्ष-सह-प्रबंध निदेशक, ईसीएल को रिपोर्ट करें।

The terms of your appointment are annexed to this letter as Annexure-I. In case of acceptance of this offer, kindly sign each page of offer of appointment and terms and condition (Annexure-I) as laid down therein, and report to **Chairman-cum-Managing Director, ECL** for further assignment of duties.

ज्वाइनिंग के समय आपको अपने सभी मूल दस्तावेजों को प्रस्तुत करना होगा, जिसमें आपके पूरे दस्तावेज और आवश्यक जाति प्रमाण पत्र (यदि लागू हो) एवं दस्तावेजों की छायाप्रती भी प्रस्तुत करनी होगी । यदि आप सरकारी / अर्ध-सरकारी / सार्वजनिक क्षेत्र के उपक्रम / स्वायत्त निकाय में कार्यरत थे/हैं तो आपको अपने पिछले/वर्तमान नियोक्ता से संतोषजनक विमुक्ति पत्र देना होगा।

At the time of joining you will need to furnish all your original documents, which include your complete testimonials and necessary Caste Certificate (if applicable), along with photocopies of the same. If you were/are employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body you would be required to give a satisfactory Letter of Release from your past/present employer.

कृपया ध्यान दें कि यदि आपके द्वारा प्रस्तुत सूचना/घोषणा/प्रमाण पत्र या दस्तावेज झूठे, जाली या मनगढ़ंत पाये जाते हैं तो ऐसी स्थिति में, नियुक्ति का यह प्रस्ताव रद्द कर दिया जाएगा और यदि आप नौकरी ज्वाइन कर चुके हैं, तो ऐसी स्थिति में आपके सेवा को नियंत्रित करने वाले नियमों एवं शर्तों और अन्य सेवा नियमों के तहत, सेवा से हटाने या समाप्त करने के लिए उचित कार्रवाई की जाएगी जिसके लिए आप स्वयं उत्तरदायी होंगे ।

Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated at a later date, this offer of appointment shall be cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action for removal/termination of service, as per terms and conditions and rules governing your service.

ज्वाइनिंग के समय आपको संगठन की संतुष्टि के लिए अपनी पहचान का प्रमाण प्रस्तुत करना होगा । कृपया ध्यान दें कि यदि आप नियुक्ति के इस प्रस्ताव की प्राप्ति के 10 दिनों के भीतर रिपोर्ट करने में विफल रहते हैं, तो यह प्रस्ताव स्वतः ही निरस्त हो जाएगा बशर्ते की सक्षम प्राधिकारी द्वारा उसे लिखित रूप में बढ़ाया न गया हो।

You will have to submit proof of identity to the satisfaction of the organisation at the time of joining. Please note that in case you fail to report within 10 days of the receipt of this offer of appointment, the same shall stand automatically cancelled unless extended in writing by the Competent Authority.

हम आपके इस महान संगठन का हिस्सा बनने का बेसब्री से इंतजार कर रहे हैं ।

We eagerly look forward to you becoming part of this great organisation.

*Wishing you a bright future ahead । आपके उज्ज्वल भविष्य की कामना के साथ,*

उप महाप्रबंधक (कार्मिक) / विभागाध्यक्ष (भर्ती)  
Dy. General Manager (Personnel) / HOD (Recruitment)

New Delhi

August 10, 2023

Akshita Ajitsariya

54-A, Hardware House, H.B Road

Fancy Bazaar

Guwahati – 781 001

Dear Akshita,

Welcome to Bookaroo. We are pleased to offer you the post of Research and Content Assistant, with effect from August 16, 2023.

Your main responsibility will be to assist the festival director in all work related to the successful organisation and execution of Bookaroo Children's Literature Festival in all its editions.


You will also take charge of content work for the website as well as social media interactions round the year and build-up for the festival as well as for events and sessions in Eureka Books. Any supplementary responsibilities will be communicated as and when they arise.

Your monthly gross salary will be Rs 10000 payable on the 7<sup>th</sup> of the following month for the first three months. This will be followed by a quarterly review in November 2023. Your annual reviews, thereafter, will begin from November 2024

We are delighted to have you on board and hope that you will grow into your responsibilities quickly and smoothly.

If, for any reason, this employment has to be terminated it shall be done after a one-month notice from each party.

Regards,



Venkatesh and Swati

Festival Director

Bookaroo Children's Literature Festival

Please confirm your acceptance by signing the copy of this letter.



# BE YOURSELF, MAKE A DIFFERENCE.



27-Jul-2023

C8208359



*\*For Accenture use only*

**Amrita Michelle Bhan**  
**Pocket-Q, 450, Dilshad Garden, 110095 110095**  
**Management Level - 13**  
**Sublevel - 3**

**Job Profile - Customer Service New Associate**  
**Job Family Group - Customer Services**  
**Business Deal - Digital Operations**

Dear **Amrita Michelle,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Gurugram**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

A handwritten signature in black ink, appearing to be "AMBL", written over a horizontal line.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

As a general requirement employees will be expected to work from office in the location tagged to their role: Tagged or base locations (unless changed) will be considered for all administrative & operational/official purposes, irrespective of any exceptions to work from remote. Exceptions, if any/granted, will be interim and temporary, and will be subject to review with HR/business, and based on your role, business, and client expectations. The Company reserves the right to ask you to come to office locations pursuant to our business needs and customer requirements. This offer is contingent to the above-mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 331760** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**Amrita Michelle**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **shikha.b.arya** at **8800755411** should you have anything you would like to discuss further.





We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

~~Amrita Michelle Bhan~~

[Insert full legal name]

Date: 4-8-2023

Candidate's signature



## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 286000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 286000	INR 331760

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 4800
Notional Insurance Premium paid by Company	INR 13700

(D)##Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

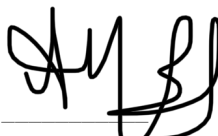
(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4200 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 286000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY23 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***





As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.



**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit





#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### **GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.



### **ANNEXURE 3**

#### **DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

**Amrita Michelle Bhan**

[Insert full legal name]

Date: **04-08-2023**





#### **ANNEXURE 4**

#### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.





**DELHI POLLUTION CONTROL COMMITTEE**

DEPARTMENT OF ENVIRONMENT (GOVT. OF DELHI)

4th & 5<sup>th</sup> FLOOR, ISBT BUILDING: KASHMERE GATE, DELHI 110006

No. DPCC/ (3) (2) (249)/Admn.-2020/180

Dated: 18/1/24

To

Mr/Ms. Buddh Prakash  
F-21, A Stret No-6 Delhi

**Sub: -Offer Letter for Engagement as Trainee in DPCC Purely on Temporary Basis.**

I am directed to inform that on the basis of written test held on 17.12.2023, you have been selected as a **Trainee for a initial period of six months purely on temporary basis and this does not confer any claim for any post in DPCC. The period of training shall automatically be terminated on the expiry of six months unless extended by the Competent Authority.** A consolidated stipend of Rs. 25,000/- p.m. (Rupees Twenty five Thousand only) will be paid during the training period.

You will have to give one month's notice in case of quitting in the midst of the training period, failing which an amount up to one month's stipend, may be recovered from the dues payable to you.

**You are requested to report to join DPCC latest by 29.01.2024, failure to which, this offer shall automatically be treated as cancelled.**

(Mangal Sain)

Administrative Officer

**Copy to:-**

1. P.A to MS (DPCC)
2. Guard File



CTC Annexure				
Emoluments for the Assistant Manager for Mohd Wasif				
COMPENSATION		P.A. (Rs)	P.M. (Rs)	
Basic		1,02,864	8,572	
Basket of Allowance		1,74,232	14,519	
Bank's PF Contribution		21,600	1,800	
Gratuity *		4,948	412	
Location Pay		25,716	2,143	
Statutory Bonus		16,800	1,400	
Total Fixed Pay		3,46,160	28,847	
Target Variable Pay		45,000		
Total Pay		3,91,160		
Benefits:				
Group Mediciam Policy and Term Life Insurance		12,488	-	
Loan Benefits		69,084	-	
Total Pay + Value of Benefits		4,72,732		
Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.				
Target Variable Pay stated above is for the financial year, however the actual payout will be prorated for number of days worked in the given financial year.				
Details of Benefits				
Loan Benefit Eligibility				
Type of Loan	Eligibility	Loan Amount (in Rs.)	Rate of Interest	Remarks
Housing Loan	Upon Confirmation	20,00,000	4% (Compound Int.)	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000	6% (Simple Int.)	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: Loan benefits cannot be encashed if not availed.				
Insurance Details				
Type of Insurance	Insurance Cover (in Rs)		Remarks	
Group Mediciam Insurance Policy	4,00,000		Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.	
Group Term Life Insurance Policy	50,00,000		Only employee is covered, a part of the annual premium is borne by the employee	
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.				
Mobile Benefit				
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.				
Gratuity *				
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.				
Provident Fund				
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.				
Voluntary Provident Fund (VPF)				

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

**Other Benefits**

**Variable Pay /  
Annual  
Incentive Plan  
(as may be  
applicable)**

Performance linked Variable Pay will be paid as per the Company's policy. The payout will be based both on individual performance and organization's performance.  
Employees who are part of incentive schemes will be eligible for payout as per applicable incentive scheme and Variable Pay will not be applicable.



{16-02-2023

{Ashu Kandu

Dear Ashu Kandu

**Sub: Appointment Letter**

We are pleased to offer you an appointment with **Genpact** ("Company") as **Process Associate** under the following terms and conditions:

#### **TERMS AND CONDITIONS**

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be {Noida Stellar IN - Office. 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.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

Ashu

Ashu (Feb 16, 2023 15:38 GMT+5.5)

6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.
8. Notice to terminate the services will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.
9. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
10. The company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
11. You will automatically retire on attaining the age of 60 years.
12. Whilst employed by the Company:
  - a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
  - b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
  - c. Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 8.

*Ashu*

Ashu (Feb 16, 2023 15:38 GMT+5.5)



- d. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
  - e. You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the company and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
  - f. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
13. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice period.
14. Upon separation from the Company on account of either resignation or termination or for any other reason, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.
15. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
16. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
17. 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 without any prior notice.
18. 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.
19. Any and all disputes arising in connection with the appointment letter and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Delhi** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of Courts at **Delhi**

*Ashu*

Ashu (Feb 16, 2023 15:38 GMT+5.5)

Your assignment is effective from 16-02-2023 .

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at **09:15 am** at **Noida Stellar IN - Office- Office**.

Warm regards,

**For Genpact**

**Accepted and Agreed**



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**Authorized Signatory**

**Human Resources:**

*Ashu*

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Ashu Kandu



## ANNEXURE I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving Letter from previous employer (last employment) only
  2. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one
  3. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948<sup>[1]</sup> Please check the Company policy for the applicable limit<sup>1</sup> you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - 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 family who are your dependents.
- \*Please check the Company policy for the applicable limit
4. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Date of joining & leaving from previous employer
    - e. Adhaar card copy

*Ashu*

Ashu (Feb 16, 2023 15:38 GMT+5.5)

**ANNEXURE – II**  
**COMPENSATION DETAIL**

**CoE: Genpact India**

**Designation: Process Associate**

<b>Name</b>	Ashu Kandub	
<b>Band</b>	5.5 A	
<b>Designation</b>	Process Associate	
<b>Location</b>	Noida Stellar IN - Office	
<b>Components</b>	<b>Amount (per month)</b>	<b>Amount (per annum)</b>
<b>Basic</b>	26750	321000
<b>Company Contribution to Provident Fund (PF)</b>	2550	30600
<b>Housing Rent Allowance</b>	4233	50800
<b>Fixed Pay</b>	33,533	4,02,400
<b>Annual Performance Bonus*</b>	INR 7,200/-	

<b>Performance Linked Incentive**</b>	<b>Amount (per annum)</b>
<b>Best Performer</b>	INR 48,000
<b>Average Performer</b>	INR 18,000
<b>Low Performer</b>	0

<b>Total Earning Potential</b>	<b>Amount (per annum)</b>
<b>Best Performer</b>	4,02,400
<b>Average Performer</b>	3,72,400
<b>Low Performer</b>	3,54,400
<b>Benefits</b>	<b>Amount (per annum)</b>
<b>Life Insurance Including Employee Deposit Linked Insurance Scheme (EDLIS)</b>	INR 20,01,000

*Ashu*

Ashu (Feb 16, 2023 15:38 GMT+5.5)



<b>Personal Accident/Disability Insurance (For Employee)</b>	INR 14,00,000
<b>Medical Insurance covering hospitalization (For Employee)</b>	INR 1,00,000
<b>Interest Free Soft Loan (Post 6 Months)</b>	INR 10,000
<b>Out Patient Medical Facilities at Office</b>	Free
<b>Company Contribution ESIC</b>	As per Act
<b>Gratuity</b>	12260
<b>Other Attractions</b>	
<b>Parichay (Employee Referral Scheme)</b>	As per scheme
<b>Rewards &amp; Recognition</b>	As per Performance
<b>Education@work : Professional advancement programmes</b>	As per scheme
<b>Concierge Services</b>	Subsidized Rates

Notes:

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with Business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) in such cases, Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

**Offer Date:** 16-02-2023

**Candidate Name:** Ashu Kandu



Ashu  
Ashu (Feb 16, 2023 15:38 GMT+5.3)

**Authorized Signatory**

**Candidate Signature**

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes
- Genpact provides the maternity benefits as per the Maternity Benefits Act, 1961, to all its eligible female employees. Basis the applicability of the Act and eligibility, you shall receive paid maternity leave, entitlements and other benefits available under the Acts and the Rules, therein, as more specifically mentioned in the Policies of the Company.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

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**Offer Date:** 16-02-2023



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**Authorized Signatory**

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**Candidate Name:** Ashu Kandru

*Ashu*

Ashu (Feb 16, 2023 15:38 GMT+5.5)

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**Candidate Signature**



## Internship agreement n° 116489 between (Convention de stage entre)

NB : for the sake of simplicity, the persons referred to in this document are designated "he".  
(Nota : pour faciliter la lecture du document, les mots "stagiaire", "enseignant référent", "tuteur de stage", "représentant légal", "étudiant" sont utilisés au masculin)

<b>1 - THE EDUCATIONAL or TRAINING INSTITUTION</b> (L'ETABLISSEMENT D'ENSEIGNEMENT OU DE FORMATION) <b>Name (Nom) :</b> Université Paris 1 Panthéon - Sorbonne <b>Address (Adresse) :</b> 75231 Paris <b>Phone :</b> <b>Represented by (agreement-signing party)</b> (Représenté par (signataire de la convention)) : Bruno NAZARET <b>Capacity of the representative</b> (Qualité du représentant) : Directeur de l'UFR <b>Department/UFR</b> (Composante/UFR) : MATHÉMATIQUES-INFORMATIQUE (UFR 27) : MASTER 2 <b>Address (if different from that of the institution)</b> (Adresse (si différente de celle de l'établissement)) : bureau 15 106-112 bd de l'Hôpital 75013 Paris <b>Phone :</b> 01 44 07 82 93 <b>email :</b> m2ufr27@univ-paris1.fr	<b>2 - HOST ORGANIZATION</b> (L'ORGANISME D'ACCUEIL) <b>Name (Nom) :</b> KOIS <b>Address (Adresse) :</b> Rue Gachard 88 1050 IXELLES BELGIQUE <b>Represented by (agreement-signing party)</b> (Représenté par (signataire de la convention)) : Mlle LANENS Ann <b>Capacity of the representative</b> (Qualité du représentant) : Office Manager <b>Department in which the internship will be conducted</b> (Service dans lequel le stage sera effectué) : FINANCE ADVISORY DIVISION <b>Phone :</b> +32 2 534 36 76 <b>email :</b>
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<b>3 - THE INTERN</b> (LE STAGIAIRE) <b>Last Name (Nom) :</b> AGARWAL <b>First name (Prénom) :</b> Aman <b>Sex :</b> M <b>Date of Birth (Né le) :</b> 30/08/2001 <b>Student ID</b> (Numéro d'étudiant) : 12222507 <b>Address (Adresse) :</b> Brussels 1050 Ixelles Belgium <b>Phone :</b> <b>Portable :</b> +33745079192 <b>email :</b> Aman.Agarwal@etu.univ-paris1.fr <b>TITLE OF INTERNSHIP OR TRAINING COURSE TAKEN AT THE INSTITUTION OF HIGHER EDUCATION, AND HOUR VOLUME (ANNUAL OR HALF-YEARLY) :</b> (INTITULÉ DE LA FORMATION OU DU CURSUS SUIVI DANS L'ÉTABLISSEMENT D'ENSEIGNEMENT SUPÉRIEUR ET VOLUME HORAIRE (ANNUEL OU SEMESTRIEL)) Master 2 Indifférencié Modélisation et Méthodes Mathématiques en Economie et Finance <b>Hour volume of internship</b> (Nombre d'heures de formation) : 200+
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<b>SUBJECT OF INTERNSHIP</b> (SUJET DE STAGE) : Innovative Finance Intern <b>Dates : From (Du)</b> 02/04/2024 <b>To (Au)</b> 01/10/2024 <b>Corresponding to 912 hours of attendance at the host organization</b> (correspondant à ... heures de présence effective dans l'organisme d'accueil) <b>and corresponding to</b> (et correspondant à) 5 month(s) 20 day(s) and 2 hour(s) (... mois ... jours ... heures) <b>Comments</b> (Commentaire) :
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<b>SUPERVISION OF INTERN BY THE EDUCATIONAL INSTITUTION</b> (ENCADREMENT DU STAGIAIRE PAR L'ETABLISSEMENT D'ENSEIGNEMENT) <b>First and Last name of academic advisor</b> (Nom et prénom de l'enseignant référent) : QU Xiangyu <b>Position (or discipline)</b> (Fonction (ou discipline)) : teacher <b>Phone :</b> <b>email :</b> Xiangyu.Qu@univ-paris1.fr	<b>SUPERVISION OF INTERN BY THE HOST ORGANIZATION</b> (ENCADREMENT DU STAGIAIRE PAR L'ORGANISME D'ACCUEIL) <b>Full name of training supervisor</b> (Nom et prénom du tuteur de stage) : MIURA Alexandre <b>Position</b> (Fonction) : Associate <b>Phone :</b> +33684051410 <b>email :</b> alexandre.miura@koisinvest.com
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Primary health insurance agency to contact in case of accident (corresponds to intern's place of residence, unless otherwise specified) (Caisse Primaire d'Assurance Maladie à contacter en cas d'accident (lieu de domicile de l'étudiant sauf exception)) : <b>Marsh Insurance, Europ Assistance SA, Underwritten by Irish Branch, Ground Floor, Central Quay, Block B, Riverside IV, Sir John Rogerson's Quay, Dublin 2, D02 RR77, Ireland</b>
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## Article 1 - Purpose of the Agreement

This Agreement governs the host organization's relationship with the educational institution and the intern.

### Article 1 - *Objet de la convention*

*La présente convention règle les rapports de l'organisme d'accueil avec l'établissement d'enseignement et le stagiaire.*

## Article 2 - Objective of the internship

The internship is a temporary period of work in a professional environment, where the student will acquire professional skills and put into practice the knowledge gained from his education in view of earning a diploma or certificate, and facilitating his professional integration. The intern will be given one or more tasks, in conformance with the educational plan established by the educational institution and approved by the host organization.

The educational institution and the host organization will establish the schedule based on the general training program being offered

### ACTIVITIES ASSIGNED :

Contribute to the design and structuring of innovative impact finance products to fund social and environmental initiatives, such as Social Impact Bonds and Development Impact Bonds. Conduct in-depth data and policy analyses on key issues, such as job market integration and livelihood programs, menstrual hygiene management in developing countries, and water security and energy access in conflict zones. Support business development efforts by assisting in the creation of presentations, investment pitches, and the research of new investment opportunities. Support business development efforts by assisting in the creation of presentations, investment pitches, and the research of new investment opportunities.

### SKILLS TO BE ACQUIRED OR DEVELOPED :

Experience in financial analysis and consulting as well as in-depth knowledge of topics related to KOIS's work. Proficiency in the Microsoft Office suite, particularly in Excel and PowerPoint. An entrepreneurial and proactive work style. A rigorous and analytical mindset. A strong and demonstrable commitment to creating a positive impact. Excellent written and verbal communication skills. Working proficiency in English

### Article 2 - *Objectif du stage*

*Le stage correspond à une période temporaire de mise en situation en milieu professionnel au cours de laquelle l'étudiant acquiert des compétences professionnelles et met en œuvre les acquis de sa formation en vue de l'obtention d'un diplôme ou d'une certification et de favoriser son insertion professionnelle. Le stagiaire se voit confier une ou des missions conformes au projet pédagogique défini par son établissement d'enseignement et approuvées par l'organisme d'accueil. Le programme est établi par l'établissement d'enseignement et l'organisme d'accueil en fonction du programme général de la formation dispensée.*

### ACTIVITÉS CONFIÉES : ...

### Compétences à acquérir ou à développer : ...

## Article 3 - Terms of internship

The weekly duration of the intern's presence at the host organization will be **38.00** hours, on a **Full time basis**.

If the intern's presence at the host organization is to be required at night, or on Sunday or during a public holiday, specify the specific cases :

### Article 3 - *Modalités du stage*

*La durée hebdomadaire de présence du stagiaire dans l'organisme d'accueil sera de ... heures sur la base d'un temps complet/ temps partiel (rayer la mention inutile).*

*Si le stagiaire doit être présent dans l'organisme d'accueil la nuit, le dimanche ou un jour férié, préciser les cas particuliers : .....*

## Article 4 - Intern hosting and supervision

The intern will be supervised by his academic advisor, as designated in this agreement, as well as by the institution's internship program office.

The internship supervisor appointed by the host organization in this Agreement shall be responsible for supervising the intern and ensuring optimal conditions for the execution of the internship in accordance with the specified educational

## (Article 4 continued)

The host organization may permit the intern to travel.

Any difficulties encountered in the execution and progress of the internship, whether observed by the intern or by the internship supervisor, must be brought to the attention of the academic advisor and the educational institution so that the issue can be resolved as quickly as possible

SUPERVISORY PROCEDURES (visits, scheduled telephone calls, etc.) :

### Article 4 - *Accueil et encadrement du stagiaire*

*Le stagiaire est suivi par l'enseignant référent désigné dans la présente convention ainsi que par le service de l'établissement en charge des stages.*

*Le tuteur de stage désigné par l'organisme d'accueil dans la présente convention est chargé d'assurer le suivi du stagiaire et d'optimiser les conditions de réalisation du stage conformément aux stipulations pédagogiques définies.*

## Article 5 - Stipend - Benefits

In France, whenever an internship is to have a duration greater than two months, whether they run consecutively or not, a stipend must be paid, except as provided under special regulations applicable for certain French overseas collectivities or for internships covered by article L4381-1 of the Public Health Code.

The amount of the hourly stipend shall be 15% of the hourly ceiling for social security established pursuant to article L.241-3 of the Social Security Code. A sector-specific convention or labor agreement may set an amount greater than that rate.

Stipends payable by an organization under public law may not be combined with any remuneration to be paid by the same organization during the relevant period.

