



The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

5.2.1

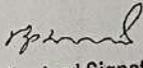
**Number of placement of outgoing students
during the year**

Vinod V. Pulaskar
MF20150

 CITY UNION BANK



Name : VINOD VIKAS PULASKAR
Emp. No. : 14060
Signature : *V. Pulaskar*


Authorised Signatory



RS ENTERPRISES

302, INFINITY BUSINESS PARK, PLOT NO. A-115, MIDC PHASE - I, DOMBIVLI (E.), MH - 421203.
connect.rsenterprises111@gmail.com +91 70398 08111

Date: 30th October, 2023

To,
Manali Vinod Bhoir,
Dombivli West.

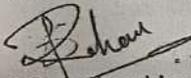
OFFER LETTER

This is to inform you that, you are offered the role of Accounting Manager in our organisation. You shall join the office from 1st November, 2023. Your role will be to record daily sales, purchases, expenses and job details.

Your commitment and leadership at work will be appreciated. Looking forward for working with you.

Kindly revert with your acceptance by acknowledging this letter below.

For RS ENTERPRISES

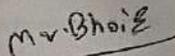

Rohan Shambharkar
Proprietor



ACKNOWLEDGEMENT

I, Manali Bhoir, duly accept the above position and will resume my work from 1st November, 2023.

Yours Sincerely,



Manali Bhoir

Mojidra Devanshi raj
MF20131. (finance)

ARAV FINANCE AND INSURANCE

All in One Financial Solutions

01/01/2021

Devanshi Mojidra

C/9, Bhushan CHS, Near
Andhra Bank, Pendse Nagar,
Dombivli, East, VTC: Kalyan,
PO: Tilak Nagar, Kalyan,
Thane, Maharashtra
Pin Code – 421201.

Dear Devanshi Mojidra,

Sub: Offer Letter for the position of Tele Sales Executive - Department – Banking/Insurance

This has reference to your application and subsequent interview you had with us; we are pleased to offer you the position of **Tele Sales Executive**. Your CTC would be Rs.270000/- p.a. For CTC breakup and additional benefits, please go through the Annexure I, attached herewith.

As discussed, you shall join duty on or before 01/01/2021 failing which this letter will be treated as cancelled.

At the time of your joining, you would be required to submit the following Documents as per the list attached below.

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualification(s) Certificate (s).
3. Experience Certificate(s)
4. Copy of Relieving Letter or acknowledgement of Resignation letter from your last employer.
5. Last 3 months Salary Slip / Certificate.
6. Latest 2 Photograph (Passport Size)
7. NCFM Certificate (if available)
8. Declaration - Prohibition of Insider Trading Regulation
9. Pan Card Copy
10. Address Proof

You shall be on probation for a period of Six months and your services would be confirmed based on your performance.

You are required to bring all the above documents on your date of joining; If any of the mandatory documents such as Pan card in the casewhere acknowledgment is submitted and reliving letter needs to be submitted within 30 days from the date of joining, in the event the documents are not submitted within 30 days of joining Arav Finance and Insurance reserves to take disciplinary action which inter

alia include holding of salary and subsequently termination from service without notice.

Cessation of Employment

Except as provided otherwise in this letter, your employment may be terminated at any time by either party without assigning any reason, by giving the minimum notice as per the policy. However, if your employment is terminated by the company without any sufficient notice, you shall be paid, fixed compensation due in lieu of notice or insufficient notice.

Not with standing the above, in case there is any breach of the clause of this appointment by you or you found to have committed an act of misconduct, or your performance is not up to the mark or satisfactory, your services may be terminated with immediate effect.

In such event, it would not be necessary for the company to give you any notice whatsoever.

The company may at its discretion, require you to serve the entire notice period or may agree for shorter notice period subject to your paying the pay in lieu of notice period.

Notice pays (salary in lieu of notice) as payable either by the company or by the employee, shall be calculated on the basis of fixed compensation as applicable.

Thank you

for Arav Finance and Insurance



Authorized Signatory

I hereby accept the above offer. _____

Candidate's Signature & Date

Office No.04, Near Mampada Flyover, Mampada Circle, Thane West - 400607.

Email ID - arav.financeandinsurance@gmail.com

COMPENSATION STRUCTURE-Annexure 1

Designation	Devanshi Mojindra
Date of Joining	Tele Sales Executive 01/01/2021
Grade	M12

Salary Component	Amount per month (INR)	Amount per annum (INR)
Basic	11250	135000
HRA	5625	67500
Conveyance	2500	30000
<input type="radio"/> Allowance	3125	37500
Service Tax	200	2400
Other Deduction	200	2400
Medical	0	0
Provident Fund Employer's Contribution	0	0
Total	222500	2700000

Office No.04, Near Manpada Flyover, Manpada Circle, Thane West - 400607.

Email ID - arav.financeandinsurance@gmail.com



Private an
SSL/DT20
PH...

On
you
Your
proce

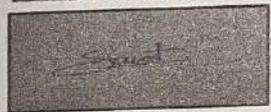
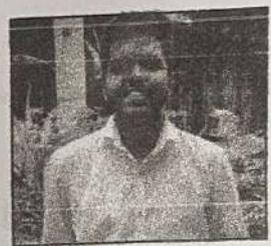
D2063



Government of Maharashtra
State Common Entrance Test Cell, Mumbai.

MAH-LL.B. 3 Yrs. CET-2024 Online Examination
ADMIT CARD

Candidate's Full Name		SAWANT SHUBHAM SANTOSH	
Roll Number/User Name	2415037019	DOB/Password	29/05/2003
Date of CET Examination	12/03/2024	Examination Time	02:00 PM to 04:00 PM
Reporting Time at the CET examination Centre	12:30 PM	Gate Closure Time	01:30 PM
Question Paper Language	English/Marathi	Name of the Course	LL.B. 3 Yrs.
Gender	Male	Application Number	248523019
Person with Disability (PWD)	No	Disability Type	
Extra Time Required		Scribe	
Venue Code	PUNE20		
CET Exam Centre Address			
G H RAISONI INSTITUTE OF MANAGEMENT & RESEARCH GAT NO. 1200, PUNE-NAGAR ROAD, WAGHOLI, PUNE - 412207			



Please bring this Hall Ticket with currently valid Photo identity proof in original - THIS IS ESSENTIAL. Currently valid Original Photo Identity proof may be PAN Card/Passport/Permanent Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a Photograph/Employee ID/Bar Council Identity card with Photograph. Please Note - Ration Card and Learner's Driving License and Soft Copy of the Photo ID card will NOT be accepted as valid ID proof for this CET.

Candidate's Signature

To be signed in front of invigilator

Invigilator's Signature

Invigilator should verify Candidate and then sign here



2415037019

[Click here to download scribe declaration form for PWD Candidates only.](#)

[Click here to download the undertaking for correction in Name/Photo/Signature/DOB/Gender.](#)

Please turn to next page for instruction



SAI KRUPA ENTERPRISES

Hygienic House Keeping Work & Cleaning Work of
All Office Electronics Equipments

Mobile : 9869007674
9769091633
9082452527

saikrupaent1978@gmail.com

Shop Act : 820050065 / GS Ward ■ E.S.I.C.: 31000484550000999 ■ ISO: ISO 9001 : 2015 ■ P.F. Code No.: MHBAN0048003000 ■ P.F. of Tax No.: 27875256446P ■ Pan No.: AMXPS1109 H ■ GST IN: 27AMXPS1109H1ZN

07, Gauri Shankar Appt., Shastri Nagar, Old Dombivali Rd., Dombivali (W), Thane-421202.

Date: 02/02/2024

To,
State Bank of India
Jekegram Branch
Unit No.G-4, Ground Floor,
Akruti Smc, Lbs Marg, Khopat,
Next To MSRTC Bus Depo, Thane(W)

Sub: Confirmation letter of Our Employee

Dear Sir

We SAI KRUPA ENTERPRISES manpower supply contractor of your branch. We are providing one person Office Boy Service to your branch from 02/02/2024.

We hereby inform you that Miss. Anjali Anant Shinde a Office Boy Service of our company deployed at your branch, we hereby confirm that if any problem arise from our employee mentioned above, we will be responsible for same.

Thanking you & do the needful.

For SAI KRUPA Enterprises





Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSDL/DT20234826308/Mumbai/BPS/BTN
Date:01/11/2023

Dear Ms. Isha Gopal Suryawanshi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSDL/DT20234826308

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Wellspring Goodrel & Boyce Complex Plot No 12, Gate No. 4, LBS Marg Viharoli West, Mumbai - 400079
Ph: +91 22 6778 3000 Fax 91 22 6778 3300 E-mail: corporate.office@tcs.com, web@tcs.com, <http://www.tcs.com>
Registered Office: 9th Floor, Marol Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1999CE1 C094794

To,
Ms. Prerana Kubal
Dombivli

Date: 12/03/2024

Re: Offer Letter for Employment (Ref. No. Nexus/23-24/I/003)

Dear Ms. Prerana,

We welcome you to Nexus for our Industrial Internship Program.

You may join us between 13 March 2024 to 15 March 2024 as per your convenience and meet Mr. Yogesh Kulkarni for further instructions.

This engagement of three months will expect you to learn the salient and helpful features of TallyPrime and understand the practical usage thereof by interaction with real customers who seek our help in the form of Technical Support. While you will be working at Nexus, our colleagues will give you this exposure and also help while you get a chance to interact with the customers independently.

This engagement will give you both, knowledge and confidence to be industry ready and prepared to take up the challenge of an actual job when you apply for it. You also get a good chance to get absorbed in Nexus as a Technical Consultant.

You will be required to be available for half day (4 hours) as per the convenience of your other engagements of College and/or MSCIT Institute. Along with a chance to gain practical knowledge, you will also be entitled for a stipend of Rs. 4000 (Four Thousand) per month. By end of the program, you will get your completion certificate that will show your prowess and progress.

Welcome again to Nexus and have a good day.

For Nexus Technoventures LLP

To Nexus Technoventures LLP, Thane.

The offer letter with its Terms and Conditions is acceptable to me.

Prerana Kubal

Nexus Technoventures LLP,

001, Nakshatra Rohini, Datar Lane, Off Nehru Road, Near S. V. Joshi High School, Dombivli (E), 421201

Phone no: 81049 82010, 91375 24791, 70459 63527

info@nexustechno.co.in

BAP

SRK ASSOCIATES

Janki Hari Society,
Phadke Road,
Dombivli East,
421201.

Dombivli East
Mumbai, India
+91 98196 88138
rajeshvkadam72@gmail.com

Date: 01/01/2024

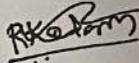
To,
Sweety B. Sen

We are pleased to inform you that you have been appointed as a **Sales and Marketing Officer** in our organization. Your monthly remuneration will be Rs.15,000/-, and you will also be eligible for a yearly bonus of Rs.15,000/-.

As part of your responsibilities, we expect you to achieve a monthly target of Rs.30 Lakhs in Fresh Premium. Additionally, you will be required to engage with and meet our advisors. Your role includes motivating and inspiring our advisors to enhance their performance.

We congratulate you on your appointment and assure you to get our full support for your professional growth and development. We look forward to your valuable contribution to the success of our organization.

On behalf of SRK Associates.



Yours Sincerely,
Dr. Rajesh Vinayak Kadam

SRK ASSOCIATES

Janki Hari Society,
Phadke Road,
Dombivli East,
421201.

Dombivli East
Mumbai, India
+91 98196 88138
rajeshvkadam72@gmail.com

Date: 01/01/2024

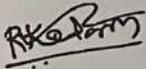
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Sweety B. Sen

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We congratulate you on your appointment and assure you to get our full support for your professional growth and development. We look forward to your valuable contribution to the success of our organization.

On behalf of SRK Associates.