Stipends are payable without prejudice to any reimbursement of expenses incurred by the intern for purposes of his internship, or any benefits offered for meals, accommodations and transportation.

The organization may decide to pay a stipend for internships with a duration of two months or less.

In case of a suspension or termination of this agreement, the amount of the stipend due to the intern shall be prorated based on the duration of the internship conducted.

Internship durations qualifying for the payment of a stipend are determined in consideration of this agreement and any amendments thereto, as well as the number of days of the intern's physical presence within the organization.

THE AMOUNT OF THE STIPEND is set at **997.10** euros Brut per mois .

Method of payment : Virement bancaire

### Article 5 - *Gratification - Avantages*

*En France, lorsque la durée du stage est supérieure à deux mois consécutifs ou non, celui-ci fait obligatoirement l'objet d'une gratification, sauf en cas de règles particulières applicables dans certaines collectivités d'outre-mer françaises et pour les stages relevant de l'article L4381-1 du code de la santé publique.*

*Le montant horaire de la gratification est fixé à 15% du plafond horaire de la sécurité sociale défini en application de l'article L.241-3 du code de la sécurité sociale. Une convention de branche ou un accord professionnel peut définir un montant supérieur à ce taux.*

*La gratification due par un organisme de droit public ne peut être cumulée avec une rémunération versée par ce même organisme au cours de la période concernée.*

*La gratification est due sans préjudice du remboursement des frais engagés par le stagiaire pour effectuer son stage et des avantages offerts, le cas échéant, pour la restauration, l'hébergement, et le transport.*

*L'organisme peut décider de verser une gratification pour les stages dont la durée est inférieure ou égale à deux mois.*

*En cas de suspension ou de résiliation de la présente convention, le montant de la gratification due au stagiaire est proratisé en fonction de la durée du stage effectué.*

*La durée donnant droit à gratification s'apprécie compte tenu de la présente convention et de ses avenants éventuels, ainsi que du nombre de jours de présence effective du stagiaire dans l'organisme.*

LE MONTANT DE LA GRATIFICATION est fixé à ... euros Brut par mois.

Mode de versement de la gratification : ...

AUTRES AVANTAGES ACCORDES : .....



requirements.

The intern shall be permitted to return to his educational institution during the internship period in order to take the courses specifically required by the program, or to attend meetings; the institution shall notify the host organization of the corresponding dates.

## Article 6 - Social Welfare Coverage Framework

For the duration of his internship, the intern shall remain covered under his previous former social welfare protection framework.

Internships conducted abroad shall be reported to the Social Security administration when required, prior to the intern's departure.

For internships conducted abroad, the following provisions shall apply, subject to their conformance with the legislation in effect in the host country and the laws governing the host organization.

### Article 6 - Régime de protection sociale

*Pendant la durée du stage, le stagiaire reste affilié à son régime de Sécurité sociale antérieur. Les stages effectués à l'étranger sont signalés préalablement au départ du stagiaire à la Sécurité sociale lorsque celle-ci le demande.*

*Pour les stages à l'étranger, les dispositions suivantes sont applicables sous réserve de conformité avec la législation du pays d'accueil et de celle régissant le type d'organisme d'accueil.*

## 6.1 Maximum stipend of 15% of the hourly ceiling for social security:

The stipend is not subject to payroll tax.

The intern shall have the benefit of the legislation on workplace accidents, under the students' framework set forth in article L.412-8 no. 2 of the Social Security code.

If accidents impacting the intern occur, either during his activities within the organization, or during his commute, or on premises used for the purposes of the internship, and also for students of medicine, dental surgery, or pharmacy without hospital-staff status, engaged in an internship conducted under the conditions provided in item b of the 2nd section of Article L.412-8, the host organization shall send a statement to the Primary Health Insurance Agency or appropriate agency (see address on page 1), indicating the educational institution as the employer, and shall send a copy to the educational institution as well.

### 6.1 - Gratification d'un montant maximum de 15% du plafond horaire de la Sécurité sociale :

*La gratification n'est pas soumise à cotisation sociale.*

*Le stagiaire bénéficie de la législation sur les accidents de travail au titre du régime étudiant de l'article L.412-8 2° du code de la Sécurité sociale.*

*En cas d'accident survenant au stagiaire soit au cours d'activités dans l'organisme, soit au cours du trajet, soit sur les lieux rendus utiles pour les besoins du stage et pour les étudiants en médecine, en chirurgie dentaire ou en pharmacie qui n'ont pas un statut hospitalier pendant le stage effectué dans les conditions prévues au b du 2e de l'article L.412-8, l'organisme d'accueil envoie la déclaration à la Caisse Primaire d'Assurance Maladie ou la caisse compétente (voir adresse en page 1) en mentionnant l'établissement d'enseignement comme employeur, avec copie à l'établissement d'enseignement.*

## 6.2 Stipend greater than 15% of the hourly ceiling for social security:

Payroll taxes are calculated based on the difference between the amount of the stipend and 15% of the hourly ceiling for social security.

The student shall have the benefit of legal coverage under the provisions of L.411-1 et seq. of the social security code. If accidents impacting the intern occur, either during his activities within the organization, or during his commute, or on premises used for the purposes of the internship, the host organization shall handle the necessary formalities with the Primary Health Insurance Agency and shall inform the institution as soon as possible.

### 6.2 - Gratification supérieure à 15 % du plafond horaire de la Sécurité sociale :

*Les cotisations sociales sont calculées sur le différentiel entre le montant de la gratification et 15 % du plafond horaire de la Sécurité sociale.*

*L'étudiant bénéficie de la couverture légale en application des dispositions des articles L.411-1 et suivants du code de la Sécurité sociale. En cas d'accident survenant au stagiaire soit au cours des activités dans l'organisme, soit au cours du trajet, soit sur des lieux rendus utiles pour les besoins de son stage, l'organisme d'accueil effectue toutes les démarches nécessaires auprès de la Caisse Primaire d'Assurance Maladie et informe l'établissement dans les meilleurs délais.*

## 6.3 - Health Insurance for interns working abroad

### 1) Coverage originating in the French students' coverage framework

- for internships within the European Economic Area (EEA) conducted by nationals of a State of the European Union or of Norway, Iceland, Liechtenstein or Switzerland, or of any another State (in the latter case this provision shall not apply for internships in Denmark, Norway, Iceland, Liechtenstein or Switzerland), students must apply for a European Health Insurance Card (EHIC).

- for internships conducted in Quebec by students of French nationality, students must request form SE401Q (104 for internships at companies, and 106 for university internships);

- In all other cases, students who incur medical expenses may be reimbursed by the mutual insurance company serving as their student Social Security Agency, upon their return and upon presentation of receipts: reimbursement shall then be provided carried out on the basis of French healthcare rates. Significant differences may exist between the costs incurred and the French rates serving as the basis for reimbursement. It is strongly advised that students to take out specific additional health insurance coverage valid for the country in question and for the duration of their internships, the course, from the insurance company of their choice (students' mutual insurance, parents' mutual insurance, ad hoc private company, etc.), or, possibly, after checking the extent of the guarantees proposed, from the host organization if it provides health coverage to interns under local law (see item 2 below).

### 2) Social welfare protection from the host organization

By checking the appropriate box below, the host organization indicates whether it provides health insurance coverage to the intern under local law:

☐ **YES** : This coverage is in addition to the maintenance abroad of rights granted under French law

☐ **NO** : coverage is thus exclusively provided from the maintenance abroad of the rights granted under the French student coverage framework).

If neither box is checked, item 6.3-1 shall apply.

## 6.3 - Protection maladie du stagiaire à l'étranger

### 1) Protection issue du régime étudiant français

- pour les stages au sein de l'Espace Economique Européen (EEE) effectués par des ressortissants d'un Etat de l'Union Européenne, ou de la Norvège, de l'Islande, du Liechtenstein ou de la Suisse, ou encore de tout autre Etat (dans ce dernier cas, cette disposition n'est pas applicable pour un stage au Danemark, Norvège, Islande, Liechtenstein ou Suisse), l'étudiant doit demander la Carte Européenne d'Assurance Maladie (CEAM).

- pour les stages effectués au Québec par les étudiants de nationalité française, l'étudiant doit demander le formulaire SE401Q (104 pour les stages en entreprises, 106 pour les stages en universités) ;

- dans tous les autres cas les étudiants qui engagent des frais de santé peuvent être remboursés auprès de la mutuelle qui leur tient lieu de Caisse de Sécurité Sociale Étudiante, au retour et sur présentation des justificatifs : le remboursement s'effectue alors sur la base des tarifs de soins français. Des écarts importants peuvent exister entre les frais engagés et les tarifs français, base du remboursement. Il est donc fortement conseillé aux étudiants de souscrire une assurance maladie complémentaire spécifique, valable pour le pays et la durée du stage, auprès de l'organisme d'assurance de son choix (mutuelle étudiante, mutuelle des parents, compagnie privée ad hoc...) ou, éventuellement et après vérification de l'étendue des garanties proposées, auprès de l'organisme d'accueil si celui-ci fournit au stagiaire une couverture maladie en vertu du droit local (voir 2e ci-dessous).

2) Protection sociale issue de l'organisme d'accueil  
En cochant la case appropriée, l'organisme d'accueil indique ci-après s'il fournit une protection Maladie au stagiaire, en vertu du droit local :

- **OUI** : cette protection s'ajoute au maintien, à l'étranger, des droits issus du droit français.

- **NON** : la protection découle alors exclusivement du maintien, à l'étranger, des droits issus du régime français étudiant.

Si aucune case n'est cochée, le 6.3-1 s'applique.



#### 6.4 - Workplace Accident Coverage for interns abroad

1) In order to benefit from French legislation providing coverage for workplace accidents, this internship must:

- have a duration not exceeding six months, including any extensions;
- not include any remuneration that may tend to qualify for rights to workplace accident protection in the host country; compensations or stipends are acceptable, up to the limit of 15% of the hourly ceiling for social security (see point 5), and subject to approval by the Primary Health Insurance Agency of a request for the maintenance of such rights;
- take place exclusively within the organization signing this agreement;
- take place exclusively in the abovementioned foreign host country.

When these conditions are not met, the host organization undertakes to contribute to the intern's welfare protection and make the necessary declarations in case of workplace accidents.

2) The workplace accident statement is the responsibility of the educational institution, which must be informed of such events in writing within 48 hours by the host organization.

3) The coverage concerns accidents occurring:

- within the internship location and during internship working hours,
- on the normal commute to and from the intern's residence in the foreign nation and the internship location,
- as part of an assignment provided by the intern's host organization upon formal assignment mandate,
- during the first trip from his domicile to his place of residence during the internship (travel on the internship start date),
- during the final return trip from his residence during the internship to his personal domicile.

4) In the event that one of the conditions set forth in section 6.4-1 / is not satisfied, the host organization commits to cover the intern for the risks of workplace accidents, travel accidents, and occupational disease, and provide all the necessary statements of coverage.

5) In all cases:

- if the student is the victim of a workplace accident during his internship, the host organization must immediately notify the educational institution of the accident;
- if the student performs limited assignments outside of the host organization or outside of the internship country, the host organization must take all necessary steps to provide him with the appropriate insurance.

#### 6.4 - Protection Accident du Travail du stagiaire à l'étranger

1) Pour pouvoir bénéficier de la législation française sur la couverture accident de travail, le présent stage doit :

- être d'une durée au plus égale à 6 mois, prolongations incluses ;
- ne donner lieu à aucune rémunération susceptible d'ouvrir des droits à une protection accident de travail dans le pays d'accueil ; une indemnité ou gratification est admise dans la limite de 15% du plafond horaire de la sécurité sociale (cf point 5), et sous réserve de l'accord de la Caisse Primaire d'Assurance Maladie sur la demande de maintien de droit ;
- se dérouler exclusivement dans l'organisme signataire de la présente convention ;
- se dérouler exclusivement dans le pays d'accueil étranger cité.

Lorsque ces conditions ne sont pas remplies, l'organisme d'accueil s'engage à cotiser pour la protection du stagiaire et à faire les déclarations nécessaires en cas d'accident de travail.

2) La déclaration des accidents de travail incombe à l'établissement d'enseignement qui doit en être informé par l'organisme d'accueil par écrit dans un délai de 48 heures.

3) La couverture concerne les accidents survenus :

- dans l'enceinte du lieu du stage et aux heures du stage,
- sur le trajet aller-retour habituel entre la résidence du stagiaire sur le territoire étranger et le lieu du stage,
- dans le cadre d'une mission confiée par l'organisme d'accueil du stagiaire et obligatoirement par ordre de mission,
- lors du premier trajet pour se rendre depuis son domicile sur le lieu de sa résidence durant le stage (déplacement à la date du début du stage),
- lors du dernier trajet de retour depuis sa résidence durant le stage à son domicile personnel.

(article 6.4 suite)

4) Pour le cas où l'une seule des conditions prévues au point 6.4-1) n'est pas remplie, l'organisme d'accueil s'engage à couvrir le stagiaire contre le risque d'accident de travail, de trajet et les maladies professionnelles et à en assurer toutes les déclarations nécessaires.

5) Dans tous les cas :

- si l'étudiant est victime d'un accident de travail durant le stage, l'organisme d'accueil doit impérativement signaler immédiatement cet accident à l'établissement d'enseignement ;
- si l'étudiant remplit des missions limitées en dehors de l'organisme d'accueil ou en dehors du pays du stage, l'organisme d'accueil doit prendre toutes les dispositions nécessaires pour lui fournir les assurances appropriées.

#### Article 7 - Liability and Insurance

The host organization and the intern declare that they possess civil liability coverage.

For internships abroad or in overseas territories, the intern agrees to take out a travel assistance insurance contract (repatriation for health reasons, legal assistance, etc.) and an individual accident insurance policy.

When the host organization makes a vehicle available to the intern, it is its responsibility to check beforehand that the car's insurance policy includes coverage for its use by a student.

When the student is to use his own vehicle or a vehicle loaned by a third party for purposes of his internship, he shall expressly inform the insurer of the vehicle and, where applicable, pay the corresponding premium.

#### Article 7 - Responsabilité et assurance

L'organisme d'accueil et le stagiaire déclarent être garantis au titre de la responsabilité civile.

Pour les stages à l'étranger ou outre-mer, le stagiaire s'engage à souscrire un contrat d'assistance (rapatriement sanitaire, assistance juridique...) et un contrat d'assurance individuel accident.

Lorsque l'organisme d'accueil met un véhicule à la disposition du stagiaire, il lui incombe de vérifier préalablement que la police d'assurance du véhicule couvre son utilisation par un étudiant.

Lorsque dans le cadre de son stage, l'étudiant utilise son propre véhicule ou un véhicule prêté par un tiers, il déclare expressément à l'assureur dudit véhicule et, le cas échéant, s'acquitte de la prime y afférente.

#### Article 8 - Discipline

The intern shall be subject to the applicable internal disciplinary and regulatory terms, of which he shall be made aware prior to the start of the internship, particularly in regard to schedules and to the health and safety regulations in effect at the host organization.

Disciplinary sanctions may only be imposed by decision of the educational institution. In such case, the host organization shall inform the academic advisor and the institution of the non-compliance and shall provide any supporting evidence.

In case of a particularly serious breach of discipline, the host organization reserves the right to terminate the internship, while respecting the provisions set forth in article 9 of this agreement.

#### Article 8 - Discipline

Le stagiaire est soumis à la discipline et aux clauses du règlement intérieur qui lui sont applicables et qui sont portées à sa connaissance avant le début du stage, notamment en ce qui concerne les horaires et les règles d'hygiène et de sécurité en vigueur dans l'organisme d'accueil.

Toute sanction disciplinaire ne peut être décidée que par l'établissement d'enseignement. Dans ce cas, l'organisme d'accueil informe l'enseignant référent et l'établissement des manquements et fournit éventuellement les éléments constitutifs.

En cas de manquement particulièrement grave à la discipline, l'organisme d'accueil se réserve le droit de mettre fin au stage tout en respectant les dispositions fixées à l'article 9 de la présente convention.

#### Article 9 - Leave - Internship Interruption

In France (except as provided under special regulations applicable for certain French overseas collectivities or for organizations under public law), in case of pregnancy, paternity or adoption, the intern shall be granted time off and leaves of absence for a period equivalent to that granted to employees under articles L.1225-16 to L.1225-28, L.1225-35, L.1225-37, and L.1225-46 the labor code.

Time off or leaves of absence are possible for internships lasting more than 2 months but less than 6 months.

NUMBER OF DAYS OF AUTHORIZED LEAVE / or terms of time off and leaves of absence during the internship :

.....

### **(article 9 continued)**

The host organization shall notify the educational institution of any other temporary interruption of the internship (illness, unjustified absence, etc.) by mail.

Notice of any interruption of the internship shall be provided to the other parties to the agreement and the academic advisor. A validation procedure shall be implemented by the educational institution as needed. A postponement of the internship end date is possible, if approved by the parties to the agreement, so as to permit the full duration of the internship as originally planned. This postponement will be the subject of an amendment to the internship agreement.

If a joint request is made by the host organization and the intern to extend the duration of the internship up to the maximum duration prescribed by law (6 months), an amendment may be made to the agreement.

If any of the three parties (host organization, intern, educational institution) wish to put an end to the internship, such party must immediately inform the other two parties in writing. The reasons given will be examined in close consultation. The definitive decision to terminate the internship shall be made at the end of this consultation phase.

### **Article 9 - Congés - Interruption du stage**

*En France (sauf en cas de règles particulières applicables dans certaines collectivités d'outre-mer françaises ou dans les organismes de droit public), en cas de grossesse, de paternité ou d'adoption, le stagiaire bénéficie de congés et d'autorisations d'absence d'une durée équivalente à celle prévues pour les salariés aux articles L.1225-16 à L.1225-28, L.1225-35, L.1225-37, L.1225-46 du code du travail.*

*Pour les stages dont la durée est supérieure à deux mois et dans la limite de la durée maximale de 6 mois, des congés ou autorisations d'absence sont possibles.*

**NOMBRE DE JOURS DE CONGES AUTORISES** / ou modalités des congés et autorisations d'absence durant le stage : ...

*Pour toute autre interruption temporaire du stage (maladie, absence injustifiée...) l'organisme d'accueil avertit l'établissement d'enseignement par courrier.*

*Toute interruption du stage, est signalée aux autres parties à la convention et à l'enseignant référent. Une modalité de validation est mise en place le cas échéant par l'établissement. En cas d'accord des parties à la convention, un report de la fin du stage est possible afin de permettre la réalisation de la durée totale du stage prévue initialement. Ce report fera l'objet d'un avenant à la convention de stage.*

*Un avenant à la convention pourra être établi en cas de prolongation du stage sur demande conjointe de l'organisme d'accueil et du stagiaire, dans le respect de la durée maximale du stage fixée par la loi (6 mois).*

*En cas de volonté d'une des trois parties (organisme d'accueil, stagiaire, établissement d'enseignement) d'arrêter le stage, celle-ci doit immédiatement en informer les deux autres parties par écrit. Les raisons invoquées seront examinées en étroite concertation. La décision définitive d'arrêt du stage ne sera prise qu'à l'issue de cette phase de concertation.*

### **Article 10 - Duty of discretion and confidentiality**

The duty of confidentiality must at all times be observed, with its specific aspects taken into account by the host organization. The intern commits to refrain from using the information collected or obtained by him, under any circumstances, for purposes of publication or disclosure to third parties without prior consent of the host organization, including in the internship report. This commitment applies not only to the internship period but shall extend after its conclusion as well. The intern commits to not retain, remove, or copy any documents or software of any kind belonging to the host organization, except upon prior approval from the latter.

For purposes of preserving the confidentiality of the information contained in the internship report, the host organization may request a restriction on the distribution of the report, or the removal of certain confidential information.

Persons with a need to know shall be constrained by commitments to professional secrecy to refrain from any use or disclosure of the information in the report.

### **Article 10 - Devoir de réserve et confidentialité**

*Le devoir de réserve est de rigueur absolue et apprécié par l'organisme d'accueil compte-tenu de ses spécificités. Le stagiaire prend donc l'engagement de n'utiliser en aucun cas les informations recueillies ou obtenues pour en faire publication, communication à des tiers sans accord préalable de l'organisme d'accueil, y compris le rapport de stage.*

**(Article 10 suite)** *Cet engagement vaut non seulement pour la durée du stage mais également après son expiration. Le stagiaire s'engage à ne conserver, emporter, ou prendre copie d'aucun document ou logiciel, de quelque nature que ce soit, appartenant à l'organisme d'accueil, sauf accord de ce dernier.*

*Dans le cadre de la confidentialité des informations contenues dans le rapport de stage, l'organisme d'accueil peut demander une restriction de la diffusion du rapport, voire le retrait de certains éléments confidentiels. Les personnes amenées à en connaître sont contraintes par le secret professionnel à n'utiliser ni ne divulguer les informations du rapport.*

### **Article 11 - Intellectual Property**

In accordance with the code of intellectual property, if the intern's activities result in the creation of a work protected by copyright or industrial property (including software), and the host organization wishes to make use of such work with the intern's approval, a contract must be signed between the intern (the author) and the host organization.

The contract must specifically include the extent of the rights to be transferred, any possible exclusivity requirements, the intended use, the media used, and the duration of the transfer of rights, as well as, if applicable, the amount of compensation due to the intern for the transfer. This clause shall apply regardless of the host organization's business structure.

### **Article 11 - Propriété intellectuelle**

*Conformément au code de la propriété intellectuelle, dans le cas où les activités du stagiaire donnent lieu à la création d'une œuvre protégée par le droit d'auteur ou la propriété industrielle (y compris un logiciel), si l'organisme d'accueil souhaite l'utiliser et que le stagiaire en est d'accord, un contrat devra être signé entre le stagiaire (auteur) et l'organisme d'accueil.*

*Le contrat devra alors notamment préciser l'étendue des droits cédés, l'éventuelle exclusivité, la destination, les supports utilisés et la durée de la cession, ainsi que, le cas échéant, le montant de la rémunération due au stagiaire au titre de la cession. Cette clause s'applique quel que soit le statut de l'organisme d'accueil.*

### **Article 12 - End of internship - Report - Evaluation**

1) **Internship certificate** : at the end of the internship, the host organization shall issue a certificate, a template for which is included as an appendix hereto, indicating as a minimum the effective duration of the internship, and, if applicable, the amount of the stipend paid. The intern will need to produce this certificate as supporting documentation in applying for benefits under the general retirement insurance framework, as provided under article L.351-17 of the social security code;

2) **Internship Quality** : Once the internship has ended, the parties to this agreement are invited to submit an assessment of the quality of the internship. The intern will send a document to the appropriate department of the educational institution in which he will evaluate the quality of the reception he was given by the host organization. This document will not be taken into consideration in his evaluation, or in awarding his diploma or certificate.

3) **Evaluation of the intern's activity** : Once the internship has ended, the host organization shall fill out an assessment form on the intern's activity, which it will return to the academic advisor (or specify form attached or assessment procedures previously established in cooperation with the academic advisor).

4) **Educational Assessment Procedures** : The intern shall ( *specify the nature of the work to be provided - report, etc. - possibly by including an attachment* ) : **Rapport de Stage, Rapport de Stage**

**NUMBER OF ECTS (if applicable): 20.00**

5) Neither the academic supervisor from the host organization, nor any member of the host organization invited to visit the educational institution for purposes of the preparation, conduct and validation of the internship, may assert any claim for reimbursement or compensation from the educational institution.