Yours Sincerely,
Dr. Rajesh Vinayak Kadam

Turner



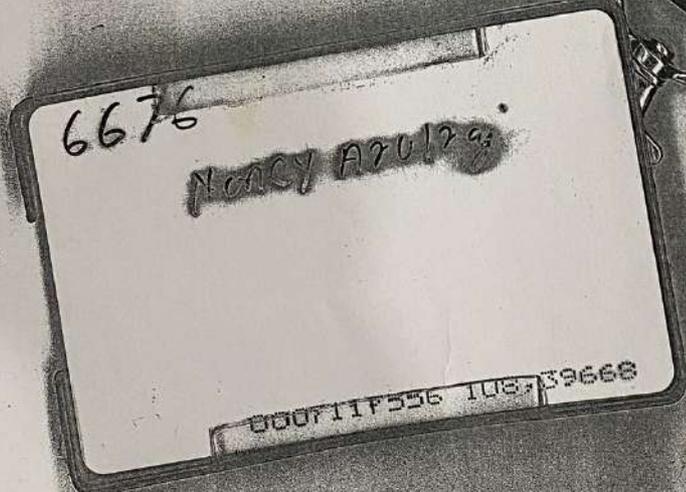
Parvathi Kumar

Employee: I00057

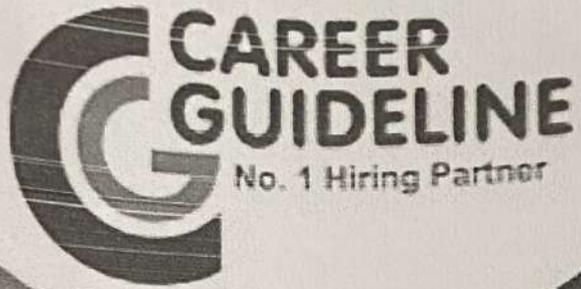
Blood Group: A-

Date of Joining: 11 December 2023

BAP



M#20103



Harsh Bhadra
HR Executive

EIN: CG-846

DOB: 22-12-2002

PHONE: +91 8692988070

Emergency No : +91 8976967026

MF20140

eClery



SHOBHIT PANDEY

EMPLOYEE CODE : 144066

Blood Group : O+

Emergency Contact Number : 70211 36243

Rhkaakasia
Authorized Signatory



Tele
perfor
mance

Sonu Gupta

1000000000725007

Operations



Rajdeep Lawale MF20125

13 November, 2023

Mr. Rajdeep Dhananjay Lawale
A-1/604, Shankeshwar Nagar
Manpada Road, Opp Shani Mandir
Dombivali East
Thane
Maharashtra - 421204

Dear Mr. Lawale,

Sub: Your appointment as "Key Resource - Customer Relations".

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 13 November, 2023 (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 240,024.00 per annum. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

Sales Pvt. Ltd.
Company of HDFC Bank Ltd.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, BackBay Reclamation,
Churchgate, Mumbai - 400 020 | Tel: +91 22 61552400
Email: response@hdfcsales.com | Website: www.hdfcsales.com
CIN: U65920MH2004PTC144182

Rajdeep Lawale MF20125

13 November, 2023

Mr. Rajdeep Dhananjay Lawale
A-1/604, Shankeshwar Nagar
Manpada Road, Opp Shani Mandir
Dombivali East
Thane
Maharashtra - 421204

Dear Mr. Lawale,

Sub: Your appointment as "Key Resource - Customer Relations".

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 13 November, 2023 (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 240,024.00 per annum. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

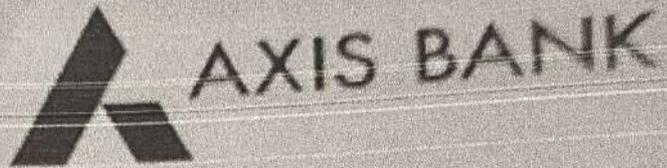
Shilpi Singh

Authorized Signatory

Generated on OneAxis app

11:54 AM, 27 Apr 2024

(valid for 10 mins)



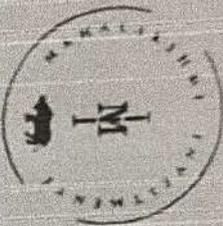
Vipin Mahendra Singh

Employee No. 443802

Blood Group A+

A handwritten signature in dark ink, appearing to read 'Vipin Mahendra Singh'.

Authorised Signatory



MAHALAKSHMI INVESTMENTS

Employee Name : Komal Prabhakar Ambre

Job Title : Trading Assistant

DOB : 26/10/2002

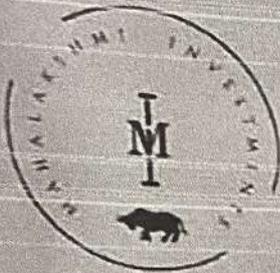
Contact : 9136265473

Employee Signature

Komal Ambre



Komal Ambre - MF20101



MAHALAKSHMI INVESTMENTS

EMPLOYMENT OFFER AND AGREEMENT

Dear Komal Ambre,

We are delighted to extend an offer of employment for the position of Trainee Trading Assistant at Mahalakshmi Investments. We trust your skills and expertise will be a valuable addition to our team. The terms and conditions of your employment are as follows:

Employment Contract Terms:

Non-Competence Clause

During the entire duration of the employment contract, the employee is prohibited from engaging in any other paid employment or services for remuneration with any other employer or entity without the written consent of Mahalakshmi Investments. On termination of employment, the employee agrees not to engage in any business, self-employment, or join any venture within a 500-meter radius that competes directly with the company's activities. Breaching this agreement may result in legal action or liabilities.

Term of Employment

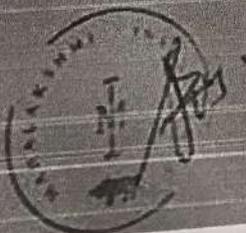
The employee agrees to a two-year duration of employment contract commencing from the start date. During this period, the employee is committed to the agreed terms and responsibilities outlined in this contract.

Position and Probation Period

You will be employed as a Trainee Trading Assistant and will undergo a probationary period of three months, during which your performance and suitability for the role will be assessed.

Compulsory Share Trading Course

As part of your onboarding process, you will be required to complete a Share Trading course valued at INR 10,000. This amount will be deducted from your monthly salary in instalments of INR 2,000 once you achieve permanent employment status.



Jenil Khuthia

MF20029

ITV/CONF-1429/2023-24



I.T. VEDANT
Decode your dreams
CIN - U80902MH2019PTC332530

To,
Mr. Jenil Khuthia

CONFIRMATION LETTER

Dear Jenil,

Consequent to the review of your performance during **2nd June 2023 to 14th January 2024** your probation period, we have the pleasure in informing you that your services are being confirmed as an **HR Executive** with effect from **15th January 2024**.

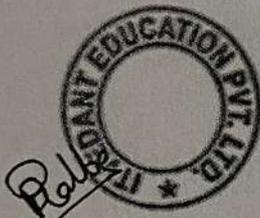
All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding and long term career with the organization.

Thank you,

Yours Sincerely,

For **Itvedant Education Pvt. Ltd.**



Authorized Signatory

Jenil

[Signature]

Verified by

HEAD OFFICE : 4th floor, Kerom, Next to State Bank of India, near Toyota Showroom, MIDC Road No. 18, Wagle Industrial Estate, Thane West, Maharashtra 400 604

☎ 092050 04404 🌐 www.itvedant.com

Letterhead Number : 1429

Pawan S. Dhawale
MF20012

 **TeamSpace**
SOW • TROW • GROW



Pawan Sanjay Dhawale
Support Executive
TS Code : T20298
D.O.E : August 08, 2023
D.O.B : October 03, 2002
Blood Group : O Positive
Emergency No. : 91+ 7208781420

 Proud to be Associated with


 **Authorized Signatory**  **Holder's Signature**

Valid Upto: March 31, 2026

SIDDHESH KALINGAN MF20024



Kotak Mahindra Bank

07-Aug-23

Siddhesh Kalingan
Room No 105, 1st floor, Om Sai Apt Mumbra Devi Colony Road , Diva

LETTER OF APPOINTMENT

Dear Siddhesh Kalingan,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on hr.assist@kotak.com.

Document certified by MANOJ PRABHAKAR
PHADNIS <manoj.phadnis@kotak.com>

Digitally signed by MANOJ
PRABHAKAR PHADNIS
Date: 2023.08.07 19:41:16
IST

Manoj Phadnis
Executive Vice President - Human Resources

Siddhesh Kalingan

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Infinity, Building No. 21,
Zone 4, 2nd Floor, InfinityPark
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.

Vidhi Jaysingh Chauhan

Roll No: MF20006



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

'ICSI House', C-36, SECTOR-62, NOIDA - 201309
Website: www.icsi.edu, E-mail: info@icsi.edu
Call Center Helpline Numbers- 0120-6204999, 3314111
ICSI Academic Helpline Number: 0120-6267777

ONLINE STUDENT IDENTITY CARD

Registration Number 441292606/01/2024
Valid Upto 31/12/2028
Name of the Student Vidhi Jaysingh Chauhan
Date of Birth 08/07/2002
Father's/Husband's/Spouse's Name Jaysingh



Signature of Student



for The Institute of Company
Secretaries of India

Address

A - 203, VITTHAL PLAZA BUILDING, NEAR
SAROVAR BAR, GOGRASS WADI,
DOMBIVLI (EAST)
DOMBIVLI
MAHARASHTRA Pincode :421201

Sanjay N...

(Signature of the issuing authority)

Print Date : 25/03/2024

Contact No.

919004555352

Please validate the Online/Downloaded Student Identity Card by any of the following authorities with his/her Signature and Seal/Rubber Stamp carrying name, professional membership no., Designation and official address of the attesting authority : Member of the institute, with ACS/FCS No., Officers of the Institute, Gazetted Officer of the Central or State Government; Manager of a Nationalized Bank; Principal of a recognized School/College

Photo & Signature of Student attested

Signature & Seal/Rubber stamp carrying name, Professional Membership No, Designation and Official address of the authority,

Undertaking by the Student

1. I hereby declare that the particulars furnished above are true to the best of my knowledge and belief and if at any time it has come to the notice of the Institute that the said particulars were untrue, I agree to my registration being cancelled without any obligation on the part of the Institute to refund any fee paid by me to the Institute without prejudice to the right of the Institute to take any further action as deemed fit and appropriate.
2. I shall as a registered student conduct myself in a manner befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by bye-laws or other standing orders as may be framed by the Council and made applicable from time to time.

Name :- Srushti Kadam
Roll No :- MF 200 23

EMPLOYEE
(Resident)



Srushti M Kadam

Date of Joining :
04 Dec 2023

IDZ Digital - Offer Letter

Inbox



Careers IDZ Digital 11/30/2023

to me



Dear Pratham,

We are pleased to offer you a job as a **Digital Marketer** at IDZ Digital Private Limited.

Your date of joining our company will be **on or before 11th December, 2023**

The break up of the CTC is attached below.

You will be joining our Thane office.

Please email us the scanned copies of the following documents.

- PAN card
- AADHAR card
- Photograph
- SSC marksheet
- HSC marksheet
- Graduation Marksheet along with all the semester results
- Certifications (if any)
- Internship/Experience certificate (if any)
- Salary slips of the last 3 months.
- Cancelled cheque or 1st page of your bank passbook

Please note that the above documents are mandatory to complete the joining formalities.

Our office timings are Monday - Friday 09.30 am - 6.30 pm.
Please acknowledge us with your response that you have accepted the offer. If you have any queries please feel free to contact us.

We welcome you and look forward to working closely with you.

Regards,
Anuja Dhage
Sr. HR Executive
IDZ Digital Pvt. Ltd.
m: 9699950399
w: idzdigital.com e: careers@idzdigital.com

Name :- Pratham Tase
Roll No:- MF200167

Zeny Bhanushali
MF 20003

MOTILAL OSWAL

Great Place To Work Certified



Zeny Jitendra Bhanushali
Emp Id :33115
Blood Group :NA



**Indian
commodities**
simply grow



Name: Rohit Chandan
EMP ID: 15749
State: MAHARASHTRA
Design: HR Executive

Valid Up to : Contract

A handwritten signature in black ink, appearing to read 'Rohit Chandan', written over a grey rectangular background.