### **Article 12 - Fin de stage - Rapport - Evaluation**

1) **Attestation de stage** : à l'issue du stage, l'organisme d'accueil délivre une attestation dont le modèle figure en annexe, mentionnant au minimum la durée effective du stage et, le cas échéant, le montant de la gratification perçue. Le stagiaire devra produire cette attestation à l'appui de sa demande éventuelle d'ouverture de droits au régime général d'assurance vieillesse prévue à l'art. L.351-17 du code de la sécurité sociale.



**(Article 12 suite)**

2) Qualité du stage : à l'issue du stage, les parties à la présente convention sont invitées à formuler une appréciation sur la qualité du stage. Le stagiaire transmet au service compétent de l'établissement d'enseignement un document dans lequel il évalue la qualité de l'accueil dont il a bénéficié au sein de l'organisme d'accueil. Ce document n'est pas pris en compte dans son évaluation ou dans l'obtention du diplôme ou de la certification.

3) Évaluation de l'activité du stagiaire : à l'issue du stage, l'organisme d'accueil renseigne une fiche d'évaluation de l'activité du stagiaire qu'il retourne à l'enseignant référent (ou préciser si fiche annexe ou modalités d'évaluation préalablement définies en accord avec l'enseignant référent).

4) Modalités d'évaluation pédagogiques : **Rapport de Stage, Rapport de Stage**

NOMBRE D'ECTS (le cas échéant) : ...

5) Le tuteur de l'organisme d'accueil ou tout membre de l'organisme d'accueil appelé à se rendre dans l'établissement d'enseignement dans le cadre de la préparation, du déroulement et de la validation du stage ne peut prétendre à une quelconque prise en charge ou indemnisation de la part de l'établissement d'enseignement.

**Article 13 - Applicable law - Competent courts**

This agreement shall be governed exclusively by French law. Any disputes that cannot be amicably resolved shall be subject to the jurisdiction of the competent French courts.

**Article 13 - Droit applicable - Tribunaux compétents**

La présente convention est régie exclusivement par le droit français. Tout litige non résolu par voie amiable sera soumis à la compétence de la juridiction française compétente.

MADE IN (FAIT À) ..... THIS DAY THE (LE) .....

**FOR THE EDUCATIONAL INSTITUTION**

(POUR L'ÉTABLISSEMENT D'ENSEIGNEMENT)

Signatory for the management centre, by delegation, **Bruno NAZARET**

(Viseur du centre, par délégation,)

**FOR THE HOST ORGANIZATION**

(POUR L'ORGANISME D'ACCUEIL)

**Ann LANENS**

**INTERN (AND LEGAL REPRESENTATIVE IF ANY)**

(STAGIAIRE (ET SON REPRESENTANT LEGAL LE CAS ECHEANT))

**Aman AGARWAL**



**The internship supervisor for the host organization**

(LE TUTEUR DE STAGE DE L'ORGANISME D'ACCUEIL)

**Alexandre MIURA**

**The intern's academic advisor**

(L'ENSEIGNANT REFERENT DU STAGIAIRE)

**Xiangyu QU**

**Forms to be attached to this agreement:**

(Fiches à annexer à la conventions)

**1) Internship certificate (following page)**

(Attestation de stage (page suivante))

**2) Foreign internship form (for information regarding social security, see the website [cleiss.fr](http://cleiss.fr); for country-specific documentation see the website [diplomatie.gouv.fr](http://diplomatie.gouv.fr))**

(Fiche de stage à l'étranger (pour informations sécurité sociale voir site [cleiss.fr](http://cleiss.fr), pour fiche pays voir site [diplomatie.gouv.fr](http://diplomatie.gouv.fr)))

**3) Other appendices (if any)**

(Autres annexes (le cas échéant))



No. 05/R/2606/2023  
Date: 06<sup>th</sup> November, 2023

To,

**BRIJESH KUMAR SINGH**  
ROOM 51 B  
GWYER HALL DELHI UNIVERSITY  
DELHI-110007 (Delhi)  
Email: -brijeshclc@gmail.com

**Subject: Letter of appointment for the post of Assistant Professor(EWS) in the Department of Law, University of Allahabad, Prayagraj.**

Dear Sir/Madam,

With reference to your application submitted against Advertisement No. UoA/Asst. Prof./01/2021 and the subsequent interview held on 13th October, 2023 for appointment against the above mentioned post.

This is to inform that on the basis of the recommendation of the Selection Committee held on 13th October, 2023 and approved by the Executive Council in its meeting held on 06/11/2023, the Hon'ble Vice Chancellor is pleased to appoint you as Assistant Professor(EWS) in the Department of Law, University of Allahabad, in the **Academic Level 10 and Cell 1** in addition to DA, TA, HRA, etc. as per rules.

The appointment on the said post is subject to the following terms & conditions:-

1. You will be on probation for a period of 1+1 year from the date of joining, which may be extended at the discretion of the competent authority. On satisfactory completion of probation period, you will be considered for confirmation against the said post.
2. On joining the post, you will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
3. If you claim to belong to a Scheduled Caste, Scheduled Tribe, Other Backward Classes, EWS & PWD, you have to produce a certificate issued in the prescribed form by any of the Judicial/Revenue Authorities mentioned therein. You should note that your appointment will be provisional and is subject to verification of the Caste/Tribe/EWS/PWD Certificate and other relevant documents through proper channels and that if the claim to belong to SC/ST/OBC/EWS/PWD is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for producing false certificate.
4. Other terms and conditions of your service shall be governed by the Act Statutes and Ordinance of the University of Allahabad as amended from time to time.
5. This offer of appointment is further subject to Police Verification of your antecedent and Character and production of a medical certificate of fitness by the Senior Medical Officer, University Health Centre, University of Allahabad, Prayagraj within three months of joining, if not done before.

*SKL*





6. If any declaration or information furnished by you is proved to be false or if you are found to have wilfully suppressed any information, you will be liable to dismissal from service and also subject to other legal action as University may deem necessary under rules applicable.
7. You are requested to report to office of the Registrar immediately.
8. In case you accept the aforementioned offer, kindly sign the acceptance letter (**Annexure - 'A'**) and a signed copy of completely filled Form of Agreement (**Annexure - 'B'**) in all aspects must be send to the undersigned immediately to enable the University to take further appropriate action in this regard.
9. This offer shall stand withdrawn in case you prefer not to join within one month from the date of issue of this offer.
10. The joining will be subject to the following Terms & conditions and Production of documents:-
  - a) Please send your letter of acceptance via return email.
  - b) Degree and other essential educational qualification in original.
  - c) The certificate of date of birth in original.
  - d) The Certificate of fitness from the Senior Medical Officer of the University Health Centre before joining.
  - e) Production of 'No Objection Certificate' in original, if already in service.
  - f) Production of reliving certificate from the previous employer, if in service.
  - g) Production of category certificate (SC/ST/OBC) in prescribed form.
  - h) Certificate of Disability, if any.
  - i) Details of family members and dependants.
  - j) NOC during the probation period will not be granted.
  - k) After successful completion of probation period the NOC will be granted only for applying on higher posts.
  - l) NOC will not be granted for applying in the same cadre.

Encl: As above

Thanking you,

Yours sincerely

  
(Prof. N. K. Shukla)  
Registrar

Copy Forwarded to the following for information and necessary action:

1. Dean, Faculty of Law, University of Allahabad.
2. Head, Department of Law, University of Allahabad.
3. Finance Officer, University of Allahabad.
4. Joint Registrar (Faculty/Accounts), University of Allahabad.
5. Public Relation Officer, University of Allahabad.
6. Assistant Registrar (Admin./Faculty/Payment).
7. SVC for kind information to the Vice Chancellor.
8. Establishment Section.
9. Record Section

  
Registrar





**भारतीय लेखा परीक्षा और लेखा विभाग**  
**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**महानिदेशक लेखापरीक्षा का कार्यालय**  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT**  
**पूर्वोत्तर सीमा रेल, मालिगाँव, गुवाहाटी**  
**NORTHEAST FRONTIER RAILWAY, MALIGAON, GUWAHATI**



No. Admn/1-2/2017/2(A)/2116  
Dated: 19<sup>th</sup> December 2023  
**19 DEC 2023**

**Sub: Provisional Offer of Appointment to the post of Auditor as Probationer.**

Shri/Smt./Kumari **SUSMITA BORO**, son/wife/daughter of Shri Chandan Boro, is hereby offered an appointment to the post of **Auditor** as probationer in the Office of the Director General of Audit, N.F.Railway, Maligaon, Guwahati -781011 on the terms and conditions as mentioned below :

1. This Provisional offer of appointment is being issued pending Document Verification by the Appointing Authority. If Appointing Authority after verification of certificates/documents of educational qualification/caste/category/PwBD etc. of the candidate finds that if any claim made in the application is not substantiated by certificates/documents at the time of document verification or at any stage, his/her candidature is liable to be rejected and the offer of appointment will be cancelled.
2. The provision offer of appointment is being issued pending verification of character and antecedents from the concerned District Authorities. On receipt of the verification of character and antecedents from the concerned District Authorities, the provisional offer of appointment to the post of Auditor shall be confirmed.
3. In case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will be taken, as a consequence.
4. The period of probation will be **two years**. This may, however, be increased at the discretion of the appointing authority/authority higher than the appointing authority. During the period of probation, his/her appointment will be purely temporary and governed by the Central Civil Services (Temporary Service) Rules 1965.
5. During the period of probation, he/she will have to undergo a regular course of training for such a period at such place and in such manner as may be prescribed. He/she may also be assigned regular duties during the period of training.
6. On conclusion of the training referred to in para 5 above and after rendering a continuous service of 01 year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances i.e. 06. On account of failure to pass the said Departmental Examination, he/she will be liable to be discharged from the service.
7. During probation, he/she shall have to pass a test in the Regional language of the State to which he/she is initially posted as **Auditor** as a probationer in case he/she has not already passed examination of matriculation standard in that language. (This provision is applicable only in the cases of appointment made in the offices of PAG/AG in various States).
8. While in service, he/she shall also have to pass a test in Hindi (in case he/she has not already studied Hindi as a subject upto Matriculation standard) in terms of the Govt. of India orders for in-Service Training etc. under the Hindi Teaching Scheme.
9. While in service, he/she shall acquire proficiency in Accounts of the State Government. To acquire the professional skill in accounting functions, he/she shall be posted on deputation basis as per administrative convenience in office of the Pr. Accountant General/Accountant General (Accounts & Entitlement) in the State concerned.
10. He/She will be allowed to draw his/her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in Level -05(four) in the Pay Matrix.

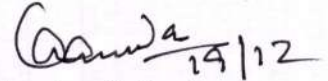


11. In case he/she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance Notification No. 5/7/2003-ECB&PR dated 22.12.2003 and subsequent orders/ clarifications issued in this regard from time to time.
12. On satisfactory completion of the probation, he/she will be eligible for confirmation in the cadre of **Auditor**. The confirmation is also subject to his/her being considered fit in all respects for permanent retention in the service. The seniority of direct recruits in the cadre vis-à-vis the departmental candidates getting promotion as Auditor will be fixed in accordance with seniority rules prevailing in the Departmental as at present.
13. He/she will be liable to be transferred to the office of the C&AG of India or to any other offices within the IA&AD on such terms and conditions as the C&AG of India may decide. Requests for transfer to any ex-cadre post or to any other organisation with or outside Government of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Government of India/CAG of India/Cadre Controlling Authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.
14. During the period of probation he/she may be allowed, on written request, to apply for the posts of Gr. 'B' Officers under the Reserve Bank of India and the posts under the Central Govt./State Governments to be filled only through the open competitive examinations and carrying pay scales not lower than that of Auditor.
15. He/she shall not be eligible for appointment to the post of Auditor, if
  - (i) He/she has entered into or contracted a marriage with a person having a spouse living, or
  - (ii) He/she having a spouse living has entered into or contracted a marriage with any person**(He/she will have to give a declaration in this regard as shown in Annexure 'A')**
16. His/her appointment will be subject to his/her being found medically fit in accordance with the rules on the subject. On acceptance of the offer of appointment and successful completion of Document Verification, he/she is advised to undergo medical examination in a Government Hospital and obtain the certificate of fitness from the appropriate Medical Authority (Civil Surgeon/District Medical Officer/Medical Officer of the equivalent status). In case, he/she is unable to obtain/produce the required medical certificate, the office will arrange his medical examination from Appropriate Authority.
17. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1<sup>st</sup> January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India, a certificate of eligibility from the Government of India is required to be submitted at the time of joining.
18. In case he/she belongs to Scheduled Caste/Scheduled tribe, he/she shall have to produce a certificate, in original, issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes/Scheduled Tribes. In case he/she belongs to OBC/EWS, he/she also has to produce a certificate in original from the District Magistrate/Deputy Commissioner or any other Competent Authority specified in this regard.
19. The Appointing Authority would satisfy himself/ herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of false certificates. The Appointing Authority should be informed of any change of religion, after the appointment is accepted.
20. If he/she is presently working under Central Government/State Government/Public Sector Undertaking, he/she is required to bring a No Objection Certificate from his/her present employer for the purpose of Document Verification. Further, for the purpose of joining, he/she is required to bring a certificate from the



present employer to the effect that he/she has obtained a proper relief and that there is no objection to his/her appointment as **Auditor** on probation in the Indian Audit & Accounts Department.

21. No travelling allowance will be allowed for the journey to be taken up for Document Verification/initial appointment. However, second class railway fare will be admissible to the candidates joining in the office in the North-Eastern Region.
22. If he/she is willing to accept the offer of appointment on the above mentioned conditions, he/she should communicate his/her acceptance in the enclosed form in **Annexure 'B'** at once to the undersigned. In case acceptance is not received by **18.01.2024** (Within 30 days from the date of issuing offer of appointment) **the offer will be treated as withdrawn.**
20. If he/she is willing to accept this provisional offer of appointment, he/she should report himself/herself to the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC/EWS, age etc. for verification. The candidate who had already undergone medical examination and whose character and antecedent were got verified at the time of their initial appointment under the Central/State Government and intends to join the post of Auditor after giving technical resignation, need not undergo such formalities again for their appointment as Auditor on probation. However, they will be required to furnish a certificate to this effect from their employer. In the normal circumstance, no request for extension of joining time would be entertained and therefore, it is advisable not to enter into any unnecessary correspondence in this regard.



**Dy. Director (Admn)**  
**(Appointing Authority)**  
**O/o the Director General of Audit**  
**N. F. Railway, Maligaon**  
**Guwahati- 781011**  
**Tel. 0361-267-0026**

**N.B.: The following documents are required at the time of joining: -**

- **All Original Documents/testimonials including Discharge Book (where applicable) in original.**
- **PAN Card**
- **Aadhar Card (if available)**
- **Bank Passbook**
- **PRAN Card (if available, otherwise a Cancelled Cheque)**
- **3 (three) Copies Passport size and 2 (two) copies Stamp size Photographs**

To

**MS SUSMITA BORO**  
**D/O CHANDAN BORO**  
**H.NO-01, SHREE KRISHNA PATH**  
**JAPORIGOG, KRISHNANAGAR**  
**KAMRUP METRO, STATION- GUWAHATI**  
**ASSAM PIN- 781005**  
**PH: 8638122829**





## केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

भारत सरकार, शिक्षा मंत्रालय के अधीन  
Under Ministry of Education, Govt of India  
क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad  
पिकेट, सिकंदराबाद / Picket, SECUNDERABAD- 500 009  
TEL. NOS. 040-27847249 [AO] 27840122 [AC]  
E-mail: [dckvsrohyd@gmail.com](mailto:dckvsrohyd@gmail.com) Website: [www.rohyderabad.kvs.gov.in](http://www.rohyderabad.kvs.gov.in)



फ.सं. 21029/2023-24/ के.वि.सं./है.सं.) 31985-986

दिनांक : 30/11-2023

### MEMORANDUM

#### SUB: -OFFER OF APPOINTMENT TO THE POST OF LIBRARIAN.

With reference to his/her application, Mr/Mrs/Ms. **ROHIT** is hereby informed that he/she has been selected for appointment against a temporary post of **LIBRARIAN** in Kendriya Vidyalaya Sangathan in the pay matrix/level-7 (44900-142400) (7<sup>th</sup> CPC) and initially posted at Kendriya Vidyalaya **SATTENAPALLI** in **HYDERABAD** Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.

3. **No TA/DA** will be admissible while initially joining the Sangathan as **LIBRARIAN** at the place mentioned in the first para of this memorandum.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.

8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned.

10. In case of any dispute or claim against the Kendriya Vidyalaya Sangathan, in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction.

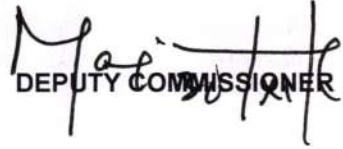
11. If he/she accepts the offer on the terms and conditions as mentioned in this offer, he/she should join the Kendriya Vidyalaya mentioned overleaf on or before-**21.12.2023**. Necessary proforma for the purpose are enclosed which should be submitted to the Principal concerned, after getting the same duly completed at the time of joining. **If the offer is not accepted or the appointee does not report for duty at the above named Vidyalaya by 21.12.2023 this offer of appointment will automatically stand withdrawn and no further correspondence will be entertained from him/ her in this regard.**

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.

13. He /she will be liable to be transferred anywhere in India.



14. His/her appointment will be subject to biometric verification at the time of joining which will be taken up by the recruiting agency.
15. He/she will not request for transfer before completion of tenure at the present place of posting on initial appointment or as per the transfer policy of Kendriya Vidyalaya Sangathan.
16. It is also made clear that representation for change in the place of posting will not be entertained under any circumstances. At the same time extension of time to join the post (except under exceptional circumstances) will also not be considered.
17. For subsequent promotion, the incumbent will have to acquire the requisite academic and professional degree(s) from recognized University, as per the applicable rules and regulations.
18. **This appointment is provisional subject to outcome of court case on relevant matter in any of the Hon'ble Courts in India.**
19. The following documents are required to be submitted mandatorily to KVS at the time of joining and the appointment is subject to verification: (The formats are enclosed along with this letter.): -
- I. Character and Antecedents verification form along with 03 recent photographs. The form is to be collected by the Principal of the KV who will send the same to the concerned authority/ DM of the District to which the candidate belongs, immediately to get it verified. It may be ensured that the verification report is received at the earliest.
  - II. Medical fitness certificate issued by the District Medical Officer or a medical officer of equivalent status or the Chief Medical Officer in respect of the candidates mentioned at Para 2.
  - III. Acceptance of Offer of Appointment.
  - IV. Oath of Allegiance.
  - V. Statement of movable and immovable properties and liabilities.

  
DEPUTY COMMISSIONER

Encl. As above.

37 Mr./Mrs./Ms. ROHIT

H.NO. 189 VILL - SARAI JANMATI, POLICE STATION LALGANJ, AJHARA, TEHSIL -

LALGANJ, PRATAPGARH, UP - 230 132

9717919441 rk54815@gmail.com

Copy forwarded to: -

1. The Principal, Kendriya Vidyalaya, SATTENAPALLI. The date of joining of the candidate may be intimated to the Regional Office concerned immediately after the candidate reports for duty. In case he/she does not join by the stipulated date, this office should be informed accordingly on e-mail. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his/ her duties only after verification of the eligibility and educational qualification etc from their original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificate mentioned in para 8 of the order. Principals are also requested to check the original certificates in respect of the qualifications of the appointee employees and satisfy themselves that the appointee possesses requisite qualification for the post he/ she is appointed to.
2. The Principal, Kendriya Vidyalaya, ..... In case Sh/Smt/Ms. ROHIT accepts the offer of appointment, he/she should be relieved immediately with the instructions to join his/her new post under intimation to the concerned Principal/RO. If the appointee is not working at present in this Vidyalaya, this memorandum may be sent to the concerned Vidyalaya forthwith under intimation to RO and Sangathan (HQ).
3. The Assistant Commissioner (Estt.II/III), KVS (HQ) New Delhi for information.
4. Office order file.

DEPUTY COMMISSIONER





प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)  
नवीन सीमाशुल्क भवन, बेलाई इस्टेट, मुंबई - ४००००१  
NEW CUSTOMS HOUSE, BALLARD ESTATE, MUMBAI-400001  
संपर्क/Telephone-022-22757736/7737  
ई-मेल/E-mail: p.estt-mum-cus-zone1@gov.in

File No.: II/(3)/APPT/1/2024-P and E

दिनांक/Date : 12.02.2024

File No.: S/1-01(52)/2024/P&E(Ministerial)

पंजीकृत/जल्द डाक द्वारा

BY REGD. POST A.D / SPEED POST A.D.

नियुक्ति आदेश संख्या/APPT. Order No.: Mumbai-I Customs/CCO & CCA/EXECUTIVE ASSISTANT/92613

सेवा में / To,

नाम/Name : DHARMENDRA KUMAR  
पंजीक्रम/Roll No. : 3205031379  
दूरभाष क्र./Mob. No.: 8651466912  
पता/Address : VILLAGE AMHARA, DEVIASTHAN  
BIHTA, DISTT PATNA, BIHAR - 801118

\*\*\*\*\*

विषय: संयुक्त स्नातक स्तरीय परीक्षा, २०२३ के परिणाम के आधार पर कार्यकारी सहायक के पद पर अनंतिम नियुक्ति का प्रस्ताव-संबंधित।

Subject: Offer of Provisional Appointment to the post of Executive Assistant on the basis of result of Combined Graduate Level Examination, 2023- Reg.

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अधोहस्ताक्षरी को आपको सूचित करते हुए हर्ष हो रहा है कि, कर्मचारी चयन आयोग (एसएससी) द्वारा आयोजित संयुक्त स्नातक स्तरीय परीक्षा (सी.जी.एल.ई) २०२३ के आधार पर, आपको कार्यकारी सहायक के ग्रेड पर रुपये ३५४००/- के प्रवेश वेतन (७वें वेतन आयोग के वेतन मैट्रिक्स स्तर ६, सूचकांक-१) में व भारत सरकार द्वारा समय-समय पर स्वीकृत किये जा सकने वाले सामान्य भत्तों सहित, अनंतिम नियुक्ति के लिए चुना गया है। नियुक्ति के नियम और शर्तें नीचे दी गई हैं।

The undersigned is pleased to inform you that on the basis of Combined Graduate Level Examination (CGLE) 2023 conducted by the Staff Selection Commission (SSC), you have been selected for provisional appointment in the grade of Executive Assistant in the entry pay of Rs. 35400/- (Level-6, Index 1 in pay matrix of 7<sup>th</sup> Pay Commission), plus the usual allowances as may be sanctioned by the Government of India from time to time. The terms and conditions of appointment are detailed as below.

## सेवा की शर्तें / CONDITIONS OF SERVICE

\*\*\*\*\*

1. नियुक्ति प्रथम दृष्टया अस्थायी है और पूरी तरह से अनंतिम है।

The appointment is temporary in the first instance and purely provisional.

2. आप दो वर्ष तक परीक्षा पर रहेंगे। हालाँकि, परीक्षा की अवधि सक्षम प्राधिकारी के विवेक पर बढ़ाई जा सकती है।

You will be on probation for two years. The period of probation may, however, be extended at the discretion of the Competent Authority.

3. आपको दो साल के भीतर निर्धारित विभागीय परीक्षा उत्तीर्ण करनी होगी, अन्यथा आप आगे वेतन वृद्धि पाने के पात्र नहीं होंगे और कार्यकारी सहायक के ग्रेड में स्थायी प्रतिधारण के लिए भी विचार नहीं किया जाएगा।

You should pass the prescribed Departmental Examination within two years, failing which you will not be eligible to draw further increments and also will not be considered for permanent retention in the grade of **Executive Assistant**.

4. परीक्षा अवधि के दौरान, आपको बिना किसी सूचना के और बिना कोई कारण बताए नौकरी से बर्खास्त किया जा सकता है।

During the period of probation, you will be liable to be terminated without any notice and without assigning any reasons thereof.

5. यदि, किसी भी समय, यह पता चलता है कि इस नियुक्ति के संबंध में आपके द्वारा प्रस्तुत घोषणा या दस्तावेजों में गलत या गलत जानकारी है, तो आप सेवा से बर्खास्त किए जाने के लिए उत्तरदायी होंगे।

You will be liable to be dismissed from service if, at any time, it is discovered that the declaration or documents furnished by you in respect of this appointment, contain incorrect or false information.

6. आपकी नियुक्ति संबंधित पुलिस प्राधिकारी से चरित्र और पूर्ववृत्त के सत्यापन के अधीन है। यदि पुलिस प्राधिकारी द्वारा कोई प्रतिकूल टिप्पणी की सूचना दी जाती है, तो अनंतिम नियुक्ति पत्र तुरंत रद्द कर दिया जाएगा और आपकी सेवाएं बिना कोई कारण बताए या नोटिस दिए समाप्त कर दी जाएंगी और परिणाम स्वरूप अन्य आपराधिक/कानूनी कार्रवाई भी की जाएगी।

Your appointment is subject to verification of Character and Antecedents from the concerned Police Authority. If any adverse remark is reported by the Police Authority, the provisional appointment letter will be cancelled forthwith and your services will be terminated without assigning any reason or notice and other criminal/legal action will also be taken as a consequence.

7. आपको भारत के संविधान के प्रति निष्ठा की शपथ लेनी होगी और इस आशय की एक गंभीर प्रतिज्ञा करनी होगी।

You will have to take an Oath of Allegiance to the Constitution of India and make a solemn affirmation to that effect.

8. आपको बताना चाहिए कि क्या आप:

You should state whether you are:



क) भारत का नागरिक, या

ख) नेपाल/भूटान का निवासी, या

ग) एक तिब्बती शरणार्थी जो 1 जनवरी, 1962 से पहले भारत में स्थायी रूप से बसने के इरादे से भारत आया था, या

घ) भारतीय मूल का व्यक्ति जो पाकिस्तान, बर्मा, श्रीलंका, पूर्वी अफ्रीकी देशों केन्या, युगांडा, संयुक्त गणराज्य तंजानिया (पूर्व में तांगानिका और ज़ांज़ीबार), ज़ाम्बिया, मलावी, ज़ैरे, इथियोपिया और वियतनाम से भारत में स्थायी रूप से बसने के इरादे से आया हो।

यदि आप श्रेणी (ख), (ग) और (घ) से संबंधित हैं, तो आपको भारत सरकार द्वारा आपके पक्ष में दिया गया पात्रता प्रमाण पत्र प्रस्तुत करना होगा।

a) A citizen of India, or

b) A subject of Nepal/Bhutan, or

c) A Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or

d) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, The East African Countries of Kenya, Uganda, The United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

If you belong to category (b), (c) and (d), you must produce a certificate of eligibility given in your favor by the Government of India.

**9.** यदि आप अनुसूचित जाति या अनुसूचित जनजाति के सदस्य होने का दावा करते हैं, तो आपको विशेष रूप से बताना चाहिए कि आप संविधान (अनुसूचित जाति) आदेश 1950 या संविधान (अनुसूचित जनजाति) आदेश 1950 के तहत उल्लिखित जनजाति की किस जाति से संबंधित हैं। निर्धारित प्रपत्र में अधिकारियों द्वारा जारी किए गए मूल प्रमाणपत्रों को राजपत्रित अधिकारी द्वारा सत्यापित/रिकॉर्ड के लिए स्व-सत्यापित की एक सच्ची प्रतिलिपि के साथ प्रस्तुत करें।

If you claim to be a member of the Scheduled Caste or Scheduled Tribe, you should state specifically to which of the caste or tribe mentioned in the Constitution (Scheduled Castes) Order 1950 or under the Constitution (Scheduled Tribe) Order 1950 you belong to and produce original certificates issued by the authorities in the prescribed form along with a true copy of the same attested by a Gazetted Officer/Self-attested for record.

**10.** यदि आप अनुसूचित जाति या अनुसूचित जनजाति से संबंध रखते हैं तो आपको ऐसे परिवर्तन को अपनाने के तुरंत बाद अपने धर्म में परिवर्तन, यदि कोई हो, की सूचना इस कार्यालय को देनी होगी।

If you belong to the scheduled caste or scheduled tribe, then you will have to intimate to this office the change of your religion, if any, immediately after adopting such a change.

**11.** यदि आप अन्य पिछड़ा वर्ग का सदस्य होने का दावा करते हैं, तो आपको विशेष रूप से बताना चाहिए कि आप किस समुदाय से हैं, जिसे भारत सरकार, समाज कल्याण मंत्रालय के संकल्प संख्या 12011/68 के तहत पिछड़ा वर्ग के रूप में मान्यता प्राप्त है। /93-बीसीसी(सी), दिनांक 10 सितंबर, 1993, भारत के राजपत्र, असाधारण, भाग I, खंड I, संख्या 186 दिनांक 13.09.1993 में प्रकाशित। प्रमाणपत्र में यह भी लिखा होना चाहिए कि आप भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के

ओ.एम. की अनुसूची के कॉलम 3 में उल्लिखित व्यक्तियों/वर्गों (क्रीमी लेयर) से संबंधित नहीं हैं। क्रमांक 36012/22/93-स्था(एससीटी), दिनांक 08.09.1993।

If you claim to be a member of the Other Backward Class, you should state specifically to which of the community you belong, which is recognized as a Backward Class under the Government of India, Ministry of Social Welfare's Resolution No. 12011/68/93-BCC(C), dated 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part I, Section I, No. 186 dated 13.09.1993. The certificate must also state that you do not belong to the persons/sections (Creamy Layer) mentioned in the column 3 of the Schedule to the Government of India, Department of Personnel and Training's O.M. No. 36012/22/93-Estt(SCT), dated 08.09.1993.

**12.** यदि आप अनुसूचित जाति, अनुसूचित जनजाति या अन्य पिछड़ा वर्ग से संबंधित होने का दावा करते हैं, तो आपको निर्धारित प्रारूप (एम.एच.ए. ओ.एम. संख्या 42/21/49-एन.जी. एस, दिनांक 28.01.1952 में निर्धारित) में जारी प्रमाण पत्र प्रस्तुत करना होगा। उसमें उल्लिखित किसी भी न्यायिक/राजस्व प्राधिकारी द्वारा संशोधित DoPT O.M. No. 36033/28/94-Estt(Res) दिनांक 02.07.1997 (जैसा लागू हो)। आपको ध्यान देना चाहिए कि नियुक्ति अनंतिम होगी और जाति के सत्यापन के अधीन है उचित चैनलों के माध्यम से / जनजाति प्रमाण पत्र और यदि दावा ईडब्ल्यूएस / एससी / एसटी / ओबीसी से संबंधित है या क्रीमी लेयर से संबंधित नहीं है, तो गलत पाया जाता है, आपकी सेवाएं बिना कोई कारण बताए और बिना किसी पूर्व सूचना के तुरंत समाप्त कर दी जाएंगी। झूठा प्रमाण पत्र प्रस्तुत करने पर भारतीय दंड संहिता के तहत कार्रवाई की जा सकती है। आपको नियुक्ति के बाद उनके धर्म में परिवर्तन, यदि कोई हो, की सूचना तुरंत संबंधित नियुक्ति/प्रशासनिक प्राधिकारियों को देनी चाहिए।

If you claim to belong to a Schedule Caste, Scheduled Tribe or Other Backward Classes, you have to produce a certificate issued in the prescribed format (as prescribed in M.H.A. O.M. No. 42/21/49-N.G. S, dated 28.01.1952 as amended DoPT O.M. No. 36033/28/94-Estt(Res) dated 02.07.1997 (as applicable) by any of the Judicial/Revenue Authorities mentioned therein. You should note that the appointment will be provisional and is subject to verification of the Caste/Tribe certificate through proper channels and that if the claim belongs to EWS/SC/ST/OBC or not belong to the creamy layer is found to be false, your services will be terminated forthwith without assigning any reason and without prior intimation to such further action that may be taken under the Indian Penal Code for production of false certificate. You should also intimate the change, if any, of their religion, after appointment, immediately to the Appointing/Administrative authorities concerned.

**13.** इसे ध्यान में रखा जाए –

It may be noted that:

“आपकी नियुक्ति अस्थायी है और जाति/ जनजाति/ आर्थिक कमजोर वर्ग/अन्य पिछड़ी जाति, शारीरिक विकलांग/भूतपूर्व सैनिक के उचित माध्यम से प्रमाणन के आधार पर है और यदि यह पाया जाता है कि अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग, शारीरिक विकलांग, भूतपूर्व सैनिक, जो भी मामला हो, से सम्बंधित होने का दावा असत्य है तो आप की सेवाएं बिना कोई कारण बताये और किसी कार्यवाही के पूर्व सूचना के बिना, जो भी मामला हो, समाप्त कर दी जाएगी और असत्य प्रमाणपत्र प्रस्तुत करने के कारण भारतीय दंडसंहिता के नियमानुसार कार्यवाही की जा सकती है



*“The appointment is provisional and is subject to the Caste/Tribe/EWS/OBC/PH/Ex-Serviceman certificates being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste / Scheduled Tribe / Economic Weaker Section / Other Backward Class / Physically handicapped or Ex-Servicemen category as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates”.*

साथ ही माननीय उच्चतम न्यायालय ने कुमारी माधुरी पाटिल और अन्य बनाम अतिरिक्त आयुक्त, जनजातीय विकास और अन्य के दिनांक 02.09.1994 के आदेश में सामाजिक स्थिति प्रमाणपत्र जारी करने, उनकी जांच और अनुमोदन की प्रक्रिया निर्धारित की है और राज्य सरकारों को जांच करने और जाति सत्यापन प्रमाणपत्र जारी करने के लिए एक संवीक्षा समिति गठित करने का निर्देश दिया है। तदनुसार, राज्य सरकार द्वारा जारी जाति प्रमाणपत्र जो नियुक्ति के लिए विचार किए जा रहे अधिकारी की जाति को निर्दिष्ट कर रहा है, जाति संवीक्षा समिति के माध्यम से सत्यापित किया जाना आवश्यक है। अधिकारी को अपने जाति प्रमाणपत्र को मान्य करने के लिए राज्य द्वारा नियुक्त संवीक्षा समिति से संपर्क करना होगा और जाति प्रमाणपत्र का दावा करने के लिए जाति प्रमाण पत्र के साथ सत्यापन प्रमाणपत्र की एक प्रति प्रस्तुत करनी होगी।

Further, the Hon'ble Supreme Court in the case of Kum. Madhuri Patil & Anr. v/s. Additional Commissioner, Tribal Development & Others vide order dated 02.09.1994 has laid down the procedure for issuance of Social Status Certificate, their scrutiny and approval and directed the State Governments to constitute a scrutiny Committee for conducting scrutiny and issuing Caste Verification Certificate. Accordingly, the Caste Certificate issued by the State Government which is designating the caste of the officer being considered for appointment is required to be verified through the Caste Scrutiny Committee. The officer has to approach the Scrutiny Committee appointed by the State to get their caste certificate validated and a copy of the validation certificate is required to be submitted along with the caste certificate for claiming caste status.

**14.** आप को कार्यभार ग्रहण के समय यह वर्णन करते हुए अंडरटेकिंग जमा करना आवश्यक है कि आप अन्य पिछड़ी जाति (ओबीसी) श्रेणी /ई. डबल्यू. एस. से संबंधित है एवं महत्वपूर्ण तिथि यानी ०३.०५.२०२३ को क्रीमीलेयर (ओबीसीके लिए) में नहीं आते हैं, के प्रमाण के संबंध में सक्षम प्राधिकारी से प्राप्त प्रमाण पत्र कार्यभार ग्रहण करने के तीन महीने की अवधि के भीतर प्रस्तुत करना होगा, जिसमें विफल रहने पर आपकी अनंतिम नियुक्ति रद्द की जा सकती है।

You are required to submit an undertaking at the time of joining stating that you will submit a certificate from the competent authority regarding proof of belonging to OBC category/EWS and does not fall in the creamy layer (for OBC) on the crucial date i.e. 03.05.2023, within a period of three months from joining, failing which your provisional appointment is liable to be cancelled.

**15.** वह व्यक्ति, जो किसी ऐसे व्यक्ति से शादी करता है, या अनुबंधित करता है जिसका जीवनसाथी जीवित है वह सेवा में नियुक्ति का पात्र नहीं होगा। उसे इस सन्दर्भ में निर्धारित प्रपत्र में एक शपथ पत्र तथा घोषणा देनी होगी।

No person who has entered into or contracted a marriage with a person having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment in service. He/she should give an undertaking and a declaration to the effect in the prescribed forms.

**16.** आपकी नियुक्ति दिनांक 22.12.2003 को भारत के राजपत्र असाधारण, भाग-1-धारा 1 में प्रकाशित, भारत सरकार, वित्त मंत्रालय की दिनांक 22.12.2003 की अधिसूचना संख्या 5/7/2003-ईसीबी और दिनांक 22.12.2003 के पीआर के तहत अधिसूचित नई पेंशन प्रणाली द्वारा नियंत्रित की जाएगी। यह स्थायी सरकारी कर्मचारी पर लागू नहीं होगा जो सीसीएस (पेंशन) नियम, 1972 के नियम 26 (2) के तहत तकनीकी इस्तीफे के निविदा पर पद पर पुनर्नियुक्ति पर शामिल होते हैं।

Your appointment will be governed by the New Pension System as notified vide Government of India, Ministry of Finance, Notification No. 5/7/2003-ECB & PR dated 22.12.2003 published in Gazette of India, Extraordinary, Part-I section 1 dated 22.12.2003. This will not apply to a resignation under Rule 26(2) of CCS (Pension) Rules, 1972 on re-appointment to the post.

**17.** आपकी वरिष्ठता, परीक्षा में आप के रैंक पर निर्धारित होगी, न कि आपकी कार्यभार संभालने की दिनांक से, जो अभ्यर्थी किसी विशिष्ट परीक्षा की यदि कोई आरक्षित सूची में से नामित किए जाते हों तो, वे परीक्षा की प्रमुख सूची से नामित अभ्यर्थियों से पूर्ण - रूपेण कनिष्ठ रहेंगे। इस संबंध में वरिष्ठता समय समय पर भारत सरकार एवं माननीय उच्चतम न्यायालय द्वारा जारी निर्देशों व निर्णयों के अधीन रहेंगी।

Seniority will be fixed on the basis of your rank in the examination and not on the basis of the joining date. The candidates nominated from the Reserved List, if any, of a particular Examination will be en-bloc junior to those nominated from the main list of the Examination. The seniority in this regard will be subjected to instructions issued by the Government of India and the Hon'ble Supreme Court's Judgments from time to time.

**18.** आप मुंबई सीमाशुल्क, संवर्ग नियंत्रक प्राधिकारी(सीसीए) के अधिकार क्षेत्र में किसी भी स्थान पर तैनात / स्थानांतरित होने के लिए उत्तरदायी हैं।

You are liable to be posted / transferred at any place within jurisdiction of Mumbai Customs, Cadre Control Authority (CCA).

**19.** आप मुंबई सीमाशुल्क के प्रधान मुख्य आयुक्त के संवर्ग नियंत्रण क्षेत्राधिकार के भीतर किसी भी स्थान पर तैनात/स्थानांतरित होने के लिए उत्तरदायी हैं, जिसके लिए आप नामित हैं। इस प्रकार आपकी परिवीक्षा अवधि पूरी होने तक मुंबई संवर्ग नियंत्रक प्राधिकारी के बाहर के संवर्ग नियंत्रण के किसी भी क्षेत्र/निदेशालयों में तैनाती के लिए विचार नहीं किया जा सकेगा।

You are liable to be posted / transferred at any place within the Cadre Control jurisdiction of the Principal Chief Commissioner of Mumbai Customs, to which you are nominated. Thereby, manifestly, you cannot be considered for posting to any Zone/Directorates outside the Cadre Control Authority (CCA) of Mumbai till the completion of the probation period.

**20.** कार्यालय के प्रमुख या विभाग के प्रमुख को अन्य सरकारी कार्यालयों या अन्य जगहों पर नियुक्ति के लिए आपके किसी भी आवेदन को आगे बढ़ाने या रोक लगाने का पूरा विवेकाधिकार है।

The Head of the Office or the Head of the Department has full discretion to forward or withhold any of your application for appointment in other Government offices or elsewhere.



**21.** विभाग में कार्यभार संभालने के लिये आने हेतु आपको कोई यात्रा भत्ता नहीं दिया जाएगा। यदि आप पहले सरकारी सेवा में अपने रहने के आधार पर कुछ विशिष्ट हकदारी के लिए पात्र हैं, तो इस तरह के लाभ आपको प्रचलित नियमों/दिशा-निर्देशों के अधीन उसमें रखी गई सभी अपेक्षित शर्तों को पूरा करने के अनुसार दिए जाएंगे। यदि आप पहले से ही कार्यरत हैं, तो आपको पिछले नियोक्ता से कार्य मोचन आदेश/निर्वहन प्रमाण पत्र प्रस्तुत करना होगा (मूल प्रति में) ।

No travelling allowance will be paid to you for joining the Department. In case you are eligible for certain entitlements by virtue of you being in Government service earlier, then such benefit will be given to you as per prevailing rules/guidelines subject to your fulfilling all the requisite conditions laid therein. If you are already employed, you should produce a relieving order/discharge certificate from the previous employer (in original copy).

**22.** यदि आप उपरोक्त शर्तों पर प्रस्ताव स्वीकार करते हैं, तो आपको दिनांक **11.03.2024** को या उससे पहले, मुंबई सीमा शुल्क जोन-I के प्रधान आयुक्त (सामान्य) के कार्यालय में दूसरी मंजिल, नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट, मुंबई - ४०००००१ में रिपोर्ट करें तथा इसमें असफल होने पर आगे किसी भी सूचना के बिना आपकी नियुक्ति को रद्द कर दिया जाएगा। आप निम्नलिखित दस्तावेजों के साथ कर्तव्य के लिए रिपोर्ट करें:

- क) शैक्षिक योग्यताओं की मूल/सत्यापित प्रतियां;
- ख) आयु प्रमाणपत्र की मूल/सत्यापित प्रति;
- ग) अनुसूचित जाति / अनुसूचित जनजाति / आर्थिक कमजोर वर्ग /अन्य पिछड़े वर्ग के उम्मीदवार के लिए संबंधित राज्य द्वारा जारी जाति सत्यापन प्रमाणपत्र के साथ निर्धारित प्रारूप में जाति प्रमाण पत्र;
- घ) वर्तमान नियोक्ता से कार्यमोचन आदेश/डिस्चार्ज प्रमाणपत्र (यदि लागू हो, मूल प्रति में)
- ड) लंबित दस्तावेज (जो दस्तावेज सत्यापन के समय प्रस्तुत नहीं किए गए थे यानी चरित्र प्रमाणपत्र/पहचान प्रमाणपत्र, अनापत्ति प्रमाण पत्र (मूल प्रति), अधिवास प्रमाणपत्र आदि)

असफल होने पर नियुक्ति का यह प्रस्ताव स्वतः रद्द हो जाएगा।

If you accept the Provisional Offer of Appointment on the above conditions, you should report for duty on or before **11.03.2024** in the Office of the Principal Commissioner of Customs (G), Mumbai Customs Zone – I at 2<sup>nd</sup> Floor, New Customs House, Ballard Estate, Fort, Mumbai – 400001 the failing which the offer of appointment will be cancelled without any further communication. You shall report for duty with the following documents:

- a) Original/Attested copies of Educational Qualifications;
- b) Original/Attested copy of certificate of age;
- c) Caste certificate in the case of EWS/SC/ST/OBC candidate in the prescribed format; along with caste validation certificate issued by the respective state.
- d) Relieving order/Discharge Certificate from the present employer (if applicable, in original copy)
- e) Pending Documents (that were not submitted at the time of Document Verification i.e., Character Certificate/Identity Certificate, No Objection Certificate (original copy), Domicile Certificate, etc.)

Failing which this offer of appointment will stand automatically cancelled.

23. यह दोहराया जाता है कि नियुक्ति का यह प्रस्ताव विशुद्ध रूप से अनंतिम है और लागू नियमों और शर्तों, उचित सत्यापन और निर्धारित प्रक्रिया को पूरा करने के अधीन है।

It is reiterated that this offer of appointment is purely provisional and subject to terms and conditions as applicable and due verification and completing the procedure as prescribed.

24. यह नियुक्ति ओ.ए. 72/2023 (मुंबई) (आगम मुजराल और अन्य बनाम केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड) के परिणाम के अधीन होगी।

**The appointment shall be subject to the outcome of the O.A. 72/2023 (Mumbai) (AAGAM MUJRAL AND OTHERS VS CENTRAL BOARD OF INDIRECT TAXES A& CUSTOMS AND OTHERS).**

25. यह नियुक्ति माननीय दिल्ली उच्च न्यायालय के समक्ष में शुभम पाल और अन्य द्वारा दायर मामले "डब्ल्यू.पी. (सी) संख्या 16593/2023 के परिणाम के अधीन है।

**The appointment is subject to the outcome of "W.P.(C) No.16593/2023 filed by Shubham Pal & Ors. before Hon'ble High Court of Delhi", in the matter.**

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of competent authority.



(डॉ. कुन्दन यादव)/(Dr. Kundan Yadav)

अपर आयुक्त सीमाशुल्क /Additional Commissioner of Customs,  
कार्मिक और स्थापना अनुभाग /Personnel & Establishment Section,  
नवीन सीमाशुल्क भवन, मुंबई-I/New Custom House, Mumbai-I

प्रतिलिपि/ Copy To:

1. उम्मीदवार का दस्तावेज.  
Dossier of the candidate.
2. कार्यालय प्रति.  
Office copy.