Signature of Employee

Rohit.C.Chandan
MF20110

If Found Please return to the
address mentioned below

Head Office
Indian Commodities
820, Tulsiani Chambers,
Nariman Point,
Mumbai :400 021
Tel : 022 - 41540043



Name - Vaibhavi Padwal
Roll No. :- MF 20044

bonace
Knowledge • Trust • Excellence



Name : Vaibhavi Padwal
Designation : HR Operations Trainee
Emp No : BONST330
Date of Birth : 14.04.2002
Location : Thane H.O.
D.O.J : 01-Sep-23



PROFESSIONAL STAFFING SOLUTIONS & PROJECT RELATED SERVICES

Name :- ROSHAN ALI SAKIR SIDDIKI
ROLL NO :- MF20067

eClerx

Apprenticeship Offer cum Appointment Letter

Date: Feb 08, 2024

Candidate Name: Mr. Roshan Siddiki

Candidate ID: 2602893

**Address: 301, Babu Chau Apartment, Opp Sai Leela Apartment, Near Balaji Jewellers, Chinchpada,
Kalyan East-421306, Maharashtra, India**

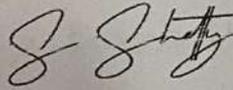
Dear Roshan,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Customer Operations Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards



Offered By: Sagar Shetty

Designation: Program Manager- Human Resources

Centre : Thane
 Receipt No. : 550
 Date : 09/06/2023



INVOICE CUM RECEIPT

A Division of Sparknill



Authorised Training Centre of
BHARAT SEVAK SAMAJ
 National Development Agency

Received with thanks From Mr. Mr. J. M. S.

the sum of Rs. 1500/-
 by Cash/Chq. No.

Rohan Talwadekar
 Rupees One thousand five hundred.
 Dt. of Bank

against fees of course PARIS 1, 2, 23

Offline

Total Course Fees	<u>39500/-</u>
Fees Received Now	<u>1500/-</u>
Previous Fees Received	<u>-</u>
Balance Fees	<u>38000/-</u>

Installment Schedule :	
Fees Amount	Due Date

Course Duration : 6-8 Months

Type of payment
 Cash Cheque
 CC / Online Payment (✓ Tick if CC / Online Payment)

- Terms & Conditions :
- Receipt valid on subject to realisation of cheque.
 - Fees amount once paid will not be refunded in any case.
 - Receipt to be produced on demand.
 - All disputes to be addressed in Mumbai Jurisdiction.
 - Certificate will be issued only if complete fees is paid by the student.

(Customer Signature)

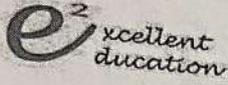
For S-TEK IT Education
Shweta Sawant
 (Counselor Name)

Unit No 3, 1st Floor, Patel Apartment, Gaondevi Road, Opp McDonalds, Near Station, Thane (W) - 400 601.
 NIELIT & BSS Centre, Unit No. 11, 5th Floor, Ratan CHS Ltd., Opp. Parilaloons, S.V. Road, Borivall (W), Mumbai - 92.

TAX INVOICE

ORIGINAL FOR RECIPIENT

Name - Rohan. P. Talwadkar
Roll No - MF20070



Excellent Education

104/1st Floor, Civic Center Building, Naigaon Cross Road Lane Opp. Kailash Lassi, Near Central Railway, Station, Dadar East, Dadar, Mumbai, Maharashtra 400014, India, Maharashtra,
Mobile: 9324023344 GSTIN: 27AADFE3583F1ZH PAN Number: AADFF3583F

Invoice No.: 509

Invoice Date: 30/03/2024

Due Date: 29/04/2024

BILL TO

Rohan Pramod Talwadkar

Name - Rohan Pramod Talwadkar Address - A wing 102 Room no, Yogam Enclave Building, Deslepada, Near Gajanan patil chowk, Dombivli East, - rohantalwadkar4321@gmail.com, Thane, 421201

Mobile: 9326486533

State: Maharashtra

SERVICES	QTY.	RATE	TAX	AMOUNT
BANK+	1	16,949.15	3,050.85 (18%)	20,000

SUBTOTAL

1

₹ 3,050.85

₹ 20,000

BANK DETAILS

Name: EXCELLENT EDUCATION
IFSC Code: HDFC0001436
Account No: 05408190000044
Bank:

TAXABLE AMOUNT ₹ 16,949.15
CGST @9% ₹ 1,525.42
SGST @9% ₹ 1,525.42

TOTAL AMOUNT ₹ 20,000

Received Amount ₹ 10,000
Balance ₹ 10,000

Previous Balance ₹ 0
Current Balance ₹ 10,000

NOTES

UPI @9324023344

TERMS AND CONDITIONS

1. FEE once paid cannot be adjusted or transferred.
2. FEE once paid will not be REFUNDED under any circumstances.
3. Installment fee of Rs. 500 (if applicable) is mandatory and it should be paid with the installment.

Thanks,
Planet.E

Total Amount (in words)
Twenty Thousand Rupees

AUTHORISED SIGNATORY FOR
Excellent Education

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving the Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide to terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; or, You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

- 4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.
- 4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.
- 4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.
- 4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

- 5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.
- 5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

- 6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.
- 6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

eClerx

Date: Feb 08, 2024

Dear Roshan,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**Feb 08, 2024**" and will continue until "**Aug 07, 2024**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Mumbai**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the Customer Operations Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

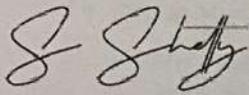
eClerx

your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards



Offered By: Sagar Shetty

Designation: Program Manager- Human Resources

eClerx

prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non - Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.
- Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to

eClerx

- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as

SBI Securities

Investment aur Trust, Dono



Shivam Mandrai

Dealer
Retail Broking

Employee Code: 15711
Blood Group: AB +ve
Location: Mafatlal
Emergency Contact : 8652587518

SBICAP Securities Limited

Marathon Futurex, Unit 1201,
B Wing, 12th Floor, N. M. Joshi Marg,
Mafatlal Mill Compound,
Lower Parel (East), Mumbai 400013
Board Line: 022 69316500

- If found, please return to the above mentioned address.
- Misuse shall invite disciplinary action
- Always wear this card while on duty

A handwritten signature in black ink, appearing to read 'Anubhavin'.

Authorised Signatory



Shivam Mandrai MF2003S

SBICAP Securities Limited
Marathon Futurex, Unit No. 1201,
B-Wing, 12th Floor, N M Joshi Marg,
Mafatlal Mill Compound, Lower Parel East,
Mumbai 400013.



SSL/TA/OFF/2023-2024/19935

Date: 25-Aug-2023

Mr. Shivam Abhaysingh Mandrai

Mumbai

Letter of Employment

Dear Shivam,

With reference to the interview you had with us, we are pleased to appoint you in our organization as Dealer (in Officer Grade) for Retail Broking Department on following terms and conditions:

Commencement:

You are required to join our organization on or before **09-Oct-2023**. Please note that your Joining will be subject to completion of all the joining formalities in our system.

Pre-requisite:

In case your appointment is for Dealer Role then it is subject to you successfully completing NiSM Series VIII Equity Derivatives Certification Examination. You are required to complete the certification and submit a copy of the certificate within 90 days from the date of your joining. Kindly note that failure on your part to submit the required certification, will lead to initiation of appropriate action which may include termination of services.

Location:

You will be initially posted at our office in **Mumbai (MAFATLAL)** till further instructions.

Remuneration:

Your annual total cost to company will be **Rs. 300,000 /-p.a. (Rupees Three Lakh Only)**.

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

Important note:-

- Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.
- The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.

eClerx

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 20,100 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

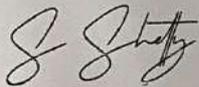
- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 700 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty
Designation: Program Manager - Human Resources

Accepted by: Roshan Siddiki



Seven Infodigit Private Limited
A SEVEN GROUP (INDIA) COMPANY

CIN - U72900MH2019PTC329423

Rupa Solitaire Building
Office No-1016, 10th Floor
Millennium Business Park
Mahape, Navi Mumbai-400710

Date: 04.05.2023

Ms. Shrishti Ajay Sawant
2 Kasturi Sai CHS, Nandivali Road
Ramchandra Nagar, Dombivali East -421201

Re: Employment Offer Letter from Seven Infodigit Pvt Ltd (A Seven Group Company)

Dear Shrishti,

Seven Infodigit Pvt Ltd is pleased to offer you the position of "Management Executive – Sales & Marketing". We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per Organization policy, you'll be eligible to receive the following starting from the beginning of your joining date on 04th May, 2023. You will be working with 7IPL-HRMS Division.

Salary: Your Salary will be as per Annexure-1.

Probation: As per the Organization policy, the probation period is for six months w.e.f. 4th May, 2023. After completion of probation period based on your performance, conduct and behavior you will be offered as confirmed employee of Seven Infodigit Pvt Ltd.

Appraisal: As per the Organization rules appraisal will be done according to the management decision and your performance. First appraisal will be done in the upcoming appraisal cycle after completion of 12 months from your joining as per the standard process of organization based on your performance.

Benefits: Standard, Seven Infodigit Pvt Ltd benefits for our employees, including the following

- Sick leave- 03
- personal Leave- 06
- Emergency Leave- 01

You will be eligible for the above leave after completion of your Probation period.

Office Timing: Our office timing is as follows

- Monday to Saturday from 9:00 am to 6:00 pm (May be change as per requirement).
- Sunday is weekly off.

Taxation: All payments provided by the Organization will be made in accordance with the taxation system prevalent within India, including without limitation, tax deduction at source.



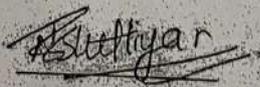
indemnify the Employer for any divulging of the above mentioned information/documents directly or indirectly with any third party.

7. I shall not associate, directly or indirectly with any clients of the employer or of M/s Pramod S. Shah & Associates & M/s Universal Business and Corporate Services Centre after the termination of my employment/tenure and I shall indemnify the Employer in case of non-compliance of the same.
8. The Employer has a right to terminate the services of the Employee on account of non-performance / disciplinary concerns or any other concern with immediate effect and is not required to give any advance intimation.
9. I shall give notice at least two months in advance before discontinuing with the Organization & also if there is any shortfall in the notice period then I shall make payment to the firm an equivalent amount of my salary for the period of shortfall. My appointment shall be at remuneration on following terms:

- INR 18,000/- per month with effect from 10th April, 2024.
- INR 20,000/- per month with effect from 10th July 2024.

This affidavit - cum- Bond signed by me on this Day of 03/4/24.

Signature



Employee - Neha Balan Shettiya

Neha B. Shettiyar - MF20063

AFFIDAVIT CUM INDEMNITY BOND

I, Neha Balan Shettiyar, born on 01st January, 2003, D/o Mr. Balan Shettiyar, residing at 203, 2nd Floor, Suresh Thakur Niwas, Girija Mata Mandir, Bedekar Galli, Thakurwadi Dombivli West, Kalyan (hereinafter referred to as the employee) am employed by M/s. Pramod S. Shah & Associates, having its office at 3rd Floor, LA-SHEWA Bldg. Next to Fedex, 233, P D' Mello Road, Opp. St. George Hospital, Near CST, Fort, Mumbai-400 001 (hereinafter referred to the Employer) w.e.f. :- 10th April, 2024.

I hereby affirm as under:

1. I shall adhere to all of the policies, procedures, rules and regulations set by the Employer.
2. I shall devote all of my working time, attention, knowledge, and skills to Employer's business interests and shall do so in good faith, with best efforts, and to the satisfaction of the Employer. I further acknowledge that I will not engage in any form of activity that produces a "conflict of interest" with those of the Employer during my term of employment/tenure.
3. During the term of my employment/tenure and even after the termination or expiration the term of employment/tenure I shall not use, disclose or communicate, in any manner, proprietary information about Employer, its operations, clientele, or any other proprietary information, that relate to the business of the Employer. This includes, but is not limited to, the names of Employer's clients, its marketing strategies, operations, or any other information of any kind which would be deemed confidential or proprietary information.
4. During my period of said service, I shall not pursue any other professional course or undergo any other training without prior consent of the Employer.
5. I shall faithfully discharge my duties during the term of my employment/tenure and shall keep the employer indemnified against all losses, cause, damages and expenses which the Employer may sustain or pay by reason of any act of mismanagement, neglect or default on my part.
6. All the information/documents/drafts received or shared with me during the term of my employment/tenure is the property of the Employer and I shall

Offer Letter

May 01 2023

Ankita Pradeep Jaiswar
A/101, Gajanan Arket,
Near Gaondevi Temple,
Devicha Pada Reti Bandar Road,
Dombivli (W), Maharashtra, India

Subject: Offer Cum Appointment Letter

Dear **Ankita Pradeep Jaiswar**,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with PRK Business Solutions Pvt Ltd will be subject to your agreement / acceptance of the terms and conditions as defined therein, failing which the letter shall automatically stand invalidated without any further obligation on the part of the Company.

Designation: Executive Human Resources

Branch/ Job Location: Thane- Kapurbawdi Branch

Organizational Band/ Grade: 1A

Date of Joining: 24th Apr'23

You will be on probation for the initial period of 3 months from your date of joining, which may be extended in case it is found necessary by the Company. If no extension of probation is confirmed in writing, you shall deem to continue with regular employment after 3 months of probation.

Your compensation details are as follows:

Particulars	Monthly Pay-out	Annual Pay-out
Gross Pay	13500	162000
Deductions	200	2400
Net Pay	13300	159600

Terms and Conditions:

Please note that this offer is made and is valid subject to your employment acceptance of the term & conditions along with the company code of conduct. This offer may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms

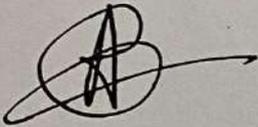
Seven Infodigit Private Limited
A SEVEN GROUP (INDIA) COMPANY
CIN - U72900MH2019PTC329423

Rupa Solitaire Building
Office No-1016, 10th Floor
Millennium Business Park
Mahape, Navi Mumbai-400710

Confidentiality:

During the course of your employment with Seven Infodigit Pvt Ltd, you will be entrusted with confidential and proprietary information. You agree that such information will not be released or divulged, whether directly or indirectly, unless authorized by Organization policy, required by law, or through the express written consent of Seven Infodigit Pvt Ltd given under the hand of the proper officer with authority to give such consent. We are confident you will be able to make a significant contribution to the success of our Organization.

Yours truly,



Authorized Signatory



Duties and Responsibilities:

- a) Organization will expect you to work with the high standard of initiative, dedication, sincerity, efficiency and honesty.
- b) You will devote your entire time to the work of the organization and will not undertake any direct or indirect business or work, honorary or remunerator except with the written permission of management in each case.
- c) You will not seek membership of any local or public bodies without obtaining written permission from the management.
- d) You will not be seeking any kind of employment or retainership opportunities with any of our existing or prospective clients. This will be applicable for a period of 1 year after separation of services with the organization. In case you do so you will not be entitled to any kind of pending dues from the organization.

Termination of Employment:

- a) You will retire from the services of the organization on attaining the superannuating age of 58 years.
- b) If you are not present in the organization for 7 days or more without any intimation to your supervisor/HR/Administrator, you will be considered as an absconded employee. If you are becoming absconded, it is management whole and sole rights to take all kind of decision. You need to obey the management decision.
- c) If you don't abide by the rules and regulations which are mentioned in the code of conduct, informing to you time to time through Notice, you can be terminated by the Organization.
- d) If you are terminated by Organization, it is management whole and sole rights to take all kind of decision. You need to obey the management decision.
- e) You cannot leave the organization without giving two months (2 Months) notice period or salary in lieu thereof after the probation period (after the six months from the joining date) in case you want to resign from the organization. During notice period you need to follow all the rules & regulations as per the code of conduct and need to carry out your regular works sincerely & dedicatedly to reflect it to performance. It will be solely depending on the management to decide of your releasing or taking any steps considering your current work schedule, performance, obeying rules & regulations of organization, sincerity & dedication towards works, regularity and current situation of your division. You need to obey the management decision.
- f) You cannot resign without the resignation gets accepted by the Concern supervisor, BU Head and HR/Administration Head.
- g) Upon termination of your employment with Seven Infodigit Pvt Ltd, you have to return all such notes/memoranda and every copy thereof to the Organization.
- h) Full & Final settlement will be done in the upcoming salary payment cycle after 90 days from the last day of working (Next Payment cycle once 90 days gets over from your last working day).
- i) You will get relieving letter based on acceptance & confirmation of Provisionary full & Final settlement letter within 7 days from the last working day.
- j) You will get experience letter along with your full & final settlement.



Leaves:

- After successful completion of probation, 21 Paid leaves will be credited to your leave balance.
- You can avail all eleven (11) National holidays from your Date of Joining.

Working Hours & Weekly Off:

- We work from Monday to Saturday (6 days) with a weekly off on Sunday.
- Office timing will be 9.30 a.m. to 6.00 p.m.

Expulsion from Employment:

- Your services are liable for termination/suspension without any notice from the management if your commit any misconduct. You will be subject to disciplinary action as per the company policy.
- The management reserves the right to expel your services with immediate effect in case of non-performance.

Resignation:

- If you wish to resign from the services of the organization, you are expected to provide a notice period of one (1) month for transition/handover/replacement as applicable. The management holds the right to decide on your notice period waiver.

Absconding:

- If you are not present for continuous 7 days (onsite/offsite) the management will declare you as absconding from services and you will be not entitled to Experience Letter/Service Certificate.

Assets Responsibility:

- You will be responsible for your official laptop/desktop and other assets provided by the company. In case of any damage to the assets, the cost of the asset will be recovered from your salary.

ID card Policy:

- ID card must be displayed at all time during working hours.
- In case loss of ID Card, a replacement card will be provided on payment of Rs.500/-.

Full & Final (F&F) Policy:

- Full & Final settlement will be processed on 45th day effective your last working day.

Kindly acknowledge the above terms and conditions and duly sign in acceptance of the same.

Authorized Signatory

Signature:

Human Resources Department

Date:

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of Experience

12,500+
Satisfied
Clients

150+
Young and
Competent Team

1700+
Successfully
Deployed Projects

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in Maharashtra

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8th Floor, Balaji Infotech Park,
Wagle Ind. Estate, Lane Next to Wagle
Police Station, Thane (W) - 400 604.
T: 022 6850 8181 (100 lines)

PUNE BRANCH OFFICE:
2nd Floor, Sai Niketan, Above
Hotel Ashoka, Opp Megamart,
Dapodi, Pune - 411012
T: 020 2714 3599

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ASSET

Appointment Letter

8th March 2024

Dear Yash Parte,

Congratulations!!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Tally Support Executive** at **Apex Actsoft Technologies Pvt. Ltd.**

You will be based at our **Thane** office.

Your Date of Joining will be **March 8, 2024**, and the offer will remain valid for the next **7 days**.

Please refer to your Salary Annexure attached herewith. Your total gross Cost to Company will be **Rs.2,97,000/-** per annum and your net salary take home will be **Rs.20,054/-** per month.

You will undergo a Training/Orientation of 15 days from your Date of Joining, If you exit the organization while on training, or if the organization terminates/suspends your employment for reasons what-so-ever you will not be eligible for compensation during the training period.

Probation Period:

You will be on a probation period for **6 months** from your Date of Joining. You will be confirmed after successful evaluation of your performance at the end of 6 months. In case your performance is found to be unsatisfactory the management holds the right to extend your probation period by another **3 months** or cease your employment thereafter. The management has the discretion to decide on the duration of your notice period during probation.

In case you wish to resign from the employment before the end of your probation, your Reporting Manager will decide your Relieving Date basis your nature of work.

Bonus:

After successful completion of your Probation Period, you will be eligible to receive Bonus.

Bonus for the current year will be paid in the upcoming year during Diwali, as per your eligibility (please refer to the Annexure).

Salary Cycle:

- Salary will be calculated from 1st to 30th / 31st & will be credited on 10th of every month.

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of Experience

12,500+
Satisfied
Clients

150+
Young and
Competent Team

1700+
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Deployed Projects

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8th Floor, Balaji Infotech Park,
Wagle Ind. Estate, Lane Next to Wagale
Police Station, Thane (W) - 400 604.
T: 022 6850 8181 (100 lines)

PUNE BRANCH OFFICE:
2nd Floor, Sai Niketan, Above
Hotel Ashoka, Opp Megamart,
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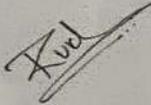
FOR TALLY ADDONS
ASSET
MOBILES

and conditions of employment or the Company's Code of Conduct.

Amendment & Enforcement:

- I. Any alterations or amendment to this contract shall be duly communicated in writing on mail taking into consideration both the employee's & employer views.
- II. Company may or may not deduct certain amount of your monthly salary depending on Pandemic crisis or any other business impacting concerns.
- III. Employees will be eligible to get full salary payment who achieves more or equal to monthly target assigned during economic crisis.
- IV. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.
- V. Company code of conduct & other policies of the company is applicable to you from the first day of your joining/probationary period.

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



Rukhsar Surve
Director
for PRK Business Solutions Pvt Ltd



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Salary	Per Month	Per Annum
Basic Salary		99,168/-
HRA	8,264/-	14,880/-
Conveyance	1,240/-	19,200/-
Medical Allowance	1,600/-	15,000/-
General Allowances	1,250/-	32,064/-
Gross Salary (A)	2,672/-	1,80,312/-
Employer contribution to PF	15,026/-	19,848/-
Employer ESIC	1,654/-	5,856/-
Total CTC	488/-	2,06,016/-
Employee Contribution to PF*	17,168/-	19,848/-
Employee ESIC	1,654/-	1,356/-
Total Deductions (B)*	113/-	21,204/-
Net Salary**(A) – (B)	1,767/-	1,59,108/-

This offer and subsequent appointment is subject to your joining the Company on the agreed date of joining and satisfactory completion of all your joining formalities.

General Terms and Conditions:

- 1. Timings** : Official hours will from 9.30 am to 6.30 pm
- 2. Holidays** : As declared by management.
- 3. Notice Period** : You will be on Probation for a period of 6 months, after which you will be confirmed as per your performance.
 - a) During probation notice period will be 7 days.
 - b) After confirmation, notice period will be 30 days from both the sides.
 - c) In case of notice period is not served, Company reserves the right to adjust the same in your full and final settlement.

4. Termination of Employment:

The Company may terminate your employment with the Company at any time without prior notice or without notice pay if such termination arises as the result of misconduct either during your employment with the Company or in securing the employment with the Company, negligence and/or breach of any expenses or implied term of the employment contract including

- i. Committing any willful misconduct, fraud or dishonesty or being grossly negligent in the performance of duties
- ii. Being in breach of the Code of Conduct
- iii. Conviction for any criminal offence



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Gojiri Mane
 MF20036

18th August 2023

Strictly Private and Confidential

Ms. Gojiri Mane

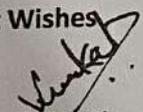
Ref: Employment Letter.

Dear Ms. Gojiri Mane ,

This is in reference to your application for the post of "HR Associate" and subsequent interview with us. We are pleased to appoint as "HR Associate" in our Company w.e.f 21st August 2023.

Your gross remuneration will be Rs. 1,80,312/- (One Lakh Eighty Thousand Three Hundred and Twelve Only) In addition to your salary, you will be entitled to variable pay (annexure attached herewith) on a quarterly basis.