**By email/Speed Post**

**File No. 11012/1/2023-SSS  
(E-File No. 56276)  
Government of India  
Ministry of Statistics and Programme Implementation  
Subordinate Statistical Service Division  
\*\*\*\*\***

Room No. 414, Khurshid Lal Bhawan,  
Janpath, New Delhi-110001  
Date: 29.12.2023

**To**

**Mr./Mrs. Harshita  
Rank: SL\I\00109  
Roll No.: 2201055627  
e-mail id: 2201055627  
Address: R-21 Pkt 3 Sector 16A Jj Colony Dwarka, South West Delhi, Delhi-110078**

**Subject:- Pre-appointment formalities for appointment to the post of Junior Statistical Officer(JSO) in Subordinate Statistical Service (SSS) on the basis of results of 'Combined Graduate Level Examination- 2023' conducted by the SSC—verification of documents/certificates etc.—regarding.**

Dear Candidate,

On the basis of the results of the Combined Graduate Level Examination-2023 conducted by the Staff Selection Commission, you have been recommended for appointment as Junior Statistical Officer (JSO) of Subordinate Statistical Service (SSS), Ministry of Statistics and Programme Implementation (MoSPI). As part of the pre-appointment formalities, this Ministry has decided to call the recommended candidates for verification of documents/certificates etc. at **'Conference Room No. 609, MoSPI, Sixth Floor, Khurshid Lal Bhawan, Janpath, New Delhi-110001'** as per schedule attached.

2. You are, accordingly, requested to be present at the above-said venue on the date and time mentioned against your name in the enclosed schedule(Annexure), for verification of following documents in original and self-attested copy (each) and for completion of other pre-appointment formalities:-

- i. Secondary School Certificate (10th Standard) showing the date of birth.
- ii. Mark-sheet of 12<sup>th</sup> Standard. The candidates who have studied Mathematics should highlight/ underline/ encircle the marks obtained in Mathematics.
- iii. Mark-Sheets of Graduation (The candidate who have studied Statistics as a **subject** at Graduation level shall submit a self-attested copy of the relevant mark-sheet(s), highlighting/ underlining/ encircling the 'Statistics' subject.).
- iv. Degree/Provisional Certificate.

- v. SC/ST/OBC/EWS Certificate (in case candidates belongs to SC/ST/OBC/EWS category).
- vi. Disability Certificate duly signed by the Medical Superintendent/ CMO/ Head of Office of the Government Hospital (in case candidates belongs to PwD category).
- vii. NOC from present employer (in case of candidates already in public service).

3. You are also requested to bring the following filled in documents, enclosed herewith, as per given annexed instructions (which are also available on the website of this Ministry under **Home» Employee Corner » Subordinate Statistical Service » Recruitment through CGLE »Pre-Recruitment Related Orders and Sheets for CGLE-2023):-**

- i. **Annexure A:** Willingness letter (**one copy only**)
- ii. **Annexure B:** Duly filled in Attestation-Form. The candidates are required to fill three copies in original/ ink with recent passport size colour photograph affixed on each copy and put their signature on the photographs (**three copies**)
- iii. Duly filled in **Annexure -I**.
- iv. **Annexure-II:** Undertaking from candidates belonging to non-creamy layer category of OBC/ EWS.
- v. Three recent passport size color photographs.
- vi. Duly filled in State Preference Form. State preference may also be sent through email on **dir-sss@mospi.gov.in** and **neha.sharma49@nic.in**.
- vii. Medical Certificate issued by the Chief Medical Officer/ Chief Medical Surgeon of Concerned district in prescribed Performa. Candidates residing Delhi shall obtain Medical Certificate from **Dr. Ram Manohar Lohia Hospital** (form enclosed).

**Note:** However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their Controlling Authority to enable them to forward an attested copy of their medical examination report obtained at the time of the appointment, to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.

- vii. Candidates belonging to Delhi, i.e., having present/ permanent/ both addresses of Delhi/ 'resided in Delhi during the last 5 years' shall bring photo identity proof and residential address proof of Delhi

**Note: Fill all the forms in Block/ Capital Letters (except signatures)**

4. In case, you are not willing to join the post of JSO, same may please be intimated to this Ministry, through e-mail at **dir-sss-mospi@nic.in** and **neha.sharma49@nic.in** or through speed post. The e-mail/Post shall contain your name, contact no. and rank in the CGLE-2023 with subject in bold "Unwilling to join".



5. No Travelling Allowance/ Daily Allowance shall be paid for attending the pre-appointment formalities. You will have to make your own arrangements for travel, stay etc.
6. This Letter is only for the purpose of consideration for appointment to the post of JSO and shall not confer any right for appointment to the said post. Appointment Orders shall be issued only after verification of the genuineness of documents and result of medical examination.
7. Any Request for change of the date mentioned above shall not be entertained by this Ministry.
8. You are also advised to visit the website of the Ministry regularly, for latest updates related to the appointment.
9. This issues with the approval of the Competent Authority.

Yours faithfully,

Encl.: As above.



(Mahalingaray)  
Deputy Director(SSS)

**Copy to:-**

1. PPS to the JS (Admn.), MoSPI (via email), *for kind information of the later.*
2. The Head of Office, MoSPI, K.L.Bhawan, New Delhi with request to direct concerned officers to make necessary arrangements.
3. The Computer Centre, MoSPI, New Delhi with a request to upload this notice along with enclosures on the official website of the Ministry under the head **Home» Employee Corner » Subordinate Statistical Service » Recruitment through CGLE »Pre-Recruitment Related Orders and Sheets for CGLE-2023.**

सदर - फुडकोर्प  
Grams : FOODCORP  
फोन - 2638259  
Fax : 2638259

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

दूरभाष { 2638543  
2638544  
2638545  
2638546

क्षेत्रीय कार्यालय, पंजाब, चण्डीगढ़ Regional Office, Punjab, Chandigarh  
बे नं. 34-38, सेक्टर 31-ए, चण्डीगढ़-160 047  
Bay No. 34-38, Sector 31-A, Chandigarh-160 047  
E-mail : srmpb.fci@nic.in

No. RO-PB-22.0013.0(11.0)/14/2022-PERS-I-RO PB/No.866

Date: 22.07.2023

Sub: OFFER OF APPOINTMENT FOR THE POST OF **ASSISTANT GRADE-III (DEPOT)** IN FOOD CORPORATION OF INDIA.

Shri/Smt/Miss **AVANISH KANNAUJIYA**, S/o/D/o/W/o **KAILASH PRASAD** (Date of Birth: **2/24/1999**) (Roll No. **2241019071**)(Applied under SC category , selected under SC category) is hereby offered appointment to the post of **ASSISTANT GRADE-III (DEPOT)** in the Food Corporation of India on the following terms and conditions:-

1. He/She will be eligible to draw Basic pay of Rs. **28200/-** per month in the pay scale of **Rs 28200/- to 79200/-** under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. His/her service conditions shall be regulated as per FCI (Staff) Regulations, 1971 Rules instructions & guidelines issued thereof and as amended from time to time. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his probation shall thereafter be confirmed.
3. Appointment will be subject to the verification of character and antecedents. In the event of any adverse information in this regard received against you from the concerned authorities, the appointment as **ASSISTANT GRADE-III (DEPOT)** shall be terminated forthwith.
4. His/her appointment is subject to the provisions of the Food Corporations Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
5. He/She will be liable to serve in any part of India. Presently he/she is posted to **DO FARIDKOT** for further deployment.
6. An employee may resign from the services of the Corporation by giving 30 days Notice during probation period or 90 days Notice after satisfactorily completing his/her probation period; or by paying compensation in lieu of such notice or for the shortfall in the notice period. The Competent Authority may accept the resignation either immediately or at any time before the expiry of notice period, subject to extant Rules. The Corporation reserves the right not to accept the resignation of the employee, if circumstances so warrant.
7. He/She will not be entitled to any travelling allowances/daily allowances for joining the post.
8. The appointment will be provisional and subject to the following conditions:
  - i) His/Her being found medically fit by the prescribed Authority i.e., Civil Surgeon/Medical Superintendent of Govt. Hospital. In case he/she is found medically unfit the appointment is liable to be cancelled.
  - ii) Verification of caste (SC/ST/OBC-Non Creamy Layer/EWS)/ PwBD /ESM certificate through proper channel from Issuing Authority, if applied under such category. If the verification reveals that the certificate submitted by the candidate is false or invalidated, his/her services are liable to be terminated at any stage without assigning any reason and without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate for securing employment.
- 9 (a) He/She should communicate his/her acceptance of offer to the undersigned by **07.08.2023** through post or by email at **agmadmnpb@fci.gov.in**.  
(b) He/She should report for duty to DIVISIONAL MANAGER DO FARIDKOT, at FOOD CORPORATION OF INDIA, DIVISIONAL OFFICE, NEAR BABA GODRI SAHIB, FARIDKOT on or before **22.08.2023**.  
(c) If his/her acceptance is not received by **07.08.2023** and he/she does not join for duty by **22.08.2023** in which case this offer of appointment is liable to be cancelled, subject to the decision of the Appointing Authority.
10. At the time of reporting for duty he/ she must furnish the following documents **in original** in support of his/ her candidature for verification:-
  - i) Documents in support of his/her educational qualification, age and experience.
  - ii) Certificate from a designated authority in support of your claim of being **SC/ST/OBC-Non**

*(Signature)*

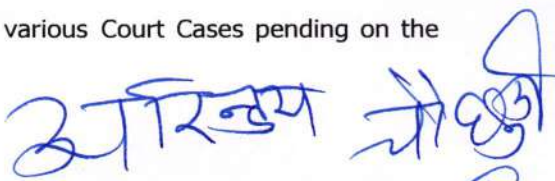


**Creamy Layer/EWS/PwBD/ESM** in the prescribed proforma in case you belong to any of such category. The name of caste/tribe should be appearing in notified **Central List**.

- iii) Relieving order and LPC from present employer, if employed.
  - iv) Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.
  - v) Complete discharge certificate in support of his/her claim of belonging to Ex-Serviceman category, if applicable.
11. He/ She shall also furnish the following documents duly filled and signed at the time of reporting for duty for Verification:
- i) Attestation Form (Annexure-I).
  - ii) Certificate of Character duly attested by District Magistrate or a Sub- Divisional Magistrate or their superior officers (Annexure-II).
  - iii) Certificate of Marital status (Annexure-III).
  - iv) Medical Certificate (issued by Govt. Hospital only) from the Civil Surgeon/Medical Superintendent. (Annexure-IV).
  - v) Declaration of Fidelity & Secrecy (Annexure – V).
  - vi) Statement of Immovable Property (Annexure-VI).
  - vii) Cardex Form (Annexure-VII) with self-attested photograph.
  - viii) Three latest passport size photographs (attested on reverse side).

**He/She is advised to bring all original certificates for verification at the time of joining.**

12. He/She will not be allowed to join duty till he/she produces all the requisite documents to the entire satisfaction of the Management and no further opportunity shall be accorded to him /her in this regard.
13. If at any stage it is found that the candidate has indulged in any malpractice during the recruitment process or has furnished any false credentials/ information, his/her candidature/appointment is liable to be cancelled/terminated without prejudice to the right of the Corporation to initiate appropriate legal proceedings against the candidate.
14. His/her appointment will be subject to the final outcome of various Court Cases pending on the subject before various courts.

  
(Arindam Choudhury)  
Assistant General Manager (Pers.)  
for General Manager (Punjab Region)  
Regional Office, Punjab, Chandigarh

To.

AVANISH KANNAUJIYA(Roll No.-2241019071)

S/o/D/o Sh. KAILASH PRASAD

Address-HOUSE NO A25 HIM ESTATE COLONY SHAHEED BHAGAT SINGH WARD DEVA ROAD

NAUBASTA MOD CHINHAT LUCKNOW LUCKNOW UTTAR PRADESH , UTTAR PRADESH

Email id- avanish289@gmail.com

Distribution-

1. The Executive Director (North), FCI, ZO (North), Noida.
2. The Manager (Admin/APAR), FCI, RO Punjab, Chandigarh.
3. Office Guard File.

For any queries, you may contact via email at agmadmnpb@fci.gov.in or Ph. No. 0172-2638260.





प्रधान आयुक्त का कार्यालय,  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केन्द्रीय वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क, वडोदरा-I  
CENTRAL GST AND CENTRAL EXCISE, VADODARA-I  
COMMISSIONERATE  
पहला मंजला, जीएसटी भवन, रेस कोर्स सर्कल, वडोदरा -390 007  
1<sup>ST</sup> FLOOR, GST BHAVAN,  
RACE COURSE CIRCLE, VADODARA -390 007  
PHONE NO:- 0265-2324545  
Email :commr-cexvdr1@nic.in



## अनन्तिम नियुक्ति पत्र

### (Provisional Appointment Letter)

Vadodara GST& CX/CCO & CCA/Inspector/90582

- अधोहस्ताक्षरी एतद्वारा श्री/श्रीमती/कु आशुतोष/ Mr./Mrs./Ms. ASHUTOSH (रैंक/Rank-1089) को गुजरात राज्य एवं केंद्र शासित प्रदेश दमन एवं दीव, दादर नगर हवेली स्थित केन्द्रीय वस्तु एवं सेवाकर विभाग के कार्यालय जिसमें केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय वडोदरा-I, वडोदरा-II, सूरत, दमन, ऑडिट वडोदरा, ऑडिट सूरत, अपील वडोदरा, अपील सूरत, अहमदाबाद नोर्थ, अहमदाबाद साउथ, गांधीनगर, राजकोट, भावनगर, कच्छ, गांधीधाम, ऑडिट अहमदाबाद, ऑडिट राजकोट, अपील अहमदाबाद, अपील राजकोट तथा सीमा शुल्क आयुक्तालय अहमदाबाद, जामनगर, कांडला एवं मुंद्रा (कच्छ क्षेत्र) आते हैं, के लिए नए सातवें वेतन मान के लेवल-7 (44,900-1,42,400) के पहले सेल में मूल वेतन रुपये 44,900/- (पुनरीक्षित छठे वेतन मान के PB-II(9300-34800) ग्रेड पे 4600/-के साथ) तथा वर्तमान आदेशों के अनुसार अन्य स्वीकार्य भत्तों तथा भत्तों की मंजूरी से सम्बन्धित नियमों एवं आदेशों के अंतर्गत भारत सरकार द्वारा समय-समय पर मंजूर किये गए अन्य भत्तों के साथ निरीक्षक के पद पर नियुक्ति हेतु प्रस्ताव करते हैं।
- नियुक्ति की शर्तें निम्नलिखित हैं :-
  - उन्हें दो वर्ष तक उन्हें परीक्षा पर रखा जाएगा तथा नियुक्ति की तिथि के दो वर्ष के भीतर उन्हें विभागीय परीक्षा उत्तीर्ण करनी होगी।
  - विभाग में उनका स्थायीकरण सरकार द्वारा समय-समय पर जारी किये जाने वाले आदेशों और अनुदेशों के आधार पर होगा।
  - अगर आप अपना धर्म परिवर्तित करते हैं तो धर्म परिवर्तन के तुरंत बाद आपको इस कार्यालय में सूचना देनी होगी।
  - आपको जानकारी देनी होगी कि क्या आप:-
    - भारत के नागरिक हैं अथवा
    - नेपाल की प्रजा हैं अथवा
    - भूटान की प्रजा हैं अथवा
    - तिब्बती शरणार्थी हैं जो 01.01.1962 से पहले भारत में स्थायी रूप से रहने के उद्देश्य से भारत आये थे अथवा
    - भारतीय मूल के ऐसे व्यक्ति हैं जो पाकिस्तान, बर्मा, श्रीलंका तथा पूर्वी अफ्रीका के तंज़ानिया गणराज्य (पूर्व में तंज़ानिया, ज़न्ज़ीबर) से भारत में स्थायी रूप से बसने की मंशा से आये हुए हैंबशर्ते कि वर्ग (ख), (ग), (घ) तथा (ड.) से संबंधित उम्मीदवार के पास उसके पक्ष में भारत सरकार द्वारा जारी योग्यता प्रमाणपत्र होना चाहिए। वर्ग (ड.) से संबंधित उम्मीदवार के मामले में योग्यता प्रमाणपत्र एक वर्ष की अवधि के लिए जारी किया जाता है जिसके पश्चात सेवा में बने रहना उसकी भारतीय नागरिकता ग्रहण करने की शर्त पर निर्भर करता है।
  - आपको भारत के संविधान के प्रति निष्ठा रखने सम्बन्धी औपचारिक समर्थन हेतु निर्धारित प्रपत्र में शपथ लेनी होगी।
  - आपको सरकार द्वारा अपने कर्मचारियों के लिए जारी एवं विभाग के नियम, अनुशासन तथा व्यवहार का अनुपालन करना होगा।
  - किसी अन्य सरकारी कार्यालय या कहीं और आपकी नियुक्ति का आवेदन अधोहस्ताक्षरी अपने विवेक के अनुसार आगे भेज या रोक सकता है।
  - आप वडोदरा संवर्ग नियंत्रक प्राधिकारी (Cadre Control Authority) के अधिकार क्षेत्र में किसी भी स्थान पर तैनात/स्थानांतरित होने के लिए उत्तरदायी हैं, अतः आप की तैनाती पूरे गुजरात राज्य एवं केंद्र शासित प्रदेश दमन एवं दीव, दादर नगर हवेली स्थित केन्द्रीय वस्तु एवं सेवाकर विभाग के कार्यालय जिसमें केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय वडोदरा-I, वडोदरा-II, सूरत, दमन, ऑडिट वडोदरा, ऑडिट सूरत, अपील वडोदरा, अपील सूरत, अहमदाबाद नोर्थ, अहमदाबाद साउथ, गांधीनगर, राजकोट, भावनगर, कच्छ, गांधीधाम, ऑडिट अहमदाबाद, ऑडिट राजकोट, अपील अहमदाबाद, अपील राजकोट तथा सीमा शुल्क आयुक्तालय अहमदाबाद, जामनगर, कांडला एवं मुंद्रा (कच्छ क्षेत्र) में कहीं भी की जा सकती है। फलस्वरूप, आपको उपर्युक्त अधिकार क्षेत्र के किसी भी आयुक्तालय में स्थानांतरित एवं तैनात किया जा सकता है।



1. अपर आयुक्त (मुख्य आयुक्त का कार्यालय), वस्तु एवं सेवाकर वड़ोदरा क्षेत्र, वड़ोदरा ।
2. प्रधान मुख्य आयुक्त/ मुख्य आयुक्त का कार्यालय, वस्तु एवं सेवा कर, वड़ोदरा ज़ोन, नियुक्ती के संबंध में आगे की सारी कार्यवाही आपके कार्यालय द्वारा की जाएगी।
3. डोजियर/सेवा पंजी



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**18 May, 2023**

**Mr Meddhansh Srivastava  
47/1, Old Labour Colony, Aisbagh,  
Near Aishbagh Eidgah,  
Lucknow,  
Uttar Pradesh - 226004**

**Contact No: 7683085553  
Email: meddus2425@gmail.com**

Dear Meddhansh,

**Subject: Appointment in the position of  
Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **"EY Global Delivery Services India LLP"** (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2023

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2023 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Analyst** in Knw EYK-BI\_NS-GGN in the Firm. Your Rank will be **42**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Gurgaon** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL – 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India





relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **17 July, 2023**

Your Work location will be 2nd, 3rd Floor - Tower A and, 4th Floor - Tower B, DLF Cyber Park in Phase II, Udyog Vihar, Sector 20, Gurugram, Haryana.

You will be invited to attend a 2-day in-person orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 10,00,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting will be Gurgaon. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

### **8. CONFIDENTIALITY:**

- a. Compensation: You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.



- b. Use of Firm's name: You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.





## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 30 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and



salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.





## **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

## **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

## **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.



- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signed By: Divya Parihar  
Reason: Offer Letter  
Location: Bangalore  
Date: 05/18/2023 19:50:41

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: Meddhansh Srivastava Date: 5/19/2023

Meddhansh Srivastava

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





## Annexure A

Dear Meddhansh,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>► Graduation/Post-graduation</li> </ul> Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

### Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on 17 July, 2023. You should have taken both doses of the COVID-19 vaccine. Please carry your COVID-19 vaccination certificate (Soft/Hard copy).



## Annexure B

<b>Name</b>	<b>Meddhansh Srivastava</b>	<b>DOJ</b>	<b>17 July, 2023</b>
<b>Designation</b>	<b>Analyst</b>	<b>Service Line</b>	<b>Knw EYK-BI_NS-GGN</b>
<b>Rank</b>	<b>42</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	33,333	4,00,000
House Rent Allowance (HRA)	16,667	2,00,000
Other allowance including flexible components 1	25,513	3,06,160
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	4,000	48,000
<b>Fixed compensation</b>	<b>83,333</b>	<b>10,00,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		16,290
Gratuity 4		19,240
<b>Total of Benefits</b>		<b>35,530</b>

### Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 10% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.





## Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 20,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 30,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.



HRD/COV/13770364/19-20

March 05, 2020

Ms. Vidhukesh Vaidehi  
Railway Qtr No. 23/6,  
Above Masala Centre,  
Chanakyapuri,  
New Delhi  
India

Ph: (91) 9576245389

Dear Vidhukesh,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)





HRD/13770364/19-20

March 05, 2020

Ms. Vidhukesh Vaidehi  
Railway Qtr No. 23/6,  
Above Masala Centre,  
Chanakyapuri,  
New Delhi  
India

Ph: (91) 9576245389

Dear Vidhukesh,

Congratulations! We are delighted to make you an offer as **Consultant - Business Consulting** and your role is **Associate - Business Consulting**.

Here are the terms and conditions of our offer:

#### **Joining date**

Your scheduled date of employment with us will be **June 01, 2020**.

#### **Location**

Your location for employment is **Bangalore, India** ("work location"). You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

#### **INFOSYS LIMITED**

CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

## **Probation and confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure – III.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

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

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

## **Compensation and Benefits**

### **Salary**

Your Fixed Gross Salary will be **INR 127,501** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 150,001** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

### **Performance Bonus**

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 22,500**. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the Basic Salary as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 20-21 will be as follows:

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





### **Basket of Allowances (BOA)**

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

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

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 400,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 10,200,000** of which **INR 5,200,000** is covered towards natural death, and **INR 5,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 350**.

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

### **Notice period**

During probation, your services can be terminated with one month's notice or salary thereof by either parties. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.



## **Background checks**

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

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

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

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

## **Other terms and conditions**

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

Our offer to you as is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers. Your simple average should not be less than what was specified in your application form during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.