Best Wishes


 Vidya Venkat
 Director

Your Compensation package and other terms & conditions are attached as Annexure
 Annexure-I

SALARY ANNEXURE

	297000
	Amount (Rs.)
Earnings	12,375.00
Basic	3,712.50
HRA	1,600.00
Conveyance Allowance	4,144.48
Other Allowance	21,831.98
Total Gross Earning	
Employee's Contribution	1,485.00
Provident Fund	92.81
ESIC	200.00
Profession Tax	1,777.81
Total	
Employer's Contribution	1,485.00
Provident Fund	402.19
ESIC	1,030.84
Bonus @ 8.33% of Basic Salary	2,918.03
Total	
Net Take Home:	20,054.16
Cost To Company - 2.97,000 per annum	24,750.00

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Clients

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11. Dispute Resolution/Governing Law:

The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute, or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

12. Rights to Injunctive Relief:

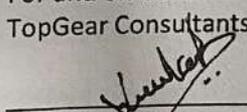
You hereby expressly acknowledge that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions

The subject offer has been made based on information furnished by you as per the above-mentioned documents in its entirety. If there is a discrepancy in the copies of documents/certificates given by you as proof, we retain the right to review or cancel our offer of employment/appointment

As a token of your acceptance of this letter of appointment and the conditions governing your employment, you are requested to return the duplicate duly signed copy of the same, within 72hrs from the date of receipt, failing which the offer stand void.

We look forward to having you join our organization. We believe that the position we offer, our dynamic work environment and an aggressive growth appetite create an excellent employment opportunity. Should you require any clarification, please do speak to our Human Resources team

SIGNED BY
For and on behalf of
TopGear Consultants Pvt. Ltd.



Vidya Venkat
Director

SIGNED BY the Employee

Name: Gojiri Mane
Date:



A Competing Business includes any business whose efforts involve any research and development, product, or services in competition with products or services which are, during and at the end of the period of employment, either (a) produced, marketed, or otherwise commercially exploited by the company or (b) in actual of demonstrably anticipated research or development by the company.

9. Confidential Information:

During your employment with us, or at any time after its termination, you are not permitted to use or disclose to another, be it another employee or a third party, (unless you must do so in order to carry out your normal working duties whilst employed by us abiding by the Company policies) any confidential information belonging to the Company, or any Associated Company, or in respect of which the Company, or any Associated Company, owes a duty of confidentiality.

10. Code of Conduct :

You shall not, at any time, make any untrue or misleading statements in relation to the Company nor in particular after the termination of your employment hereunder represent yourself as being employed by or connected with the Company in any manner. By signing this letter, you acknowledge that you shall comply with the TopGear Consultants Code of Conduct as in effect from time to time and understand that a violation of the Code of Conduct may be grounds for disciplinary action. The Company ensures a stimulating work environment, free of any kind of discrimination or harassment. Diversity and inclusion in the workforce are promoted, in the belief that cooperation between people with different cultures, skills, perspectives and experiences is fundamental in attracting talent and to enable business growth and innovation. Decisions concerning Employees, including recruiting, hiring, training, evaluation, and advancement, are based exclusively on individual merit and performance, and cannot be influenced

Please note that notwithstanding anything contained in the terms of this appointment letter, the Company will not bear responsibility in any manner whatsoever, for any claim, monetary or otherwise that any previous employer, firm, Company, or Person may have against you.

Kindly submit the following documents on or before your date of joining

1. Five Coloured copies of passport size photographs(latest)
2. Photocopies of the following documents (we may request for a originals for verification, if required)
 - a. Education certificate (Graduation/Post Graduation/Last academic Qualification)
 - b. Resignation Acceptance Letter from your last employer in which last working date has to be mentioned
 - c. Relieving letter/experience letter from your last employer
 - d. Pan Card Copy
 - e. Residential Proof (latest Electricity bill or Rent Agreement/Passport)



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- iv. Undertake outside employment without prior permission of the Company
 - v. Unauthorized leave or remained absconding for continuous 7 days and above
 - vi. Any other ground which in the opinion of the Company renders your employment with the Company as conflicting of interest
 - vii. Non-Performance of your duties persistently and in accordance with the performance targets set by the Company from time to time
- In case of voluntary resignation or termination of an employee under any of the terms mentioned above, the employee would also have to duly complete the handover process in accordance with the Company policies as may be applicable in this regard

5. Variable Pay:

Incentive disbursement is entirely at the Management's discretion.
No Incentive will be given in the event of resignation even if you have done your target.

6. Performance Review:

Your performance shall be assessed at regular pre-determined intervals, and you shall be eligible for salary revisions based on your individual performance as well as Company performance as per Company policy.

7. Confidentiality:

You are expected to maintain confidentiality about our clients and other inside information. You cannot leak any information /database / information about our clients to any third part. The company can initiate legal proceedings in case you do not adhere to this.

8. non-Solicitation:

You agree that you will not solicit direct employment with any of company's clients, wherein you were deputed by the company during the course of your employment within Twelve months of your leaving the services of the company unless it is approved by the company in writing.

You also agree that for a period of one (1) year after the date of termination of your employment from the company, you will not induce any employee or independent contractor of the company to cease such employment or relationship to engage in, be employed by, perform services for, participate in the ownership, management, control or operation of, or otherwise be connected with, either directly or indirectly, a Competing Business.

You agree that during your employment with the company and for a period of one (1) year after the date of termination of your employment from the company, you will not, on behalf of yourself or on behalf of any other person, firm or corporation, call on or solicit in any manner any customer of the company with which you have had any dealings of any kind or upon whom you called during the course of your employment with the company for the purpose of doing business of the type done by the company with such customer.

"Competing Business" means any business whose efforts are in competition with the efforts of the company.



Salary Bifurcation

Income	Rs.(P.M.)	Rs.(P.A.)
Basic	14,500	1,74,000
House Rent Allowance	7,250	87,000
Special Allowances	7,250	87,000
Gross Salary	29,000	3,48,000
Deductions		
Employee PF (after confirmation)	1800	21600
ESIC	-	
PT	200	2500
Net Salary	27,000	3,67,100

Priyanka Jaywant vide - PPTZ



Seven Skyz
GLOBAL LOGISTICS
CONNECTING CONTINENTS

7-Skyz/Mum/HRD/OL/012
Date: - 01-Dec-2023

Ms. Priyanka Vide
Dombivali - 421201.

OFFER LETTER

Ms. Priyanka,

With reference to your resume given to us and Subsequent Interview you had with us we are pleased to appoint you in our organization as "Executive – Sales" for Navi Mumbai Location, as per the terms and conditions mutually discussed and agreed upon. Please note that you can be assigned duties at any of the offices of Sevenskyz Global Logistics Pvt. Ltd. You will be reporting to Mr. Pankaj Gupta (Director).

This offer is for CTC Rs.3, 67,100/- (Rs. Three Lakh Sixty Seven Thousand One Hundred Only) + Travelling Charges up to Rs.5,000/- per month as mutually agreed. You would be on probation for 6 months, after that your CTC will be Rs. 33,600/- (Rs. Thirty Six Thousand Six Hundred Only) + Incentive per month, which will be decided on your performance. The management has the full right to terminate your services without any notice during the probation period while after probation period and on confirmation your services may be terminated with two month notice period from either side or basic salary in lieu thereof. Your services are subject to transfer to any office of the company or its group of companies in India. If you quit your job or are fired by the company, then you cannot work in the same industry for two years.

We expect your join on 4th Dec 2023. Kindly confirm.

Please submit to us the following documents at the time of joining for record purpose:-

- 1) Photocopy of PAN Card & Aadhar Card
- 2) Proof of Residence
- 3) Two Photographs
- 4) Two References
- 5) Certificate of 10th, 12th / Graduation Degree / Diploma
- 6) Copy of Resignation Letter from your last company / Relieving Letter
- 7) Last drawn Salary Slip / Last six month Bank Statement
- 8) Bank A/C No.
- 9) Investment Declaration (Mandatory, if Applicable)
- 10) Employment Form (Joining form)

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results.upes.ac.in

3

Shraddha Mididoddy.

MF2029.

UPES
UNIVERSITY OF PEARLS

WELCOME
TO UPES



Ref No: 2024/ UPES/342404852

12/04/2024

Name: Shraddha Mahesh Mididoddy

Address:

City: Dombivli

State: Maharashtra

Letter of admission to MBA program for the academic session 2024-26

Dear Shraddha ,

Congratulations and welcome to UPES! We are pleased to inform you that based on your performance in the selection process, you have been offered provisional admission to our **MBA (Marketing/HR/Finance/Operations)** Program with choice-based specialisations and minor* programs for the Academic Year **2024-26** at the **School of Business** , UPES, Dehradun.

We are certain that you will harness your talent and be counted among the trailblazers at the university. As a learner at UPES, you will join an ever-growing community of innovators and limitless dreamers who have chosen us for our high academic standards, world-class faculty, global partnerships, digital preparedness, significant research opportunities, and



- 11 P. LACKAN
- xii) I agree that all disputes arising out of this undertaking shall be subject to resolution by binding arbitration in accordance with the Arbitration rules in the respective country and any amendments thereof in force and all disputes are subject to the jurisdiction of competent courts in the place where the registered office of the entity I am working is situated.
 - xii) This Agreement constitutes the entire agreement between the parties on the subject and can be amended by ANKIT APPARELS from time to time at the sole discretion of ANKIT APPARELS.
 - xiii) I acknowledge that I was provided with an unsigned copy of this agreement in advance of signing the agreement and was given ample opportunity to read and seek whatever counsel related to the agreement, I may desire to understand the terms and conditions.

I hereby confirm, having read and understood the terms and conditions as specified in the letter and convey my acceptance of the same.

NAME: _____

Signature: _____

& Date: _____

FOR ANKIT APPARELS,


ALOK TIBREWAL
(Proprietor)

Prachiti Ajit Rane. MF20153



Date: 26-03-2024

Ms. Prachiti Rane,
Thane, India

Dear Ms. Prachiti,

We are Delighted to appoint you as an E-Commerce Graphic Designer in our Proprietorship Firm, ANKIT APPARELS, Thane with effect from August 10, 2023. You will perform your role as assigned to you by the Firm from time to time relating to the Position to which you are now appointed and to which you may be transferred or promoted in the future.

REMUNERATION

Your Remuneration will be Paid at such time and in such manner as set forth in the policies, rules and regulations of the Firm, as amended from time to time.

1) SALARY & ALLOWANCES:

Your Gross Monthly Pay will be Rs.12,000/- per month which will be inclusive of Basic Salary, Conveyance and all the perquisites and allowances.

This Gross Pay Shall be Subject to deduction of TDS and Profession Tax applicable as per the Taxation Rules and as amended by the Government from time to time.

The Payment of Salary will only be made by NEFT / RTGS, Digital Payment to your Bank Account in your Personal Name and as per the details, Scanned copy of the Bank Pass Book (First Page) or original copy of Cancelled Cheque submitted by you at the time of Submitting the requisite documents for employment. In Case of any amendment or change in your Bank Details, the same shall be intimated by you in writing in advance by submitting the Fresh Cancelled Cheque / Bank Pass Book (First Page) Scanned Copy at least 15 days prior to the date of credit of monthly salary remuneration to your Account.

You will be governed at all times by the Policies, Procedures and rules of the Firm related to Salary, allowances, benefits and perquisites which are specified in this appointment letter. Further, ANKIT APPARELS, at its sole discretion, reserves the right to amend such allowances, benefits and perquisites from time to time in accordance with its policies.

2) PROBATION / CONFIRMATION:

You will be on Probation initially for a period of six months w.e.f. the date of joining. Your probation may be extended by the Firm, at its discretion, based on your performance / conduct. ANKIT APPARELS follows a policy of 'Confirmation by default'. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the Probation period, your services are liable for termination at any time by 30 days' notice intimation in writing. The Firm shall not assign any reason for such termination which shall be at the sole discretion of ANKIT APPARELS and you will not be entitled to any claim, damage, compensation or any other payment on that account. You will not be entitled for a Paid Leave during the Probation Period. Any Leave taken during the Probation Period will be construed as Leave Without Pay (LWP).

**ANKIT APPARELS, F-38 B, 1st FLOOR, ETERNITY COMMERCIAL PREMISES, TEEN HATH NAKA,
THANE WEST - 400604. Ph: +91-7400050469 Email: hr.kuonsavenue@gmail.com**

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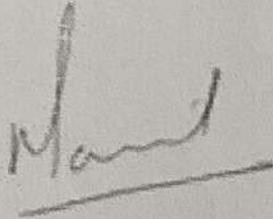
Confirm your admission click **PAY NOW**

Attachments:

- Annexure 1: Admission Form (click here to download)
- Annexure 2: Program Booklet
- Annexure 3: (click here to download)

We look forward to welcoming you to the UPES family and helping you build a fulfilling career.

Sincerely,



Manish Madaan
Registrar

*Specialisations and minors can be chosen after the first year, based on the selected program. The credits will depend on the minors/ exploratory courses chosen during the program's duration. The program offerings are subject to approval by the UPES Academic Council, and the university reserves the right to add, drop, and modify programs at its discretion at any time without prior notice.

** Only one category of scholarship can be availed by a student; multiple scholarships to one candidate will not be granted. Limited seats are available in each category. For more details, please refer to www.upes.ac.in

enrollments@upes.ac.in | 1800 102 8737 (10 am to 7 pm)
upes.ac.in

ADVANCED ENGINEERING | COMPUTER
SCIENCE | DESIGN | BUSINESS | LAW |
HEALTH SCIENCES AND TECHNOLOGY |
LIBERAL STUDIES

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the same will not be offered for that batch and the student can opt for a new specialisation on offer.

3) The onus of providing correct information at the time of admission/furnishing all relevant documents as per the prescribed timelines is on the student. In case the student is not able to provide correct information about grades in any previous examination passed or is unable to submit relevant documents as per the pre-published timelines, the university reserves the right to cancel the admission/candidature with/without any prior information. In such cases, the fees for the entire semester (including hostel fees, wherever applicable) will not be adjusted/refunded.

Note: The Merit Scholarship is not applicable to students enrolled in Global Pathway Program (GPP).

Confirm your admission click [PAY NOW](#).

Attachments:

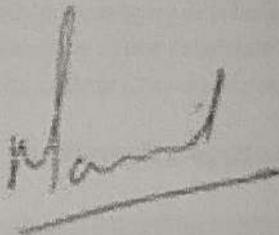
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We are certain that you will harness your talent and be counted among the trailblazers at the university. As a learner at UPES, you will join an ever-growing community of innovators and limitless dreamers who have chosen us for our high academic standards, world-class faculty, global partnerships, digital preparedness, significant research opportunities, and mesmerising campus location.

We eagerly await the thoughts, influence, creations, and rigour that you will bring to campus and encourage you to make the best of every opportunity at UPES – excel in academics, participate in activities, seek out faculty and industry leaders, and collaborate with peers across disciplines. Above all, explore and enjoy this journey.

Please note:

1) You are requested to confirm your admission by **26 Apr 2024**, failing which the admission offer stands cancelled. To secure your admission, please submit the acceptance fee of **Rs.150000** through the online payment link mentioned below and the balance Semester Fee is to be paid on or before the commencement of the academic year.

2) Specialisation (at the start of second year) in Undergraduate programs will only be offered to a minimum cohort of 15 students and in case of Postgraduate programs (at the time of admission) for a minimum cohort of 10 students. In case the cohort is less than the prescribed numbers in any specialisation, the same will not be offered for that batch and the student can opt for a new specialisation on offer.

3) The onus of providing correct information at the time of admission/furnishing all relevant documents as per the prescribed timelines is on the student. In case the student is not able to provide correct information about grades in any previous examination passed or is unable to submit relevant documents as per the pre-published timelines, the university reserves the right to cancel the admission/candidature with/without any prior information. In such cases, the fees for the entire semester (including hostel fees, wherever applicable) will not be adjusted/refunded.

Note: The Merit Scholarship is not applicable to students enrolled in Global Pathway Program (GPP).

Confirm your admission click

PAY NOW

Mahindra FINANCE

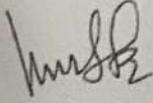
Wishing you Best of Luck!!!

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD

Mr. Vinod Nair - Head Human Resources

Prov
Ref:
Date:

Dear



Sub:

Thank
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CIN: L65921MH1991PLC059642
Email: investorhelpline_mmfs@mahindra.com

Mahindra FINANCE

*Note: In addition to the above, you will be eligible for Incentive/s as per the Incentive/s schemes announced and applicable to your role.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

In addition to these:

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of Rs. 5 lakhs subject to satisfactory compliance of rules of insurance company in this regard. This will be effective from the date of payment of premium against this policy.
2. The Employee, spouse, children and two dependents will be covered under Group Medclaim policy to a maximum amount of Rs. 3.50 lakhs.

A detailed appointment letter will be issued to you after your joining the Company.

We would appreciate if you can kindly join us on or before **30/06/2023**.

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof

CIN: L65921MH1991PLC059642
Email: investorhelpline_mmfsi@mahindra.com

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 24984170
+91 22 24984171

Ref: MMFSL/26/06/2023/Req ID/107535
Date: 26/06/2023

Ms. Prachi Phodase
B- 101, Sai Dham soc., Dombivali E
India - 421203

Dear Ms. Phodase,

SUB: Offer Letter

We refer to your application and subsequent interviews for the **Executive- SME -RETAIL ENTERPRISES** position in our Company. Further to the interview, we are pleased to offer you employment as an "**Executive - SME -RETAIL ENTERPRISES**" in Grade **L9-O** at our **THANE** Office location. You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. During the probation period you shall be entitled for leave as per leave policy of the company.
2. You will be placed at our **THANE** Office and report to the concerned Manager. •
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices / group companies situated in India.

During this period, you will be entitled to the following:

Components	Amount (In INR)
Basic	79,200.00
HRA	39,600.00
Personal Allowance	159,390.00
Annual Gross	278,190.00
Annual Benefits	
Provident Fund	21,600.00
Gratuity	3,810.00
Gross Fixed Annual CTC	303,600.00

Regd. office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2289 5500 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L65921MH1991PLC059642
Email : investorhelpline_mmfsi@mahindra.com

Mahindra FINANCE



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Partnering Governments. Providing Solutions.

March 11, 2024

Drishti Roushan Choudhary

Room no:24, Ganesh krupa blg no 2, Ayre road , Dombivali East.

Dear **Drishti**,

We are pleased to offer you employment as **Officer Operations (Grade:P5)** on a fixed term basis w.e.f **March 11, 2024** for a period of Six months.

- You will be paid a monthly CTC (Cost to Company) of **INR 22000/- (Rupees Twenty Two Thousand Only)**. Kindly refer to the Annexure for detailed break up of your compensation.
- You will report functionally to **Deputy Manger Operation** or to any other person as may be specified to you by the organization from time to time.
- Your posting will be at **Mumbai**.
- Your services will stand automatically terminated after the expiry of **Six months**. The contract can be further extended upto a maximum of 3 months based on the business requirement.
- You will comply with all the terms and conditions of the company as are applicable to Fixed Term employees during the course of your employment with us.
- The offer is subject to the following that in the event of you being employed earlier in VFS Global either as FTC/FTE, this letter shall not be construed in any manner as continuous employment basis the last duration of employment with us and that you shall not make any monetary claims or otherwise .
- Please also note that your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- You are requested to submit the documents required for Background Verification within 5 working days from the date of issue of this Offer Letter. Failure to submit the documents within the stipulated period or in case of an unsatisfactory verification report, the Company reserves the right to withdraw the Offer Letter.
- As per Policy, all employees joining VFS who are in customer facing roles or otherwise will be required to undergo Employees Process Certification Program. The details of the program will be communicated to the employees by the Regional L&D Team. The new employees will have to clear the certification test within 2 (two) attempts and post successful clearance of the test, they will be provided the customer facing roles. In the event, if the employee fails to clear the test, they will be provided the customer your services. Please note that local laws prevailing in the country will supersede in respect of the clause above if the same is conflicting.

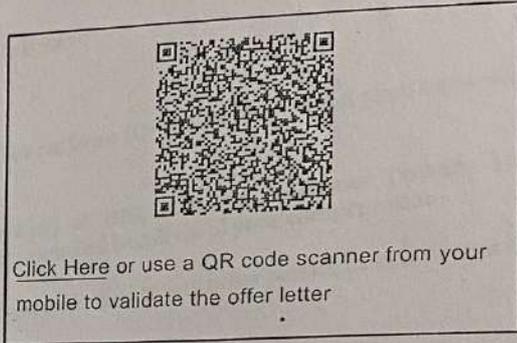


Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234226971/Mumbai/BPS/BTN on 30/08/2023 (DD/MMM/YYYY).

Signature: Preeti

Name: Preeti Yadhavakar Karsa

Date: 04/09/2023

Private and Confidential

CSL/DT20234226971

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079

Ph: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com

Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC024731



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234226971/Mumbai/BPS/BTN
Date:30/08/2023

Dear Ms. Preeti Yadhava Karkera,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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

Private and Confidential

TCSL/DT20234226971

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Wellspring Gorej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22240MH1995PLC034781

MEC
Yash Morye
MF20134.

eClerx

Apprenticeship Offer cum Appointment Letter

Date: Nov 20, 2023

Candidate Name: Mr. Yash Morye
Candidate ID: 2138309
Address: 1/6 Sai Sheetal, Dombivali-421201, Maharashtra, India

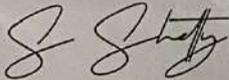
Dear Yash,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "**Analyst**". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards



Offered By: Sagar Shetty
Designation: Program Manager- Human Resources

Name				
Division		VFS Global		
Grade		P5		
Level		Professional		
Employee Type		Fixed Term		
		February-24		
No.	Particulars	Components	per month (INR)	per annum (INR)
A	Gross Salary	Basic Salary	14310	171720
		House Rent Allowance	716	8592
		Personal Allowance	102	1224
		Books and Periodicals Allowance	1250	15000
		Conveyance	1600	19200
		Washing Allowance	500	6000
		Total Gross Salary		18478
B	Social Security & Retirals	PF Employer Contribution	1730	20760
		ESIC Employer Contribution	601	7212
		Statutory Bonus	1192	14304
		Total Social Security & Retirals	3523	42276
Total CTC (A + B)			22000	261000
Other Benefits				
C	Life Insurance (self)	Coverage	per month (INR)	per annum (INR)
	Personal Accident (self)	1000000		530
	Mediclaim (Family Floater Policy)	1000000		220
		300000		7392

Notes :

- 1 Professional Tax amount and Income Tax is not taken into consideration



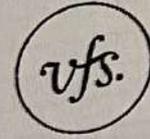
eClery

YASH MORYE
EMPLOYEE CODE : 135738

Blood Group : O+
Emergency Contact Number : 89282 26426

P. Kaakaria
Authorized Signatory





VFS.GLOBAL
EST. 2001

Partnering Governments. Providing Solutions.

You are requested to sign and return to us the copy of this letter as a token of your acceptance of the terms and conditions.

Your acceptance should reach us on or before **March 11, 2024** failing which it shall stand automatically withdrawn.

for VFS Global Services Pvt. Ltd

Ritu Chawla
Associate Vice President - Human Resources

for VFS Global Services Pvt. Ltd.

Archana Bandekar
Associate Vice President - HR Shared Services

I am pleased to accept your employment as per your terms & conditions. I have also been explained, and have understood and assessed the risks involved in the business of the Company, and accept the employment pursuant to the agreement.

Date: - 11/03/2024

Signature: -

APPOINTMENT LETTER

Date : 9th March 2024

Ms : Samta Upendra Thakur

We are pleased to appoint you in **Cogent E Services Limited** (hereafter referred to as "Company") as 'CSA - Operation' as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 14th January 2023. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is withdrawn by cogent in accordance with the terms of separation mentioned in this letter.

Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-

1. Compensation-Your cost to the company (CTC) will be INR (192,000) annually.

2. Service Conditions- You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.

3. E-Induction- You will be a part of the e-induction procedure to make you familiar with the Company policies and day-to-day working.

4. Assignment / Transfer-Your daily place of work will be Mumbai. However, during your service with the Company you are liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

5. Duties & Obligation-

5.1 You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

5.2 You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

5.3 You shall act loyally and faithfully to the Company and obey the instructions of the management of the Company.

5.4 You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may become known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

APPOINTMENT LETTER

Date : 9th March 2024

Ms : Samta Upendra Thakur

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5.3 You shall act loyally and faithfully to the Company and obey the instructions of the management of the Company.