You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name                      Location

Enclosures:    Non-Compete Agreement (Annexure II)  
                    Bonus Plan (Annexure IV)  
                    Information Sheet (Annexure III)

## ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Vidhukesh Vaidehi
ROLE	Associate - Business Consulting
ROLE DESIGNATION	Consultant - Business Consulting
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	63,760
BASKET OF ALLOWANCES	40,271
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	12,114
<b>MONTHLY GROSS SALARY</b>	<b>116,145</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	638

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	7,651
GRATUITY - 4.81% of Basic Salary *	3,067
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>127,501</b>

<b>4. PERFORMANCE BONUS</b>	<b>At an indicative Payout of 100%</b>
Performance Bonus	22,500
<b>TOTAL GROSS SALARY (Inclusive of Performance Bonus)</b>	<b>150,001</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Fifty Thousand (Without Security)	@ 7%	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				







## ANNEXURE II

### **NON COMPETE AGREEMENT**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name : Ms. Vidhukesh Vaidehi

Acknowledged by Infosys Limited:



# Government of Andhra Pradesh

Salary Slip for the Month: January 2024 (01/01/2024 - 31/01/2024 )

CFMS ID	14077989	HRMS ID	0370587
NAME	CHENNARAO DEVARAPALLI	DESIGNATION	Lecturer in Government Degree College
HOA	2202031030007010011NVN	SCALE	G-XIX (68900-205500)
Pay Period	01/01/2024 to 31/01/2024	Paid Days	31
BILL NUMBER	2023-2353666		
EARNINGS		DEDUCTIONS	
Basic Pay	101200	APGLI Subscription	3000
Dearness Allowances	38456	GIS Ins Fund	120
House Rent Allowance	9108	Professional Tax	200
		INCOME TAX	20000
		CPS	13966
		EHF SUBSCRIPTION	300
GROSS	148764	DEDUCTIONS	37586
		NET	111178



**Cognitio Analytics India Private Limited**

First Floor, Plot no.81,  
Sector-44, Gurugram-122003  
Haryana, India

**Date: 07 September 2020**

**Candidate Name: Yashika Jain**

**Subject: Offer of Employment**

**Dear Yashika,**

Subsequent to the personal interviews you had with us, we are glad to offer you the role of **Analyst**. The tentative date of joining will be **08 September 2020**. The position is initially based at our **Gurgaon** office. On behalf of the Company let me invite you to be a part of our journey towards growth.

You will be paid an annual fixed compensation of **INR 5,50,000** and also be eligible for receiving variable compensation of up to **10%** of your annual fixed compensation, subject to your performance and company's variable pay policies.

At the time of joining, you will be paid a joining bonus of **Rs.50,000/-**. In case you decide to leave the organization within one year of your date of joining, the Company will recover this amount from you as part of your full and final settlement.

Additionally, you will be paid a retention bonus of **Rs.1,00,000/-** after two years of your date of joining. This would be subject to you not having resigned and/or are not serving notice period at the time of pay-out.

Applicable taxes would be deducted at source in case of joining and retention bonus.

You would be issued a detailed Letter of Appointment containing all terms and conditions of employment on your joining. This is an offer of employment only and the terms will become valid from the date of your joining as mentioned above.

You are requested to submit self-attested copies of the following documents on the date of joining and bring original documents at the time of joining for verification:

1. Passport size photographs (2)
2. Pan Card
3. Address proof - Current & Permanent – (Any one):
  1. Passport
  2. Electricity bill, (most recent, within last month) or
  3. Landline bill (most recent, within last month)
  4. Aadhar card
  5. Passbook of any Nationalized Bank





**Cognitio Analytics India Private Limited**

First Floor, Plot no.81,  
Sector-44, Gurugram-122003  
Haryana, India

6. Voter card
4. Educational Qualification certificates & mark sheets
  1. Class 10<sup>th</sup>
  2. Class 12<sup>th</sup>
  3. Diploma
  4. Graduation
  5. Post-Graduation
  6. Certifications, if any
5. Date of Birth Proof, if not part of the above documents
6. Bank Account details for salary,
  1. Name on the account
  2. Account No.
  3. Bank name
  4. Branch name
  5. IFSC code
7. PF account details/UAN (Universal Account No.), if any
  1. Name on the account
  2. UAN No
8. Previous employer details, if any
  1. Joining & Relieving letter / Experience letter from previous employer

This offer is conditional to the satisfactory completion of all background checks. Management reserves the right to withdraw this offer letter in case any of the information provided by you in the application form and during the selection processes is found misleading or false.

We believe that your association with us will be mutually rewarding.

Sincerely,

*Kriti* 9/7/2020

Kriti Bains  
Senior Manager

**I accept the above offer.**

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

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


**Cognitio Analytics India Private Limited**

 First Floor, Plot no.81,  
 Sector-44, Gurugram-122003  
 Haryana, India

### Compensation Structure

<b>Name: Yashika Jain</b>	
<b>Designation: Analyst</b>	
<b>Details</b>	<b>Annually</b>
<b>Basic Pay</b>	1,65,000
<b>HRA</b>	66,000
<b>LTA</b>	27,500
<b>Conveyance</b>	19,200
<b>Medical Allowance</b>	15,000
<b>Telephone Allowance</b>	18,000
<b>VMRA</b>	21,600
<b>Parking Slip Reimbursement</b>	30,000
<b>Adhoc Allowance</b>	1,67,900
<b>Provident Fund</b>	19,800
<b>Total Fixed</b>	<b>5,50,000</b>
<b>Joining Bonus</b>	<b>50,000</b>
<b>Retention Bonus</b>	<b>1,00,000</b>
<b>Total Variable *</b>	<b>55,000</b>
<b>TOTAL CTC</b>	<b>7,55,000</b>

\* Max pay out of up to 10% of your annual fixed compensation, subject to company's variable pay policies.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**30 January, 2020**

**Ms Gauri Verma  
H no. 8/1256 ,  
Pratap Nagar, Near Raiwala,  
Saharanpur,  
Uttar Pradesh - 247001**

**Contact No: 7906372803  
Email: gauriverma7177@gmail.com**

Dear Gauri,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered the position of **Associate in Assurance** in EY Global Delivery Services India LLP.

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual fixed compensation of **INR.3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

As per policy of the Firm, in addition to your fixed compensation you will be eligible to participate in the EY GDS Variable Pay Bonus Program, which drives a pay for performance approach providing differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 30 September. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Education Qualification:**

This letter of intent is subject to your successful completion of B.Com.(Hons.) exams by July 2020.





Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.

Thanking you.

Yours faithfully,

for EY Global Delivery Services India LLP

**Authorized Signatory**

कार्यालय उप महानिरीक्षक, केन्द्र गुप्त, सोनीपत, बहालगर, खेवड़ा, केरिपुबल 131021- (हरियाणा)		Office of the DIG, GC, CRPF, Khewra, Bahalgarh, Sonepat (Haryana)-131021
☎0130 - 2981888 (Office), 2973903 (Fax), 2973903 (Control Room)		

No. R.II.1/2023.EC.VI (SI/GD)

Dated, the 28 August, 2023

To,

MOHIT KUMAR  
ROLL NO-2201000275  
FATHER NAME-SATISH KUMAR  
VPO-E-370 GALI NO.7 WEST VINOD NAGAR  
DIST-EAST DELHI  
STATE-DELHI  
PIN-110092

**Subject: OFFER OF APPOINTMENT FOR THE POST OF SUB-INSPECTOR (GENERAL DUTY) IN CRPF**

As a result of successfully qualifying written examination conducted by the Staff Selection Commission and completion of the recruitment process you have been allotted for enlistment in CRPF. Accordingly you are provisionally selected for appointment as **Sub-Inspector (General Duty)** in CRPF. The post is purely temporary but likely to continue.

2. The Pay Scale of Sub-Inspector (General Duty) as per 7<sup>th</sup> CPC lies in the pay matrix-6 (Rs.35,400-1,12,400/-) as on date. In addition to this, you will be entitled to Dearness Allowance, Ration Money, Washing Allowance and other allowances as entitled to the Central Govt. employees from time to time and other allowances/ benefits as admissible to the CRPF personnel.

3. The terms and conditions of appointment are as under:-

- (a) The post is combatised and purely temporary but likely to continue. On appointment to the said post, you will be on probation for a period of two years. On successful completion of the period of probation, you will be considered for confirmation. Your services are liable to be terminated at any time by the appointing authority without assigning any reasons, on one month's notice during the initial period of 02 years in accordance with the Central Civil Services (Temporary Service) Rules 1965.
- (b) The appointment carries with it the liability to serve anywhere in India or outside of India.
- (c) On joining this organization you will be governed under CRPF Act-1949 read with CRPF Rules-1955 and other recruitment rules notified/ amended from time to time. This joining will be regulated from the date of your joining CRPF. You have to follow rules, orders and other instructions related to service conditions issued by the department from time to time.
- (d) You will be required to undergo basic training at any of the Training Institutions of CRPF. If you are not able to undergo/complete the training successfully, your service is liable to be terminated.

Continuous at P/2



**OFFICE OF THE DY. COMMISSIONER OF POLICE: RECRUITMENT**  
**NEW POLICE LINES, KINGSWAY CAMP: DELHI-110009**  
**Telephone No.: 011-27003100-(Ext.-49165), E-mail: recruitmentcellnpl@gmail.com**

**OFFER OF APPOINTMENT**



On the basis of the result of computer based examination and having been declared medically fit by the competent medical authority, the undersigned, as empowered under Delhi Police (Appointment & Recruitment) Rules, 1980, is pleased to offer the appointment (purely on temporary basis) to **Sh./Smt./Ms. KM ANU RATHI S/d/w/o Sh. PRAVEEN RATHI Roll No. 2201047826** for the post of **Constable (Exe.) Male / Female** in Delhi Police on the basis of examination 2023 conducted by Staff Selection Commission in the Group-C in **Pay Matrix Level-3 (Rs.21700-69100)** and other allowances as admissible for the post in an existing vacancy. You will be initially posted/allocated to Delhi Police Academy, Jharoda Kalan, New Delhi.

Your appointment is governed under the Delhi Police Act, 1978 and the Rules made there under. You will also be governed by the Central Civil Service (Temporary Services) Rules-1965 and CCS (Conduct) Rules-1964.

Your appointment is also subject to the following terms and conditions:-

1. Your appointment will be purely "PROVISIONAL" till receipt of satisfactory police verification report and a "no adverse" Character and antecedents verification report from the concerned Civil Authorities as per provisions of Ministry of Personnel, Public grievances and Pensions. DoP&T OM No. 18011/2(s)/2016-Estt.(B)(i) dated 29.06.2016. In the event of receipt of any adverse report from the Police/Civil Authorities, your service will be terminated immediately without any prior notice.
2. In case, your Character and Antecedents is found not verified or any false information is given by you in your self-declaration, the provisional appointment letter will be cancelled forthwith and criminal/legal action will also be taken, as a consequence.
3. The offer of appointment will be valid on execution of an Agreement Bond by you with regard to refund of salary, cost of uniform, capitation charges etc. in case you leave the department without completing 05 years of service from the date of your appointment.
4. Your appointment is provisional and is subject to verification of the Educational Qualification/SC/ST/OBC/EWS certificates etc. In case the verification reveals that the above certificate/documents are false, necessary pursuant action will be taken against you by the Authority concerned and in the event of forgery of documents(s), then in addition to the departmental action, a criminal case may also be registered against you as per law in view of the provisions of Standing Order No.HRD/12/2022.
5. Your appointment will be liable for termination from Delhi Police, if the facts given by you in the Declaration Form/Undertaking/Attestation Form are found to be false/incorrect in any material aspect and you will be further liable to refund the money spent on your training and given to you by the State Exchequer. You shall also be debarred from working for Delhi Police, besides initiation of legal action against you.
6. You will be on probation for a period of two years from the date of your appointment. You will not be confirmed without passing your basic training.
7. Your appointment is purely temporary and liable for termination without assigning any reasons thereof.
8. Your basic training is for 10 months or for such period as may be decided by the Commissioner of Police, Delhi.
9. You shall not be passed into the rank unless you have successfully completed the training and have "passed-out" from the Delhi Police Academy.
10. All trainees of a batch will join the training on the same day. However, maximum relaxation of 03 working days can be given in exceptional cases by the Director, Delhi Police Academy, Delhi.
11. You are required to qualify in the basic training conducted at Delhi Police Academy as per the rules, regulation and procedure relating to training. If you do not qualify, your services will be terminated under Rule 5 of the CCS (Temporary Services) Rules, 1965.



12. Your inter-se-seniority will be fixed later on.
13. In case you become medically unfit to continue training you shall be treated as per rules and procedures of DPA in this regard.
14. If you fail to attend 90% of the classes during training you will be debarred from taking the final examination. Further action shall be taken on the subject by competent authority at Delhi Police Academy for additional chances/termination of service.
15. All the women trainees are expected to undergo the rigorous outdoor training. Pregnant women trainees will not be allowed to join training. If she is pregnant or becomes pregnant during the period of training, she shall not be allowed to continue the training and will be directed to proceed on leave with or without pay as per her entitlement and will be allowed to join training from the beginning with the next scheduled batch and as per DPA rules.
16. Competent Authority of Delhi Police Academy shall initiate and finalize (if you are still in the Delhi Police Academy) disciplinary action against the defaulter. DPA shall also pass orders regarding termination of the services of a defaulter. The service of trainees can be terminated on any one of the following grounds:-
  - (i) Frequent absence of the trainee from Outdoor/Indoor Programme leading to a conclusion that you are an un-devoted trainee and a habitual absentee and are unlikely to become a good police officer.
  - (ii) Submission of false Medical Certificate from any Doctor for availing leaves or light duty or rest.
  - (iii) Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.
  - (iv) Committing any mischief or any crime involving moral turpitude during training.
  - (v) Any information submitted by you is found to be false, fabricated or manipulated to gain employment.
  - (vi) Any other ground which adversely reflects your behaviour and if you are otherwise found unsuitable for police service.

This offer of appointment is purely provisional which is subject to final checking of documents and biometric identification etc. from 25.01.2024 to 10.02.2024 at Recruitment Cell, New Police Lines, Kingsway Camp, Delhi-110009. In case you fail to report at NPL for document checking/biometric verification or found ineligible for the post in any respect, this offer of appointment will be treated as withdrawn. In case of Ex-Servicemen, the offer of appointment is subject to outcome of SLP (Civil) No.1980/2014 & 1985/2014,

**The basic training course for the post will commence on 08.03.2024 at Delhi Police Academy, DWARKA, New Delhi. You should report to Delhi Police Academy, DWARKA, New Delhi on 08.03.2024. In case you fail to report at Delhi Police Academy, DWARKA, New Delhi on 08.03.2024, this offer of appointment and candidature for the post will stand cancelled.**



**(DEOTOSH K.S. SINGH) IPS**  
**Deputy Commissioner of Police,**  
**Recruitment, Delhi**

**Sh./Smt./Ms. KM ANU RATHI - 2201047826**  
**S/d/w/o PRAVEEN RATHI**  
**R/o VPO SUJTI**  
**BAGHPAT,UTTAR PRADESH - 250625**  
**MOB. No. 9953136885**  
**E-Mail Id:- ANURATHI0017@GMAIL.COM**

**No 4654-29653/Rectt. Cell(R-I)/Ct./NPL, dated Delhi the 01.02.2024**

Copy forwarded for information and necessary action to:-

1. The Director, Delhi Police Academy, Jharoda Kalan, New Delhi with the request that candidate, KM ANU RATHI may be allowed to join for the post of Constable (Exe) Male/Female. DD entry report regarding his/her joining may be sent to this office on the very next day as and when he/she joins the department, for notifying the appointment and also taking further necessary action.
2. DCsP/HQ-III & IV, PHQ, New Delhi.
3. Inspr.'P' Branch & Recruitment Cell/PHQ for information and necessary action

**Ministry of Communications/ Department of Posts**  
**Office of the Supdt. Post Offices Dharamsala Dn. Dharamsala- 176215 (HP)**

To,

Sh Amit Tanwar  
S/o Sh Man Singh.  
R/o E 14 Near Sidh Mandir Bhiduki  
Distt Palwal Haryana -121107.

REGD

No:- B-2/7/R/DR (PA)/2020 dated at Dharamsala the 27.07.2023

Sub: - Allocation of Postal Division / recruitment Units for appointment as Postal Assistant on the basis of Combined Higher Secondary Level Examination – 2021 conducted by SSC.


With reference to your application for the above said Post, competent authority is to inform your that your name has been approved for appointment as Postal Assistant in this division, subject to outcome of verification of genuineness of the educational / category certificate etc. from the concerned authority. In case you accept the offer, you should attend this office on 16.08.2023 between 1000 Hrs to 1500 Hrs along with original documents / certificates for further process.

In case you fail to report this office on due date or nothing is heard form you within this period, it will be presumed that you are not willing to accept the job and your name will be struck off from the approved list.

**Detail of documents required.**

- ❖ Plus 2 or equivalent / Graduation certificate in original with two sets of attested copy of each certificate.
- ❖ SC/ST/OBC certificate in original (if applicable) with two sets of attested copy of each certificate.
- ❖ Attestation Form in duplicate complete in all respect.
- ❖ Two Character certificate duly issued by two different Gazetted Officers of the Centre/ State Government (not in your relation) (one should be issued by Executive/Sub Divisional Magistrate with two sets of attested copy of each certificate.
- ❖ Two latest passport size photographs.
- ❖ Two copies of Aadhar Card along with original.
- ❖ Two copies of PAN Card along with original.
- ❖ Discharge book in original with two attested copies in case of Ex – serviceman candidate.

Note: - This offer of appointment is subject to that if any information furnished by the candidate is found wrong at later stage, or the candidate fail to produce required documents by stipulated date i.e.16.08.2023 your candidature will be liable to be terminated forthwith and if any information or document submitted by the candidate is found incorrect in later stage, which would be rendered him/ her ineligible for appearing in the Combined Higher Secondary Level Examination – 2021, he/she shall be terminated from service.

  
(Surinder Pal Sharma)  
Supdt. Post Offices  
Dharamsala Division  
Dharamsala -176215, HP



Date: 28-11-2022

Ref. No. 2022/APPT/01/NAMASTE/DELHI/013

**Aanchal Chopra**

C-30, Nehru Road,

Adarsh Nagar, Delhi - 110033

**Sub: Appointment to the position of Research Associate for a fixed period contract**

Dear Priyanka,

We are pleased to offer you the position of **Research Associate** on a Fixed Term salaried employment contract under the **NAMASTE programme** at **100% FTE**.

**1. Brief about Sangath**

Sangath is a non-governmental, not-for-profit organization committed to improving health across the life span by empowering existing community resources to provide appropriate physical, psychological and social therapies. Its primary focus areas include child development, adolescent health, adult health and chronic diseases.

**2. Brief about the project**

Neurodevelopment and **AutisM** in South **ASia** Treatment and **Evidence (NAMASTE)** is a programme which will be implemented by Sangath, an Indian not-for-profit working in the field of public health research for over 25 years. NAMASTE will aim to design and implement a flexible evidenced pathway towards universal health coverage for children with Autism, through a programme of research, training and capacity building across India, Sri Lanka and Nepal.

**3. Statement of Duties**

- 3.1. You will be initially located in New Delhi.
- 3.2. As a Research Associate, you will be reporting to the Programme Coordinator - Detection, Monitoring & Evaluation, NAMASTE.
- 3.3. Your major roles and responsibilities would be:

**Project Management**

- Assist with day-to-day project management and timeline oversight for WS4 activities.
- Provide line management to 2 Research Assistants and 1 Administrator.

**CEI Activities**

- Support recruitment of community participants such as parents, parent-advocates, self-advocates, health workers, counsellors, policy makers, etc into research activities.
- Support the set-up of and organize quarterly meetings with country Community Advisory



Boards (CABs) to present programme updates.

- Organize monthly review meetings with Country Coordinators.
- Organize bi-monthly review meetings with WS4 design partner.
- Coordinate with Country coordinators and organize in-person and online consultations with parents and self-advocates, and implement qualitative research tools in consultation with design partner.
- Coordinate feedback and review of all public engagement materials with CABs, programme leads and country partners.
- Administer monitoring and data collection tools across all sites.

### **Research**

- Support with a scoping review on community outreach interventions related to neurodevelopmental disorders implemented in Low and Middle Income Countries. This will include conducting desk-based literature reviews, summarizing research studies and reports, and working with the research team on preparing a manuscript/report for publication.

### **Documentation**

- Undertake training and supervision to Country Project Coordinators to implement PE tools.
- Lead project documentation and timely reports of all activities.

### **Others**

- Work collaboratively with Sangath administrative personnel and participate in Sangath activities and meetings.
- Participate and assist in all Sangath activities, especially those pertaining to the Child Development Group.
- Assist and participate in Sangath activities.

The above statement of duties can be modified from time to time based on project request/organizational requirement as applicable.

## **4. Compensation**

From 12 December 2022 to 11 March 2023 your gross monthly salary would be INR 32,000/- (Rupees Thirty Two Thousand Only). Detailed salary breakup is attached as Annexure-I.

The above amount shall be subjected to TDS, as per income Tax Act and other statutory deductions, as applicable.

## **5. Other Benefits Applicable**

5.1. Mobile connection provided by the organization to eligible employees for official use.

5.2. Group MediClaim policy/ Employees State Insurance Corporation (ESIC) cover for employee and immediate family members, as per the Sangath policy.

5.3. Accident insurance cover for eligible employees as per Sangath policy

## **6. Contract Duration, Probation and Notice**

- 6.1. The duration of this contract is from 12 December 2022 to 11 March 2023 or until the conclusion/termination of the above mentioned project, whichever is earlier. The contract may be renewed based on project requirement and your performance during the above period. The renewal of the contract is at the sole discretion of Sangath.
- 6.2. You will be on probation initially, for a period of 3 months from the date of your joining. After successful completion of your probation, your contract will be extended till end of the financial year/ grant whichever is earlier. The probation period may be extended if so required by the supervisor/project.
- 6.3. Either party can terminate the employment by giving seven days' notice to the other, during probation. After completion of probation, notice period requirement would be one month or payment (Basic) in lieu of notice. For grades coordinator and above the notice period requirement would be two months or payment (Basic) in lieu of notice.

## **7. Terms of Engagement**

- 7.1. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.
- 7.2. You will be required to work as per the requirement of the project/location of work.
- 7.3. You will be entitled to leaves as per Sangath policy apart from the public holidays declared by the Organization during your contractual period.
- 7.4. Since your appointment is for a specified period, you will neither have any right nor a lien on the job held by you. You acknowledge that this is a fixed-term contract.
- 7.5. Except applicable notice or salary in lieu thereof, no compensation or remaining wages for unexpired period of or salary in lieu thereof, of contractual and fixed period of appointment will be payable by the Management if your services are terminated before the aforesaid specified and fixed period of your service.
- 7.6. You will read, understand and follow Sangath's code of professional and ethical conduct and standard operating procedures.
- 7.7. You will submit a copy of your PAN card and Aadhaar card to Sangath before Sangath can make any payment to you.

## **8. Confidentiality of Information**

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

You acknowledge that you hold no proprietary rights in any information received by you, entrusted to you or that you are privy to in the course of your employment.

Upon termination of your employment, you will immediately surrender to Sangath, all books, magazines, reports, documents (physical and electronic) and copies thereof, records, manuals, official email IDs and passwords, audio and video tapes, hard drives, devices and other assets and any other knowledge data bases and property entrusted to you, in your possession or under your control in the course of your employment.

You will not reproduce, store in a retrieval system or transmit in any form or by any means-electronic, mechanical, photocopying, recording, scanning or otherwise – any copy righted material, which is the property of Sangath –for your own benefit or for the benefit of any third party- either during the course of your employment or on your separation.