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reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

5.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

6. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company which may be amended from time to time.

7. Dress Code- Company has adopted “Smart Casual” as its Dress Code. Employees irrespective of gender should ensure that they are dressed in decent wear to appear professional.

8. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

9. Leave- You will be eligible for the benefits of leave as per the Company policy available on the EMS.

10. Termination on account of fraud, misconduct or Zero Tolerance Policy:

10.1 Under exceptional circumstances if it comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company’s reputation, then the Company on its own discretion can terminate the services of the employee without notice.

10.2 The decision of the Company with regards to termination will be final and legally binding on the employee. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

10.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and claim for suitable damages -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company or its clients.
- b. Fraud, theft, or gross malfeasance on the part of the employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- c. Use of drugs and intoxicants.
- d. Violation of any terms of this letter of Appointment.
- e. Repeated violation by the employee of any written policies of the Company.

11. Unauthorized Absence- If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave, he/she shall be considered as absconding and company shall not be liable to pay any dues or release any documents.

12. Resignation / Separation- When an employee intends to pursue work else where, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's resignation will be processed. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

13. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment due to business contingencies, by giving 30 days' notice or salary in lieu thereof.

14. Restrictions for representing the Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

15. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property including but not limited to identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

16. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

17. Jurisdiction- This is agreed by both parties (Employees and Company) that only the courts of Delhi shall have exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

18. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other Company.

19. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.

20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

21. Indemnification - Employee (“Indemnifying Party”) agrees to defend, indemnify, and hold harmless the Employer, its subsidiaries and its and their respective successors, assigns, directors, officers, and affiliates (each, an “Indemnified Party” and collectively, the “Indemnified Parties”) from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, fines, penalties, costs, and expenses incurred as a result of a third-party claim/Cogent’s clients claims, including but not limited to reasonable attorneys’ fees and any other security incident remediation efforts that are commercially reasonable under the circumstances (collectively, “Claims and Costs”), directly or indirectly arising out of or related to an actual or suspected occurrence of password security breach, data theft, unauthorized access, acquisition, disclosure, or use of an Indemnified Party's Confidential Data or Personally Identifiable Information while in the possession of or under the control of the Indemnifying Party, or its relatives/agents in connection with this Agreement. The employee’s aggregate liability in connection with obligations undertaken as a part of this agreement regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and the Company may hold/deduct the loss from the employee compensation (including salary or incentives).

Irrespective of the above, Cogent reserves the right to take legal action against the employee before the competent court in case of actual or suspected occurrence of password security breach, data theft, unauthorized access, acquisition, disclosure, or use of an Indemnified Party's Confidential Data or Personally Identifiable Information.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Limited



Authorized Signatory



20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

21. **Indemnification** - Employee ("Indemnifying Party") agrees to defend, indemnify, and hold harmless the Employer, its subsidiaries and its and their respective successors, assigns, directors, officers, and affiliates (each, an "Indemnified Party" and collectively, the "Indemnified Parties") from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, fines, penalties, costs, and expenses incurred as a result of a third-party claim/Cogent's clients claims, including but not limited to reasonable attorneys' fees and any other security incident remediation efforts that are commercially reasonable under the circumstances (collectively, "Claims and Costs"), directly or indirectly arising out of or related to an actual or suspected occurrence of password security breach, data theft, unauthorized access, acquisition, disclosure, or use of an Indemnified Party's Confidential Data or Personally Identifiable Information while in the possession of or under the control of the Indemnifying Party, or its relatives/agents in connection with this Agreement. The employee's aggregate liability in connection with obligations undertaken as a part of this agreement regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and the Company may hold/deduct the loss from the employee compensation (including salary or incentives).

Irrespective of the above, Cogent reserves the right to take legal action against the employee before the competent court in case of actual or suspected occurrence of password security breach, data theft, unauthorized access, acquisition, disclosure, or use of an Indemnified Party's Confidential Data or Personally Identifiable Information.

We **Congratulate** you on your appointment and wish you a long and successful career with Cogent and assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Limited

Authorized Signatory



11. Unauthorized Absence- If an employee absents himself/herself without information for more than 3 days or remains absent beyond the period of the originally granted leave, he/she shall be considered as absconding and company shall not be liable to pay any dues or release any documents.

12. Resignation / Separation- When an employee intends to pursue work else where, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's resignation will be processed. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

13. Notice Period- As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment due to business contingencies, by giving 30 days' notice or salary in lieu thereof.

14. Restrictions for representing the Company after end of employment - You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

15. Handing over the Company's Property at the time of separation- In the event of separation for any reason whatsoever, you must return all the Company's property including but not limited to identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

16. Indemnity- You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

17. Jurisdiction- This is agreed by both parties (Employees and Company) that only the courts of Delhi shall have exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

18. Exclusive Service- While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other Company.

19. Bank Account & Salary Credit Process- The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.



reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

5.5 You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

6. Code of Conduct- You shall always abide by the rules and regulations as per the code of conduct of the Company which may be amended from time to time.

7. Dress Code- Company has adopted "Smart Casual" as its Dress Code. Employees irrespective of gender should ensure that they are dressed in decent wear to appear professional.

8. Working hours- Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

9. Leave- You will be eligible for the benefits of leave as per the Company policy available on the EMS.

10. Termination on account of fraud, misconduct or Zero Tolerance Policy:

10.1 Under exceptional circumstances if it comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company's reputation, then the Company on its own discretion can terminate the services of the employee without notice.

10.2 The decision of the Company with regards to termination will be final and legally binding on the employee. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

10.3 If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and claim for suitable damages -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company or its clients.
- b. Fraud, theft, or gross malfeasance on the part of the employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- c. Use of drugs and intoxicants.
- d. Violation of any terms of this letter of Appointment.
- e. Repeated violation by the employee of any written policies of the Company.

WINS

SAF

COGENT



VA-SUDHA
Chemicals Pvt Ltd.
Purity | Quality | Trust



Name : ATHMIKA RAI

DOB : 28/02/2003

Empl. Code : 020

Blood Grp : O+ve

Mobile No. : 91-7304610092

A.R.
Authorized Signatory

Unit No.0060, Ground Floor,Wing - "S",
Phase - II, Akshar Business Park, Plot No.3
Sector - 25, Vashi, Navi Mumbai - 400 703.



VA-SUDHA™
Chemicals Pvt Ltd.

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Manufacturers of : SPECIALITY CHEMICALS, DRUG
INTERMEDIATE & FORMULATION
CIN : U24110MH1986PTC039676 GSTIN : 27AAACV0148F1ZM

VASUDHAPOL™



Date: 22nd July, 2023

Ms. Athmika Rai
302, Shri Samarath Krupa building,
Azdepada, Dombivli (E), Mumbai,

Subject: Appointment Letter

Dear Athmika,

With reference to your application for the post of "Trainee- Accountant" in our organization and the subsequent interview with the undersigned, we are pleased to confirm the appointment to you on the following terms of contract.

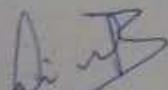
1. That your appointment will be effective from 25th of July 2023. You will report into the office from the said date. The place of appointment will be in Vashi in our corporate office .
2. That you will be posted at our office and will be reporting to the Mr. Sujit Pawar .
3. That you will be on probation for 6 months and on satisfactory completion of probation & depending upon your performance, your service will be confirmed by "Confirmation Letter" in writing.
4. That you will be paid consolidated Stipend of Rs.11, 500/- per month and Rs. 500/- per Month for your conveyance pass.
5. You will be entitled for Leave facilities, bonus and Gratuity etc. as per company policy. You will not absent yourself from the work without prior notice & sanction thereof. These facilities will be after your confirmation and you are on a payroll.
6. That you will be required to maintain secrecy about the company's business and shall not divulge any secrets of the company's business, goodwill & interest.
7. That you will not interest yourself in any other occupation, profession or vocation, whether, full time or part time, during the course of employment with us.
8. If you remain absent for more than eight days continuously without any sufficient cause, you will lose lien on the job automatically.
9. In the event you want to leave the service, you are required to give 2 months' notice to the company.
10. As agreed you will sign a undertaking for 36 months with the organization as we are spending on your training, etc.
11. The appointment is based on the inputs provided by you at the time of offer eg. CV, last drawn salary, qualification, experience etc. In case-of any irregularities found in any of the information provided by you the above appointment would become null and void and would be revoked by the company. Immediately you need to send copy of your educational certificates.
12. The gratuity as and when applicable will be paid to you as per the gratuity act prevailing.

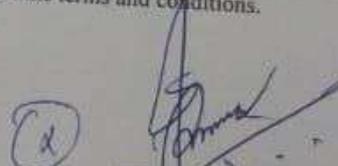
13. This appointment letter shall be governed by the laws of India and it is agreed that any dispute of whatsoever nature between you and the management will be subject to exclusive jurisdiction of courts of Mumbai whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.
14. If you during the course of your employment make any discovery, invention, process or improvement patentable or otherwise, the same shall be as is being hereby accepted by you will be deemed to have been so made by you for and on behalf of the company and such discovery, invention, process or improvement shall legally and absolutely be considered to have been made by you for the company and be the sole and absolute property of the company. If and when required to do so by the company you shall at the company's expense take out or apply for registration of the copyright, patent, licenses etc. You further agree that you shall execute and sign all instruments, acts deeds and things which may be required by us for registering, assigning transferring or otherwise vesting the same and all beneficial ownership arising in respect thereof in favor of the company.
15. You 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 your use, custody or charge for any loss, damage or non-return of any property of the company in your possession and care the company will have a right in its sole discretion to either take steps to recover the said properties of the company by due process of law or recover the original value of all such materials from you.
16. Your continuation in service of the company is subject to you being medically fit to perform all the duties in the organization & the company will have the right to get you examined / re-examined from any registered medical practitioner whose findings shall be final.
17. Please submit the following documents in support of your educational and professional qualification and experience, Date of birth, 3 passport size photographs, copy of pan card & aadhar card.

We wish our association with you is long lasting and mutually beneficial and also wish you all the success in your new assignment with our organization.

You are requested to sign the copy of this letter as a token of acceptance of the terms and conditions.

For Vasudha Chemicals Pvt. Ltd.


Srinath Shetty
 Managing Director


 Sujata Pawar



Offer | Nikhil Kotian

Tue, Jun 13, 2023 at 5:

hr@cnk@cnkindia.com>

nikhilkotian19@gmail.com <nikhilkotian19@gmail.com>

priya@stratagyn.com>, Yusuf Hakim <yusuf@cnkindia.com>, Saroj Maniar <saroj@cnkindia.com>, Purvi Malani <purvi@cnkindia.com>

Dear Nikhil,

We are pleased to offer you a position as a **Tax Assistant** with CNK & Associates LLP, Chartered Accountants at our

Churchgate office on or before **14th June 2023**.

Your CTC will be INR **2,27,700/-** (Rupees Two Lakhs Twenty-Seven Thousand Seven Hundred Only). The salary breakup would be 60% basic and 40% HRA.

The CTC comprises the following components:

- (i) Annual Gross Salary: INR 2,16,000/- (Rupees Two Lakhs Sixteen Thousand Only)
- (ii) Indicative bonus: which is calculated at 8.33% of basic salary actually drawn during the preceding twelve months ending October/November.

In addition,

- You Have Insurance Coverage with a family Floater of 2 Lakh per annum for your spouse and 4 dependent children and
- Leave encashment of unavailed leave up to 15 days as per policy.

The break-up of your salary has been provided in the Annexure. Your salary is subject to statutory deduction as applicable from time to time.

All the terms and conditions of your employment will be as stated in the appointment letter and CNK manual as amended from time to time. A detailed appointment letter will be drawn up post completing all the documentation formalities upon joining.

You are requested to confirm acceptance of this offer by sending an acknowledgment email within two days.

Please note, the documents to be submitted at the time of joining as applicable:

1. Passport size photograph (2 copies)
2. Copy of Graduation /Post Graduation/CA mark sheet & certificate
3. Copy of Employment / Service Certificate from the previous employer
4. Copy of 3 months previous Salary Slips or Bank Statement
5. Form 16/ F&F Settlement form
6. Copy of Passport
7. Copy of PAN card
8. Copy of Aadhar card
9. Copy of Institute Membership Certificate

Look forward to having you onboard.