## **9. General**

- 9.1. During your employment at Sangath, you will neither directly or indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature without prior permission of the Sangath. We shall be encouraging of an academic or research engagement which is aligned to the goals of Sangath and we request you to discuss such activities as and when you choose to take them up.
- 9.2. All staff are expected to be involved in, and give support to, all appropriate aspects of Sangath activities, and to be prepared to accept a reasonable share of delegated organizational responsibility.
- 9.3. The SOPs as framed by Sangath from time to time shall become conditional upon you and by which you shall abide. The salaries are revised by percentage cost of living allowance (COLA) annually.
- 9.4. Payment of your salary will be made monthly on the last day of each month, or the nearest working day after that date when a holiday on account of a Saturday, Sunday, Public Holiday or other day on which Sangath is closed occurs in the last week of the month. Payment will be made by bank transfer direct into your bank account. Payments represent salaries for the calendar month in question; staff are paid in arrears under these arrangements.
- 9.5. Staff are expected to work such hours at such times as are reasonably required to carry out the duties associated with the post, but not less than 40 hours per week for a full-time appointment.
- 9.6. It is a condition of your appointment that you participate in Sangath's appraisal scheme for staff, on an annual basis or otherwise as determined. We request you to furnish verification of your education and employment history.





Please signify your acceptance of this letter, by returning a copy of the same, duly signed by you on each page.

For Sangath

**Raghuveer Singh**

Senior Administrator, NAMASTE

Date: 28-11-2022

**Authorised signatory on behalf of Monica Bariya, Chairperson, Sangath**

I have fully read and understood the contents of this letter and acknowledge and accept the same.

Accepted By

**Aanchal Chopra**

Research Associate

Date: 28-11-2022

## ANNEXURE-I

Detailed salary breakup:

Period- 12 December 2022 to 11 March 2023

Component	Amount
Basic	10,667
Dearness Allowance	2,667
HRA	6,667
Allowances*	6,666
City Allowance	5,333
<b>Gross</b>	<b>32,000</b>
Provident Fund (Employers Contribution)	1800
Gratuity If applicable and payable under law	

\*These can be opted, by the employee

\*Choice of allowances

- A. Leave Travel Allowance
- B. Children's Education Allowance
- C. Hostel Allowance
- D. Academic Allowance







**FLAME**  
UNIVERSITY

August 12, 2023

**Service Certificate**

This is to certify that Yashveer Singh was employed with FLAME University since May 24, 2023 and was designated as Research Associate in the Centre for Knowledge Alternatives. While his contract end date is May 23, 2024, he resigned from his position due to personal reasons and he has been relieved of his duties with effect from today, August 12, 2023.

We take this opportunity to thank him for his contribution and wish him the very best in his future endeavours.

  
**Dr. Virender Sharma**  
Registrar





# **CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This Confidentiality and Non-Disclosure Agreement (the 'Agreement' dated this 23<sup>rd</sup> day of January, 2024 BETWEEN

**NWN INDIA**

(herein referred to as the 'Organization') having its Registered Office at IT Unit No. 237A, Second Floor, JMD Megapolis, Sector 48, Sohna Road, Gurgaon, Haryana-122018

- and -

**Sumeshwar Sonu**

(herein referred to as the 'Consultant')

The Consultant, who has entered into a services contract with the Organization on January 23, 2024, may be required to handle confidential and proprietary information relating to the Organization's present or anticipated operations, creations, developments, or research (the 'Confidential Information' to fulfill employment-related responsibilities, obligations, or duties during the duration of the assignment (the 'Assignment')).

The Consultant understands that the Organization is engaged in a continuous program of political, social and governance consulting. Accordingly, the Consultant is entering into this Agreement as a condition of his / her employment with the Organization, whether or not the Consultant expected to create inventions of value for the Organization.

IN CONSIDERATION OF and as a condition of the Organization disclosing the Confidential Information to the Consultant, the receipt and sufficiency of which consideration is hereby acknowledged, both parties agree that the terms and conditions of this Agreement shall be as follows:

## **1. CONFIDENTIAL INFORMATION**

The Consultant recognizes that during the course of the Assignment, the Consultant may have access to information that the Organization wishes to keep confidential. Both parties acknowledge that this information is the exclusive property of the Organization, and includes, without limitation:

- a. For purposes of this Agreement, 'Confidential Information' refers to this Agreement and any information that relates to actual or anticipated strategic and development plans, technical data, trade secrets, know-how including but not limited to financial condition, business plans, co-developer identities, data, business records, customer lists, project records, market reports, software, developments, inventions, processes, formulas, technology, designs, drawings, marketing plans, employee lists and business manuals, policies and procedures, information relating to processes, technologies or theory and all other information which may be disclosed to the Consultant, or which is generated as a result of, incidental to or in connection with the Assignment. This includes, but is not limited to: Work Product, Computer Software, Business Operations, Marketing and Development Operations, Proprietary Data and Customer Information. Confidential Information also extends to include any information that has been disclosed to the Organization by a third party and governed by a non-disclosure agreement.



- b. For purposes of this Agreement 'Work Product' refers to any products, ideas, reports, designs or information resulting from or related to present or future work projects or services performed by the Consultant for the Organization or the Organization's clients.
- c. For purposes of this Agreement 'Software' refers to computer programs that are developed for, resulting from, or related to, work or projects that have been, or will be performed for the Organization or for the Organization's clients. Such computer programs include programs of any type that are in any stage of actual or anticipated research, development, or production. These may include, but are not limited to: programs, program modules, routines and subroutines, algorithms, design concepts or specifications, source code, object code, program patches and system designs.
- d. For purposes of this Agreement 'Proprietary Data' refers to publicly undisclosed information relating to proprietary rights possessed by Organization such as: personal data of clients, customers and volunteers, technical, manufacturing, engineering or production data, test results and statistics, progress or development reports of various products or services, and information regarding the procurement, protection, control, and licensing of proprietary rights (such as patents, copyrights, and trade secrets).
- e. For purposes of this Agreement 'Business Operations' refers to internal financial, employment, and personnel records, client and vendor names, information, agreements, and services, business literature and operating manuals, and methods or means in which the Organization conducts its business.
- f. For purposes of this Agreement 'Marketing and Development Operations' refers to marketing and development plans, pricing strategies and billing policies, quoting methods, techniques and methods for obtaining business, processes and procedures used to obtain forecasts and forecast assumptions and volumes, and future plans and potential strategies put forth by the Organization which have been or are being speculated or discussed; and
- g. 'Customer Information' means any information relating to the identification of clients, customers and their representatives, data provided by customers and relations, contracts and their contents, customer service, quality and specifications of products and services purchased, leased, licensed or received by clients of the Organization.

## 2. OBLIGATIONS OF NON-DISCLOSURE

The Consultant recognizes the need to keep all Confidential Information absolutely confidential and make no disclosure of the information to the public, as a material term of this Agreement. The Consultant hereby agrees not to disclose, report, or use, for any purpose, any of the Confidential Information disclosed to the Consultant by the Organization as a result of the Consultant's Assignment, or which the Consultant has otherwise obtained or accessed.

The Consultant agrees that the Confidential Information is to be considered proprietary to the Organization. Further, the Consultant agrees to use the material only for the purpose of performing the tasks and responsibilities allocated to the Consultant by the Organization ('Permitted Application') and not for any other purpose, including any actions that could be detrimental to the Organization or the subsidiaries, affiliates, or partners thereof.

The Consultant agrees not to remove the Confidential Information from its place of business, and to conceal the Confidential Information in a location separate from other records and documents. In addition, the Consultant agrees not to reproduce the information or store it on



a computer or device that is accessible to persons to whom disclosure may not be made, as described in this Agreement.

The Consultant will be permitted to disclose any of the Confidential Information only in the following circumstances:

- a. If it is required for the performance of the Permitted Application, the Consultant may disclose the information to its affiliates, employees, advisors, or representatives, provided that:
  - i. These personnel are informed of the confidential nature of the Confidential Information;
  - ii. The personnel are prevented by the Consultant from violating this agreement, to as great an extent as the Consultant can reasonably enforce; and
  - iii. The Consultant agrees to be responsible for and indemnify the Organization for any breach of this Agreement by the personnel; or
- b. If the Organization has given written consent to the Consultant for the disclosure of information to a third party;

All obligations regarding the prevention of disclosure of the Confidential Information, and any obligations to provide notice under this Agreement shall be effective for an indefinite period from the date of its expiration or termination, as the case may be.

### **3. NON-COMPETITION**

Notwithstanding any successfully completed negotiations or transactions, or employment with an independent third party, the Consultant understands and agrees not to participate, directly or indirectly, in any activities that are in direct competition with the activities of Organization without the express written consent of Organization. This condition shall hold at all times during the continuance of this Agreement and within 1 year of its termination or expiration, as the case may be. The Organization further affirms that such consent will not be unreasonably withheld from the Consultant.

The Consultant understands and agrees that for a period of 1 year(s) from the date of expiration or termination of this Agreement, the Consultant will not divert or attempt to divert from the Organization any business that the Organization has enjoyed or solicited from its customers prior to expiration or termination of this Agreement.

### **4. NON-SOLICITATION**

It is mutually understood that the Organization would suffer harm and damages if attempts were made by the Consultant to induce others to leave the Organization's employ, or if the Consultant were to interfere with the Organization's relationship with its other employees or clients. With this understanding, the Consultant agrees that during the term of his Assignment with the Organization and for a period of 1 year after the end of such Assignment, the Consultant will not under any circumstances, directly or indirectly:

1. Encourage or attempt to encourage any employee or client of the Organization to quit employment or retainer with the Organization;
2. Interfere with the Organization's relationship with its clients or other employees in any way that could damage the Organization;



3. Inform other employees of the Organization of other competitive employment opportunities or positions; or
4. Solicit, entice, or hire away any client or employee of the Organization that was employed at any time during the Consultant's term of Assignment.

## 5. AVOIDING CONFLICT OF OPPORTUNITIES

The Consultant agrees to notify the Organization of all business opportunities relating to, or similar to, the Organization's current or prospective business opportunities. The Consultant understands that, for the duration of Assignment, the Consultant cannot pursue such opportunities in any way without the prior written consent of the Organization.

Unless written consent is otherwise given by the Organization, the Consultant further agrees to the following terms:

- a. The Consultant shall not compete with the present or anticipated business of the Organization, including but not limited to planning or orchestrating any similar or related business activities, either solely or in collaboration with others; and
- b. The Consultant shall not participate, either directly or indirectly, in any business activities that conflict with the interests of the Organization. Determination of such conflicting activities will rest exclusively upon the discretion of the Organization.

## 6. OWNERSHIP AND TITLE

The Consultant shall NOT, under any circumstances, be granted any title, interest, right, or license in or to the Confidential Information or other intellectual property of the Organization.

The Consultant recognizes and agrees that the Organization retains all rights, titles, and interest in any Confidential Information at all times, and that such information is the property of the Organization alone. As such, the Consultant waives any (and all interest in the Confidential Information, including but not limited to any interest in know-how, copyright, trademarks or trade names. This shall stand irrespective of any contributions the Consultant may have made to such materials or developments.

The terms contained within this Agreement will not apply to any of the Consultant's intellectual property, methods, designs, developments, creations, research, know-how, trade names, trademarks, and copyrights which:

1. Used no facilities, materials, Confidential Information or equipment of the Organization;
2. The Consultant created or developed entirely on his or her own time; and
3. Bears no relation or similarity to the business of the Organization, or the present or anticipated duties, creations, developments, or research, or resulting from any work performed by the Consultant for the Organization.

Any and all Confidential Information created or developed by the Consultant, in whole or in part, during the term of Assignment is recognized by the Consultant as the property of the Organization. The Consultant therefore agrees to assign to the Organization any right, title, or interest the Consultant may have in the Confidential Information, and further agrees to take all measures and to execute all instruments reasonably requested by the Organization to more fully transfer ownership rights of the Confidential Information from the Consultant to the Organization, in the period both during and after the Consultant's employment with the Organization.



## **7. NOTIFICATION**

The Organization is hereby authorized to notify the Consultant's actual or future Organizations of the terms of this Agreement and his / her responsibilities hereunder.

## **8. AMENDMENT AND WAIVERS**

This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of, or modification of any obligation under, this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

## **9. INJUNCTIVE RELIEF**

It is understood that in the event of a breach or threatened breach of the Agreement by Consultant, the Organization may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement. The clauses contained in this Agreement are specifically enforceable and are specifically recognized by both the parties as surviving and continuing beyond these terms and conditions and the Consultant hereby confirms that the above clauses are fair and reasonable.

## **10. BREACH AND PENALTIES**

In case of breach of this Agreement by the Consultant and/or any attempt to breach thereof, the Consultant breaching or attempting to breach the Agreement, will be subjected to civil liability in private lawsuits (recovery for damages and will also be subjected to criminal liability under Sections 378 read with 379 / 381 / 403 / 405 read with 406 / 410 / 415, 420, of the Indian Penal Code as well as be liable under Section 66 read with 43 of the Information Technology Act, 2000.

The obligations of the Consultant under this Agreement are of unique character that gives them particular value and breach of any of such obligations will result in irreparable and continuing damage to the Organization for which there will be no other adequate remedy at law and in the event of such breach, the Organization will be entitled to injunctive relief and/or a decree for specific performance, and such other and further relief as may be proper (including monetary damages if appropriate).

## **11. SEVERABILITY**

If any provision of this Agreement is deemed to be invalid or unenforceable, the remaining provisions of this Agreement shall be valid and binding and of like effect as though such provision were not included.

## **12. ARBITRATION**

All or any dispute, controversy, claim or disagreement arising out of or touching upon or in relation to the terms of this Agreement or its termination, breach, invalidity, including the

interpretation and validity thereof and the respective rights and obligations of the Parties hereof, that cannot be amicably resolved by mutual discussion within 7 Business Days, shall be settled by a sole arbitrator appointed by the Organization in accordance with the Indian Arbitration and Conciliation Act, 1996. Each party will appoint one arbitrator each and the two arbitrators shall appoint the third arbitrator. The award passed by the Arbitrator shall be final and binding on the Parties.

The place of arbitration shall be Haryana and the Courts of Haryana shall have jurisdiction in case of dispute. The arbitration proceedings shall be conducted in the English language.

During the pendency of any dispute resolution exercise whether by negotiations or arbitration, the Parties shall be bound by the terms of this Agreement and shall continue to perform their respective obligations not under dispute under this Agreement

It is agreed, and witness whereof, the parties hereto having received read, understood and agreed to all terms and conditions set forth above, have executed this Agreement.

**NWN INDIA**

Signed: \_\_\_\_\_

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

**CONSULTANT**

Signed: Suresh Chandra

Date: January 23, 2024





Phone : 2248 7233

# BAR COUNCIL OF WEST BENGAL

( A body constituted under the Advocates Act, 1961 )

2 & 3 , Kiran Sankar Roy Road, Kolkata - 700 001.

email : westbengalbarcouncil@gmail.com

website : www.wbbarcouncil.org

## ENROLMENT SECTION

No. F / ..... 1101/2128 ..... of 2019 Date : ..... 04.03.2020 .....

From: **Shri Pinaki Ranjan Banerjee, LL.B.,**  
Assistant Secretary.

To:

Shri Tanmoy Chattopadhyay, LL.B.,  
Chakpara, Near Solpukur, Milani,  
Liluah, Howrah - 711 204.

Sir / ~~Madam~~,

With reference to your application dated ..... 30.08.2019 .....  
and its enclosures, I am directed to state that you have been admitted and  
enrolled as an Advocate under the Advocates Act, 1961 on the  
..... 20th ..... day of February, 2020 .

Yours faithfully

  
Secretary / Assistant Secretary 4/3/2020



सी.एस.आई.आर.-राष्ट्रीय भौतिक प्रयोगशाला  
CSIR-NATIONAL PHYSICAL LABORATORY  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
(Council of Scientific & Industrial Research)  
डी. के.एस. कृष्णन् मार्ग, नई दिल्ली - 110012  
Dr. K.S. Krishnan Marg, New Delhi - 110012



स.20/7(241)/2023 भर्ती एवं मूल्यांकन

दिनांक 07/02/2024

सेवा में /To,

Ankit Kumar  
House No- 378, Dheerpur,  
Nirankari Colony,  
Delhi-110007

विषय / Sub.: Offer of engagement as **Project Associate-I** under the sponsored project entitled Quantum Metrology for Realization of SI Units and Allied Parameters for Boosting International Trade and Industrial Growth of the Nation Strengthening and Modernization of Metrology through Research and Technology Harmony (SAMARTH) **Post Code 14.0**

महोदय /Sir,

विज्ञापन संख्या रिकूट./01/2024 के संबंध में आपके दिनांक 31.01.2024 के आवेदन के संदर्भ में एतद्वारा सूचित किया जाता है कि संलग्न शर्तों एवं निबंधन के अनुसार निदेशक, राष्ट्रीय भौतिक प्रयोगशाला ने आपको कार्यभार ग्रहण करने की तारीख से एक वर्ष तक की अवधि के लिए प्रतिमाह रुपये **25,000/- +HRA (Twenty five Thousand only)** के स्टाइपेन्ड पर विशुद्ध रूप से अस्थायी एवं संविदा आधार पर **Project Associate-I** के रूप में कार्य करने का प्रस्ताव दिया है।

With reference to your application dated **31/01/2024** in response to **Advt. No. Rectt./01/2024**, you are hereby intimated that the Director, NPL has been pleased to offer you on contract basis to work on a purely temporary basis as **Project Associate-I** on a stipend **Rs. 25,000/- + HRA (Twenty five Thousand only) per month, initially for a period of One Year** from the date of joining as per the terms and conditions enclosed.

यदि संलग्न शर्तों एवं निबंधन के आधार पर आप इस अनुबंध को स्वीकार करने के इच्छुक हैं तो कृपया पत्र प्राप्त होने के दस दिन के भीतर अपनी ड्यूटी के लिए रिपोर्ट करें, ऐसा न करने पर आपको आगे कोई और सूचना दिए बिना इस प्रस्ताव को रद्द माना जाएगा।

If you are willing to accept the engagement on the terms and conditions enclosed herewith, you may please report for duty within ten days from the receipt of this letter, failing which this offer will be treated as cancelled without further notice to you.

भवदीया /Yours faithfully,

(वीना जैन/Veena Jain)

वरि.प्रशासन नियंत्रक/ Sr.CoA

संलग्न/Encls.:-

1. परियोजना स्टाफ के रूप में नियुक्ति प्रस्ताव की शर्तें एवं निबंधन (परिशिष्ट-I).  
Terms and Conditions of offer of engagement as Project Staff (Appendix-I).
2. परियोजना स्टाफ के रूप में नियुक्ति की शर्तें एवं निबंधन की स्वीकृति (परिशिष्ट-II).  
Acceptance of Terms and Conditions of engagement as Project Staff (Appendix-II).
3. अभ्यार्थी द्वारा वचनबंध (संलग्नक-I). Undertaking by the candidate (Annexure-II).



**परियोजना स्टाफ के नियुक्ति प्रस्ताव विषयक निबंधन एवं शर्तें**  
**Terms & Conditions of Offer of Engagement for Project Staff**

1. यह प्रस्ताव एनपीएल/सीएसआईआर में अस्थायी अथवा अन्यथा नियुक्ति प्रस्ताव नहीं है। यह इस परियोजना के एक प्रायोजक की ओर से स्थानन (प्लेसमेंट) है। अतः यह सीएसआईआर की किसी प्रयोगशाला/संस्थान में अथवा अभिनिर्धारित अनियत कामगारों के लिए लागू किसी अन्य योजना के अन्तर्गत सीएसआईआर में किसी पद के विरुद्ध नियमितीकरण/आमेलन हेतु आपके मामले पर विचार किए जाने के लिए आपको किसी प्रकार का अव्यक्त अथवा व्यक्त अधिकार प्रदान नहीं करेगा, चाहे यह नियुक्ति अथवा परिनियोजन/स्थानन वर्ष में 240/206 दिनों से अधिक ही क्यों न हो।
1. It is not an offer of appointment in NPL/CSIR, temporary or otherwise. It is a placement on behalf of one sponsor of the Project. It would, therefore, not confer any right implicit or explicit for your consideration for regularization/absorption in any of the Labs./Instts. of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if engagement or deployment/placement is for more than 240/206 days in a year.
2. **Project Associate-I** रूप में आपकी नियुक्ति कार्यभार ग्रहण करने की तारीख से **एक वर्ष** तक की अवधि हेतु बाह्य वित्तपोषित परियोजना के लिए है तथा वर्तमान परियोजना के समाप्त होने या परियोजना में आपके द्वारा निष्पादित किए जा रहे कार्य के रहने तथा निदेशक द्वारा आपकी नियुक्ति को विशेष रूप से बढ़ाए जाने, जो भी पहले हो, तक के लिए है। किसी भी परिस्थिति में परियोजना स्टाफ के रूप में आपका कार्यकाल पांच वर्ष से अधिक नहीं होगा। पांच वर्षों की यह कुल अवधि एक परियोजना पर और/या एनपीएल में विभिन्न परियोजनाओं पर या सीएसआईआर की किसी अन्य प्रयोगशाला/संस्थान में **Project Associate-I** अथवा समकक्ष पद पर आपके द्वारा व्यतीत कुल अवधि के अनुसार आकलित की जायेगी।
2. Your engagement as **Project Associate-I** is for the externally funded project initially **for a period One Year** and co-terminus with the present Project or till such time the job performed by you in the Project exist and your engagement is specifically extended by Director, National Physical Laboratory, whichever is earlier. Your tenure as Project Staff shall not exceed five years in any circumstance. The total tenure of five years shall be calculated as per period you spent on one project and/or different projects taken together in **CSIR-National Physical Laboratory** or any other Lab./Instt. of CSIR and **Project Associate-I** or any other designation of equal status.
3. आपको प्रतिमाह Rs. 25,000/- +HRA (Twenty five Thousand only) की वृत्तिका (स्टाइपेंड) का भुगतान किया जायेगा।
3. You will be paid a stipend of **Rs. 25,000/- +HRA (Twenty five Thousand only)** per month.
4. ड्यूटी हेतु रिपोर्ट करने लिए आपके लिए कोई यात्रा भत्ता स्वीकार्य नहीं होगा।
4. No traveling allowance will be admissible to you for reporting for duty.
5. आपको निदेशक, एनपीएल की पूर्वानुमति लिए बिना अपनी नियुक्ति को समाप्त करने की अनुमति नहीं दी जाएगी। यदि आप अपना कार्यकाल समाप्त होने से पूर्व इस नियुक्ति को समाप्त करना चाहते हैं तो आपको इस नियुक्ति को जारी न रखने का विशिष्ट कारण बताते हुए एक माह पूर्व नोटिस देना होगा अथवा इस नोटिस अवधि के बदले में एक माह की वृत्तिका (स्टाइपेंड) राशि जमा करानी होगी। यह नियुक्ति, त्यागपत्र स्वीकार करते समय निदेशक द्वारा निर्धारित तारीख से समाप्त होगी। आपको एक माह की समेकित राशि देकर इस परियोजना कार्य से बिना कोई कारण बताए हटाया जा सकता है और किन्हीं भी परिस्थितियों में आपको सीएसआईआर पर कोई दावा करने का अधिकार नहीं होगा।
5. You will not be allowed to discontinue your engagement without seeking prior approval of the Director, National Physical Laboratory. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement shall cease from the date stipulated by the Director while accepting the resignation. You may be discontinued from the Project work by giving one month's consolidated amount in lieu thereof without assigning any reason and will have no right against CSIR in any circumstances.
6. एनपीएल में अपनी नियुक्ति के दौरान एनपीएल के कार्य से संबंधित किसी सूचना को आप किसी पार्टी को उद्घाटित नहीं करेंगे।
6. You will not divulge any information relating to the work of National Physical Laboratory, which you may come to know during your engagement with National Physical Laboratory to any party.
7. आपकी नियुक्ति इस शर्त पर होगी कि कार्यभार ग्रहण करने पर आप अपने खर्चे पर निम्नलिखित दस्तावेज प्रस्तुत करेंगे:-
  - सीएसआईआर के औषधालय के निवासी चिकित्सा अधिकारी/महिला चिकित्सा अधिकारी अथवा जहां सीएसआईआर औषधालय नहीं है वहाँ स्सम प्राधिकारी द्वारा जारी सेवा हेतु स्वास्थ्य तथा शारीरिक स्वस्थता चिकित्सा प्रमाण पत्र।
  - आपकी जन्म की तारीख और शैक्षिक अर्हताओं के समर्थन में दस्तावेजी प्रमाण।
  - संलग्न फार्म में जिला मजिस्ट्रेट/उपप्रभागीय मजिस्ट्रेट द्वारा प्रतिहस्ताक्षरित अनुप्रमाणन फार्म (विधिवत भरे हुए) चरित्र प्रमाण पत्र।
7. Your engagement will be subject to the production of the following documents at your own expense at the time of joining for duty:-
  - Medical Certificate of health and physical fitness for service issued by the competent medical authority and the character verification duly verified from concerned authority in the prescribed format. However in case you are subsequently found medically unfit your service would be terminated;
  - Documentary evidence in support of your date of birth and qualifications etc.
  - Attestation forms (duly completed).
8. निदेशक, एनपीएल जिनका निर्णय इस सविदा से जुड़ी दोनों पार्टियों के लिए अंतिम एवं मान्य होगा, ऐसे किसी भी मामले, जिसका इसमें विशेष रूप से उल्लेख नहीं है, के बारे में निर्णय लेगे।
8. The Director, National Physical Laboratory whose decision shall be final and binding on both the parties to the contract, shall determine any matter not specifically stated there.





Phone : 011-26692986  
Fax : 011-26691014

# SRI AUROBINDO COLLEGE

(University of Delhi)  
MALVIYA NAGAR, NEW DELHI - 110017  
E-mail : principal@aurobindo.du.ac.in  
Website : www.aurobindo.du.ac.in

श्री अरविन्द महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
मालवीय नगर, नई दिल्ली-110017

Ref. No. SAC/2023/445

Dated .....13.12.2023

सेवा में

श्री अविनाश नेगी,  
Mr. Avinash Negi,  
पता- सी-84, द्वितीय तल, सैनिक नगर, उत्तम नगर, दिल्ली-110059  
Address- C-84, 2<sup>nd</sup> Floor, Sainik Nagar, New Delhi-110059

विषय - नियुक्ति पत्र।  
Subject: Appointment Letter.

प्रिय महोदय  
Dear Sir,

विज्ञापन संख्या :- SAC/Advt./Teaching/ 01/2022 दिनांक-23-12-2022 के संदर्भ में आपके आवेदन क्रमांक -ADR5868329 सहायक प्रोफेसर के पद हेतु मैं आपको सूचित करता हूँ कि 08 दिसम्बर, 2023 से 12 दिसम्बर, 2023 तक आयोजित चयन समिति की सिफारिशों पर निम्नलिखित निबंधन और शर्तों पर शैक्षिक वेतन स्तर-10 में न्यूनतम वेतन रुपये 57,700/- एवं महाविद्यालय के अधीन स्वीकार्य सामान्य भत्तों पर श्री अरविन्द महाविद्यालय के राजनीति विज्ञान विभाग में अनुसूचित जनजाति वर्ग के अंतर्गत सहायक प्रोफेसर के लिए नियुक्ति हेतु अनुमोदन दिया है :

With reference to your application No. ADR5868329 for the post of Assistant Professor vide advertised No. SAC/Advt./Teaching/01/2022, dated 23.12.2022, I am to inform you that on the recommendations of the Selection Committee held on 08<sup>th</sup> December, 2023 to 12<sup>th</sup> December 2023 you are hereby offered the appointment as an Assistant Professor under Scheduled Tribe (ST) category in the Department of Political Science of Sri Aurobindo College in the Academic Pay Level-10 with minimum pay of Rs. 57,700/- plus usual allowances as admissible under the University of Delhi rules on the following terms and conditions:

1. यह प्रस्ताव महाविद्यालय के शासी निकाय के अनुमोदन के अधीन है।  
This offer is subject to the approval of Governing Body of the College.
2. आप अपने कार्यभार ग्रहण करने की तारीख से एक वर्ष की अवधि के लिए परीक्षा पर रहेंगे और इस परीक्षा अवधि को शासी निकाय द्वारा 12 महीने से अधिक नहीं बढ़ाया जा सकता है। आपकी परीक्षा अवधि समाप्त होने पर आपकी नियुक्ति की पुष्टि की जाएगी।  
You will be on probation for a period of one year from the date of your joining duty and this probationary period may further be extended by not more than 12 months by the Governing Body. Your appointment shall be confirmed on the expiration of your probationary period.
3. उपर्युक्त स्तर पर आपका प्रारंभिक मूल वेतन दिल्ली विश्वविद्यालय के नियमों के अनुसार तय किया जाएगा।  
Your initial basic pay in the above level will be fixed in accordance with the University of Delhi rules.
4. स्थायीकरण होने पर आप महाविद्यालय के संविधि के संविधि -28 ए (समय-समय पर यथासंशोधित) दिल्ली विश्वविद्यालय के तहत सेवानिवृत्ति लाभों के हकदार होंगे।  
On confirmation you will be entitled to the retirement benefits under Statute 28-A of the Statutes of the University of Delhi, (as amended from time to time).
5. आप नवीन नियुक्तियों के लिए अधिसूचित संविधि - 28-ए, राष्ट्रीय पेंशन योजना (एन.पी.एस.) के तहत जो 01-01-2004 से लागू है के द्वारा शासित होंगे।  
You will be governed by the National Pension Scheme as applicable to all the new appointees from 01.01.2004 under statute 28-A.

6. आपसे आपको समय-समय पर दिए गए शिक्षण एवं अनुसंधान कार्य एवं ऐसे अन्य प्रकार के कार्यों को पूरा करने की अपेक्षा होगी।  
You will be expected to do teaching and research work and such other work as may be assigned to you from time to time.
7. प्रशासन द्वारा प्रदान किए गए कार्यक्रम के अनुसार आपको जब भी और जहाँ भी आवश्यक हो, महाविद्यालय की शिक्षण और सीखने की प्रक्रिया में भाग लेने की आवश्यकता हो सकती है।  
You may whenever and wherever necessary, be required to participate in the teaching and learning process of the College as per the schedule provided by the Administration.
8. छुट्टी और सेवा की अन्य शर्तों से संबंधित सभी मामलों में, आप समय-समय पर दिल्ली विश्वविद्यालय में लागू नियमों द्वारा शासित होंगे।  
In all matters relating to Leave and other conditions of service, you will be governed by the rules in force in the University of Delhi from time to time.
9. महाविद्यालय में शामिल होने की तारीख से एक महीने के भीतर आपको श्री अरविन्द महाविद्यालय के साथ एक सेवा अनुबंध-पत्र प्रस्तुत करना होगा।  
You will be required to enter into an Agreement of service with the Sri Aurobindo College (University of Delhi) within one month from the date of joining.
10. यदि आप पहले से ही किसी अन्य संगठन/संस्थान में कार्यरत हैं, तो आपको अपने पिछले नियोक्ता से कार्यमुक्ति पत्र लाना अनिवार्य है, ऐसा न करने पर आपको महाविद्यालय सेवा में शामिल होने की अनुमति नहीं दी जाएगी। आपको अपने वेतन के निर्धारण के उद्देश्य से अपने पिछले नियोक्ता से अपना अंतिम वेतन प्रमाणपत्र और सतर्कता निकासी प्रमाण पत्र भी लाना होगा।  
In case, you are already in employment in another organization/Institution, you should bring the relieving letter your previous employer, failing which you will not be allowed to join. You are also required to bring your Last Pay Certificate and vigilance clearance certificate from your previous employer for the purpose of fixation of your pay.
11. कार्यभार ग्रहण करने के लिए कोई टी.ए./डी.ए./यात्रा भत्ते का भुगतान नहीं किया जाएगा।  
You will not be paid TA/DA/ Conveyance Charges for joining duty.
12. आपकी नियुक्ति आपके आवेदन पत्र में उल्लिखित योग्यता, आयु, जाति (यदि अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग से संबंधित है) या पी.डब्ल्यू.डी./ई.डब्ल्यू.एस., शिक्षण/डॉक्टरेट के बाद के शोध/प्रकाशन, अनुभव आदि के सत्यापन के अधीन होगी।  
The appointment shall also be subject to verification of your qualifications, age, caste (If belonging to SC/ST/OBC) or PwBD/EWS, teaching/post-doctoral research/ publications, experience etc. as mentioned in your application.
13. आपसे अनुरोध है कार्यभार ग्रहण करने पर संलग्न प्रपत्र में वैयक्तिक एवं शैक्षणिक सम्बन्धी विवरण भरकर उसे तुरंत इस कार्यालय को जमा करें।  
You are requested to fill in the enclosed form regarding personal and academic particulars and return the same to this office immediately on joining your duty.
14. आपकी नियुक्ति आपके चिकित्सकीय रूप से फिट पाए जाने के अधीन होगी, जिसके लिए आपको निम्नलिखित में से किसी एक से कार्यभार ग्रहण करने के दस दिनों के भीतर एक फिटनेस प्रमाण पत्र प्रस्तुत करना आवश्यक है :  
Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness certificate within 10 days of joining your duties in the College from any of the following :

क) मुख्य चिकित्सा अधिकारी, डब्ल्यू.यू.एस. स्वास्थ्य केंद्र, दिल्ली विश्वविद्यालय से।




Chief Medical Officer, W.U.S. Health Centre, University of Delhi.

- ख) दिल्ली या दिल्ली के बाहर किसी भी चिकित्सा महाविद्यालय या संस्थान के प्रोफेसर या सहायक निदेशक या असोसिएट प्रोफेसर से।  
The Professor/Asstt. Director/Associate Professor of any of the Medical Colleges/ Institutes in Delhi or outside Delhi.
- ग) भारत में किसी भी मानद प्राप्त कनिष्ठ या वरिष्ठ चिकित्सक या शल्य चिकित्सक या जिला चिकित्सा अधिकारी।  
Any of the Senior or Junior Honorary Physician/ Surgeon or District Medical Officer in India.
- घ) सी.जी.एच.एस./ई.एस.आई. के वरिष्ठ या कनिष्ठ चिकित्सक या शल्य चिकित्सक।  
Senior or Junior Physician/Surgeon of the CGHS/ESI.
- ड.) भारत में सिविल शल्य चिकित्सक या जिला चिकित्सा अधिकारी।  
Civil Surgeon or District Medical Officer in India.

13. आपको विश्वविद्यालय अनुदान आयोग के विनियम 2018 के अंतर्गत विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों और अन्य शैक्षणिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय तथा जिसे दिल्ली विश्वविद्यालय की कार्यकारी परिषद द्वारा अपनाया गया है (भारत के राजपत्र, असाधारण, भाग-3, खण्ड-4, क्रम संख्या-271, दिनांक - 18 जुलाई, 2018 को प्रकाशित), के अनुसार व्यावसायिक आचार संहिता का सख्ती से पालन करना आवश्यक है।

You are also required to Strictly adhere to the Code of Professional Ethics as per UGC Regulations on Minimum Qualifications for Appointment of Teacher and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (as published in the Gazette of India (Extraordinary) Part-III - Section-4, No. 271 dated July 18, 2018) and has been adopted by the Executive Council of the University of Delhi.

यदि उपरोक्त नियमों और शर्तों पर नियुक्ति का प्रस्ताव आपको स्वीकार्य है, तो कृपया इस पत्र के जारी होने की तारीख से एक महीने के भीतर प्रस्ताव की स्वीकृति की सूचना दें। आपको इस नियुक्ति पत्र के जारी होने की तारीख से एक महीने की अवधि के भीतर चिकित्सा फिटनेस प्रमाण पत्र सहित सभी आवश्यक दस्तावेजों के साथ कर्तव्यों पर शामिल होने के लिए प्रतिवेदन करना आवश्यक है।  
If the offer of appointment on the above terms and conditions is acceptable to you, please intimate acceptance of offer within one month from the date of issue of this letter. You are required to report for joining of duty along with all the necessary documents including Medical Fitness Certificate within a period of One Month from the date of issue of this appointment letter.

  
Principal (Offg.)  
प्रो. बिपिन कुमार अग्रवाल  
प्राचार्य (कार्यवाहक) महाविद्यालय  
SRI AUROBINDO COLLEGE  
मालवीय नगर, नई दिल्ली-17  
Malviya Nagar, New Delhi-17



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भारत सरकार (GOVERNMENT OF INDIA)  
रेल मंत्रालय (MINISTRY OF RAILWAYS)  
रेलवे बोर्ड (RAILWAY BOARD)

**BY SPEED POST**

**IRMS-2022 (P)**

No. 2023/E(GR)/37/1

New Delhi, dated: 22.12.2023

Roll No.-838725, Category-General

**Sh./Ms. EKAM SINGH**

12/17, Ashok Nagar,  
New Delhi-110018,  
E-mail:ssekam27@gmail.com,  
Phone: 9717506873.

**Sub.: Recruitment to the Indian Railway Management Service (IRMS) on the basis of Civil Services Examination (CSE)-2022.**

**Ref:- DoP&T's OM No. 13015/07/2023-AIS-I dated 13.12.2023.**

Dear Sir/Madam,

The President is pleased to offer you an appointment as a Probationer in the Indian Railway Management Service (IRMS) on the basis of results of the Civil Services Examination, 2022 held by the Union Public Service Commission.

2. You will be governed by the conditions of service laid down in the Recruitment Rules for the Indian Railway Management Service (IRMS). Some of the terms and conditions are, however, summarized in the Annexure for your guidance.

3. *You have to report to the Director General, Indian Railways Institute of Transport Management (IRITM), Hardoi By-pass Road, P.O. Manak Nagar, Lucknow, Uttar Pradesh- 226 011 before 09:00 hrs Monday, the 8<sup>th</sup> January 2024 for training for a period of 2 years. You may, however, come to IRITM, Lucknow a day or two in advance in keeping with your convenience. The date of joining in such cases will remain 08.01.2024 only. As there is no family accommodation available at IRITM, Lucknow, you are requested to come alone. You are required to produce the original certificates while reporting at the training institute.*

4. Your specific attention is invited to paras 3, 4, 5, 6, 7, 8, 12, 13, 14, 15, 16 & 17 of the Terms and Conditions of Service. Bond on a Rs. 100/- stamp paper and Declaration referred to therein are to be submitted to the Director General, Indian Railways Institute of Transport Management (IRITM), Hardoi By-pass Road, P.O. Manak Nagar, Lucknow, Uttar Pradesh- 226 011 at the time of reporting for training positively.

5. In accordance with the Railway Services (Conduct) Rules, 1966, you will not be eligible for appointment under Govt. of India, if:

(a) you have entered into or contracted a marriage with a person having a living spouse,

OR

(b) you, having a living spouse, have entered into or contracted a marriage with any person.

In the requirement thereof, you are requested to complete the declaration in the required form (available with Terms and Conditions) and submit the same when you report for training.



6. Your appointment is provisional and subject to your suitability on the basis of such enquiry as may be considered necessary by the Government having regard to your character and antecedents. For this purpose, you are required to submit your attestation forms (8 copies) with a *Passport size photograph, a copy of Photo Identity Proof (PAN, Driving License, Election ID, Aadhar Card) & a copy of Residential Address Proof (Passport, Electricity Bill, Landline Telephone Bill, Ration Card, Passbook, Utility Bill, Rent Agreement)* to the Director General, IRITM at the time of your reporting/joining. Guidelines for filling up attestation form are available in the Terms and Conditions for candidates recruited to Indian Railway Management Services.

7. *In case, at any stage, it is found that any Certificate/Document/Testimonial etc furnished by you having bearing on your eligibility is not in order or any information/material facts hidden/misrepresented, your appointment will be liable to be cancelled forthwith without prejudice to any other punitive action under the relevant rules.*

8\* Since you have claimed to be belonging to Scheduled Caste/Scheduled Tribe/Other Backward Class Community, your appointment is provisional and subject to verification of the Caste/Tribe/Class certificates through proper channel and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or Other Backward Classes or not to belong to creamy layer of OBC, as the case may be, is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

(\* applicable only to candidates belonging to SC/ST/OBC communities.)

9. If you are already serving in an organization, you must produce a '**NO OBJECTION CERTIFICATE**' from such an employer. If at present you are an employee of Central Public Enterprise or an autonomous body wholly or substantially owned, financed/controlled by the Central Government ONLY and have executed a bond to serve the organization for a particular period, Railways accept the transfer of bond and you will have to execute a fresh bond to serve Railways for the balance of the original bond period. In case you fail to serve Railways or leave before the completion of the original bond period for a job, where the exemption from bond obligation is not available the proportionate bond money shall be realized from you and refunded to the department/organization etc. with whom you, had originally executed the bond. The existing employer may liaise for transfer of Bonds, LPC, etc. directly with the Director General, Indian Railways Institute of Transport Management (IRITM), Hardoi By-pass Road, P.O. Manak Nagar, Lucknow, Uttar Pradesh- 226 011 (website: <https://iritm.indianrailways.gov.in/>) Email: [directorgeneral.iritm@gmail.com](mailto:directorgeneral.iritm@gmail.com), [director.iritm@gmail.com](mailto:director.iritm@gmail.com) Tele: 0522-2451942 .

10. Please inform the Director General, IRITM, Lucknow whether you accept the offer of appointment **within 10 days** from the date of issue of this letter. If you accept this offer of appointment, you should report to the Director General, Indian Railways Institute of Transport Management (IRITM), Hardoi By-pass Road, P.O. Manak Nagar, Lucknow, Uttar Pradesh- 226 011 **before 09:00 hrs on Monday, the 8<sup>th</sup> January 2024 (08.01.2024)**. Your joining will be governed by DOP&T's order No. 35015/2/93-Estt(D) dated 09.08.1995 and the Terms and Conditions for candidates recruited to IRMS, or any instructions issued by Ministry of Railways/ DOP&T from time to time. Request for extension in joining time should be addressed to the Director General, IRITM only. **No request for extension in joining time will be entertained in Railway Board's office.** Extension in joining time will not be granted as a matter of right. Only justified cases supported with documentary evidence will be considered for grant of extension in joining time which will be subject to DoP&T's OM No. 35015/2/93-Estt(D) dated 09.08.1995. In your own interest, you should pursue your case for extension in joining time with Director General, IRITM, Lucknow. Non-receipt of extension letter etc. will not be considered as a reason for not joining and subsequently requesting for revival of offer.



11. Terms and Conditions for candidates recruited to IRMS, Marriage Declaration, Bond Form and Guidelines for filling Attestation Forms may be downloaded from Indian Railways website: [https://indianrailways.gov.in/railwayboard/view\\_section.jsp?id=0,1,304,366,530](https://indianrailways.gov.in/railwayboard/view_section.jsp?id=0,1,304,366,530).

12. Probationers who wish to appear in subsequent CSE may apply for leave for appearing in the examination in accordance with the Leave Rules and Railway Board's letter No. 2022/E(Trg)/13/3 dated 20.12.2022 (copy available at link: [https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt\\_ser/2022/RB%20Letter%20201222\\_EoL%20Policy-1.pdf](https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2022/RB%20Letter%20201222_EoL%20Policy-1.pdf)).

13. In case your allocation is **Provisional**, you are requested to visit DoP&T's website regularly and keep track of your service allocation. As and when the provisional status stands confirmed, the same may be intimated to the undersigned for further necessary action.

14. This appointment carries with it the liability to serve anywhere in India and you are liable to be posted/transferred to any part of India as per administrative requirements. Zonal allocation will be done by the Government according to the extant policy.

15. The other conditions of service in respect of which no specific mention has been made in this offer of appointment or the terms of Conditions shall be as decided by the Government (Ministry of Railways) in consultation with the Departments/ Ministries concerned.

16. A first class Railway Pass for your railway journey to **Lucknow** is enclosed with this letter. In case the pass is not utilized for the intended purpose, the same should be returned to the undersigned. Non return of the unused Railway Pass/or misuse of the Railway Pass i.e. for the purpose other than for which it is issued will be viewed seriously and action will be initiated as per rules.

17. Ministry of Railways takes this opportunity to convey its good wishes for your successful career in public service.

18. Please acknowledge receipt of this offer indicating acceptance thereto.

DA: First class Railway Pass No.185366

Yours faithfully,

(Mukesh Kumar Sinha)  
Deputy Director/Estt. (GR) - I  
Railway Board  
Tel: 011-23047259  
Email: [egr1305@gmail.com](mailto:egr1305@gmail.com)

**ATOMIC ENERGY CENTRAL SCHOOL, OSCOM**

**JOINING REPORT**

With reference to the offer of appointment Order No. AEES/R&V/LIB/2023/C-264 dated 31<sup>st</sup> May 2023, I submit that I have accepted the terms and conditions of appointment. I may, therefore please be allowed to join duty as a Librarian in Atomic Energy Central School, OSCOM with effect from 13/06/2023 (F/N).

Signature : *Avneesh Kumar*  
Full Name : Avneesh Kumar  
Designation : Librarian  
Date /Day : 13/06/2023 (Tuesday)

Permit to join duty from 13/06/2023 (F/N).

*[Signature]*  
Principal  
AECS, OSCOM  
सुशान्त कुमार पड़ंगी / Susanta Kumar Sarangi  
प्राचार्य / Principal  
ए.ड.सी.एस, ओस्कोम / A.E.C.S, OSCOM  
मटिखालो / Matikhalo, ओडिशा / Odisha

**ATOMIC ENERGY CENTRAL SCHOOL, OSCOM**

**CERTIFICATE OF ASSUMPTION OF CHARGE**

Ref: AEES/R&V/LIB/2023/C-264 dated 31<sup>st</sup> May 2023

Consequent upon my appointment w.e.f. 13/06/2023(F/N), I report that I have assumed the charge of the post of Librarian in Atomic Energy Central School, OSCOM w.e.f. 13/06/2023 (F/N).

Signature : *Avneesh Kumar*  
Full Name : Avneesh Kumar  
Designation : Librarian  
Date /Day : 13/06/2023 (Tuesday)

Shri Avneesh Kumar is permitted to assume the charge of Librarian w.e.f. 13/06/2023 (F/N) at AECS, OSCOM.

*[Signature]*  
Principal  
AECS, OSCOM  
सुशान्त कुमार पड़ंगी / Susanta Kumar Sarangi  
प्राचार्य / Principal  
ए.ड.सी.एस, ओस्कोम / A.E.C.S, OSCOM  
मटिखालो / Matikhalo, ओडिशा / Odisha