Khyati Joshi

Team HR

✉ hr@cnk@cnkindia.com

☎ +91 22 66230600

🌐 www.cnkindia.com

CNK

& ASSOCIATES LLP.
CHARTERED ACCOUNTANTS

3rd Floor, Mistry Bhavan,
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501-502, Narain Chambers,
Mumbai 400 057, India.

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CNK Offer | Nikhil Kotian

1 message

HRCNK <hrcnk@cnkindia.com>

Tue, Jun 13, 2023 at 5:09 PM

To: nikhilkotian19@gmail.com <nikhilkotian19@gmail.com>

Cc: Priti Makhija <priti@cnkindia.com>, Yusuf Hakim <yusuf@cnkindia.com>, Saroj Maniar <saroj@cnkindia.com>, Purvi Malani <purvi@cnkindia.com>, Priya HR <priya@stratagyn.com>

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Look forward to having you onboard.

Khyati Joshi

Team HR

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☎ +91 22 66230600

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CNK Offer | Shraddha Moily

1 message

HRCNK <hrcnk@cnkindia.com>

Thu, Jun 15, 2023 at 2:41 PM

To: shraddhamoily07@gmail.com <shraddhamoily07@gmail.com>

Cc: Deepak Aggarwal <deepakaggarwal@cnkindia.com>, Ishraq Contractor <ishraq@cnkindia.com>, Saroj Maniar <saroj@cnkindia.com>, Purvi Malani <purvi@cnkindia.com>, Priya HR <priya@stratagyn.com>

Dear Shraddha,

We are pleased to offer you a position as a **Tax Assistant** with CNK & Associates LLP, Chartered Accountants at our Churchgate office on or before **19th June 2023**.

Your CTC will be INR **2,27,700/-** (Rupees Two Lakhs Twenty-Seven Thousand Seven Hundred Only). The salary breakup would be 60% basic and 40% HRA.

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Look forward to having you onboard.

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Offer | Shraddha Moily

Thu, Jun 15, 2023 at 2:41 PM

shrcnk@cnkindia.com>
ddhamoily07@gmail.com <shraddhamoily07@gmail.com>
pak Aggarwal <deepakaggarwal@cnkindia.com>, Ishraq Contractor <ishraq@cnkindia.com>, Saroj Maniar <saroj@cnkindia.com>, Purvi Malani
cnkindia.com>, Priya HR <priya@stratagyn.com>

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The break-up of your salary has been provided in the Annexure. Your salary is subject to statutory deduction as applicable from time to time. All the terms and conditions of your employment will be as stated in the appointment letter and CNK manual as amended from time to time. A detailed appointment letter will be drawn up post completing all the documentation formalities upon joining.

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Khyati Joshi

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C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Confirmation Period:

Employee will be confirmed from day one from their joining.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:



MOTILAL OSWAL
Financial Services

21 Aug 2023

Mr. Rohan Jayram Chavan

Mumbai

Dear Rohan,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a Executive handling Profile of Central Advisor in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 21 Aug 2023

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursements

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable



All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company. An incentive is a privilege given to an associate as per the company's discretion for the Financial Year (FY). No employee is entitled to an incentive before completion of FY. However, as per the associate's requirements, the company before the completion of FY gives incentives to the associates by way of an advance in form of cash or gift vouchers. If the associate resigns or separates from the company for any reason before completion of FY he / she is liable to return the incentive (cash and/or gift vouchers) received by him / her from the company during FY. In case the associate fails to return the same, it shall be recovered by the company from the associate.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Work From Home:

Work From Home (WFH): Company facilitates Work from Home for Associates, whose duties can be met by Associates through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Department HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Termination:

Employment will be terminated with immediate effect if found to indulge in any underhand means that may be detrimental to the Company. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

The Company may at its sole discretion terminate the Contract of Employment without notice and/or salary in lieu of notice if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

Your employment is liable to be terminated/suspended with immediate effect irrespective of the notice period mentioned in employee separation and F&F policy uploaded on MyzOne, in case your involvement in instances of

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.

- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment

During the course of employment with the organization, the employee will not engage directly or indirectly in any side, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:



As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year 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,



Extending Your Enterprise

06-Sep-2023

Dhanashree Satal

Gangubai Mhatre Bldg 1st Floor, Koper Goan

Dombivli, Mumbai, Maharashtra 421202.

India

Letter of offer

Dear Dhanashree,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - Operations (JC6240)** in **WNS Global Services Pvt. Ltd.**, based at our **Mumbai - Plant 5 (MUM5)** office. The key components of your offer are as detailed below :-

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

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

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

Title: The title that you would be using both internally and externally would be **Associate - Operations (JC6240)**.

Compensation: Your Total Gross Pay will be **INR 2,97,518 (Indian Rupees Two Lakh, Ninety Seven Thousand, Five Hundred And Eighteen Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **06-Sep-2023**.

Place of work: Your place of work will be **Mumbai - Plant 5 (MUM5)**. 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.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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

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

DocuSigned by:
Dhanashree Satal
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Accepted and Agreed

**Dhanashree Satal
Candidate's Name & Signature**



Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by:

Acknowledgement Date and Time



securities market violations including insider trading, front running and other unfair trade practices.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Rohan Jayram Chavan	DOJ:	21 Aug 2023
Designation:	Executive	Location:	MH-Mumbai-Thane
Profile:	Central Advisor	Reporting To:	Roshansingh Bhurasingh Labana
Grade:	E2	Department:	Central Advisory Desk

Heads	Annual CTC
Basic	1,00,000.00
HRA	50,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	55,724.00
PF	20,244.00
Esic	7,232.00
Annual Remuneration	2,50,000.00

Group Life Insurance	10,00,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	As per company policy

Note: *If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this

Motilal Oswal Financial Services Limited.

Regd. Office - Motilal Oswal Tower, Rahimtullah Sagarvi Road, Opposite Parel ST Depot, Prabhadevi, Mumbai - 400025
Board: +91 22 3980 4200 Fax: +91 22 3317 4997, CIN: 167190MH2005PLC153397

www.motilaloswalgroup.com

Annexure I

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

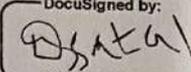
A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License,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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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

DocuSigned by:

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Accepted and Agreed

Dhanashree Satal
Candidate's Name & Signature



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despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

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

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

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

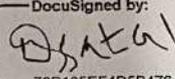
For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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Corporate SVP - HR
Head Talent Acquisition

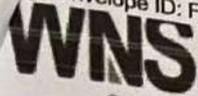
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Accepted and Agreed

Dhanashree Satal
Candidate's Name & Signature



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1. TERMS & CONDITIONS:

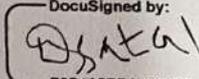
- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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

DocuSigned by:

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Accepted and Agreed

Dhanashree Satal
Candidate's Name & Signature

INFINX/HR/AL/311/August/2,023

12/08/2023

Shreya Shelatkar

C-304, Vastu shrusthi, desle pada, near dutta mandir, Lodha heritage, Dombivli (East) Kalyan, thane. Maharashtra
- 421204)

Re.: Appointment Letter

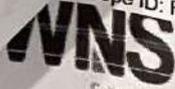
Dear Shreya Shelatkar,

We refer to your application and subsequent interview you had with us. We are pleased to extend to you employment with Infinx Services Private Limited (the "Company")

Your background investigation of educational & professional achievements and employment history is still in process and that your appointment is conditional upon our receiving a positive investigation report. Your appointment is also conditional upon you being found medically fit by an authorized medical practitioner.

The following are the broad terms and conditions of your employment:

- **Position.** Your position will be **Trainee**. This is not a job description, and your position may be changed by the Company from time to time. The Company may transfer you to another department.
- **Reporting Responsibilities.** You will report to **Umesh Sawant** or another person notified to you by the Company from time to time.
- **Date of Joining and Timings.** Your first day of employment with the Company will be on or before **14/08/2023**. You are required to observe the office timings applicable to the location where you are posted.
- **Probationary Period.** You shall be on probation for a period of **6 months** from the Date of Joining. The period of probation may be extended by the Company, as it may deem fit. You will be confirmed in the services of the Company, on satisfactory completion of the probationary period, by the Company duly intimating you in writing of such completion of the probationary period. Unless a confirmatory order in writing is issued, you will be deemed to have been on the extended period of probation. During probation / extended period of probation, if you intend to resign, you shall give to the Company notice of **1 months** or pay fine in lieu thereof, however the Company can terminate your services during such period without any notice or payment in lieu thereof.
- **Work Location.** You will be posted at the Company's office in **Mumbai**. The Company may, at its sole discretion, transfer you to any other location of the Company in India or overseas or depute your services to any affiliate / group company.
- **Compensation.** Your all-inclusive Annual Compensation, inclusive of the applicable statutory benefits, shall be **INR 2,43,396/-** annually, herein after called as "CTC" (Cost to the Company) and is payable in accordance with the Company's payroll schedule. This compensation will be subject to adjustments pursuant to the Company's compensation policies in effect from time to time, deduction of amounts due by you to the Company on any account whatsoever and is subject to Tax Deducted at Source as per applicable rates. Detailed compensation breakup is enclosed as "Annexure - 1".
- **Work Performance.** The Company will expect you to work with a high standard of initiative and productivity. In view of your position, you are expected to perform efficiently to ensure quality results which sometime may require extra hours of effort. In addition, you may be required to work in shifts, including night shifts, depending upon the organizational needs.



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Annexure II		Dhanashree Satal Associate - Operations (JC6240)	
Name Title Role Band BU/EU	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Compensation Component		9,450	1,13,400
Basic Salary		4,725	56,700
House Rent Allowance		2,113	25,359
City Compensatory Allowance	A	16,288	1,95,459
Sub Total - I	(a)	2,707	32,482
Bonus / Incentive (4)		1,388	16,651
Company's contribution to Provident Fund (1)		617	7,408
Company's contribution to ESI (3)	B	4,712	56,541
Sub Total - II	B	21,000	2,52,000
Total Fixed Pay	C = A + B	6,500	78,000
Bonus / Incentive at Maximum Level (4)	(b)		
Gross Pay (CTC) at Minimum Level	D = C	21,000	2,52,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	24,793	2,97,518

BENEFITS

Gratuity payable As per Payment of Gratuity Act, 1972

Note:

1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.

2) The Company provides following discretionary Insurance benefits:

- a) Mediclaim Benefit: For Self or Family Floater, as per Company policy
- b) Personal Accident Insurance: For Employee, as per Company Policy
- c) Life Insurance: For Employee, as per Company Policy
- d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll.

Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.

3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.

4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

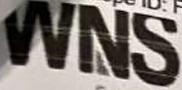
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Accepted and Agreed

Dhanashree Satal
Candidate's Name & Signature



Extending Your Enterprise

NOTE:

- The same document may be used as proof for more than one of the above requirements.
 - Original copies to be brought along with copies for the purpose of verification.
2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents.....

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

Information.....

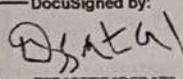
1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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

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Accepted and Agreed

**Dhanashree Satal
Candidate's Name & Signature**

- Confidentiality Obligations.** "Confidential Information" shall mean and includes information which is confidential including Proprietary Information and other information related to the business of the Company, its affiliates or any third parties with which the Company associates, whether or not such information is expressly marked or designated as confidential information and includes but is not limited to: (i) information of value or significance to the Company or its competitors (including potential competitors) such as: (a.) data of or about the Company or its vendors, customers, employees, advisors, mentors, service providers or consultants, in particular, contact information and sales information; (b.) data about Company's compliance with applicable law including data about licenses, permissions, approvals, permissions or consents applied for, requested by, granted to or denied to the Company or its promoters; (c.) data about all filings and official submissions made by the Company to governmental authorities and the content of the discussion and communication by the Company with such authorities; (d.) data related to the Company's business, its existing and upcoming products, services, business strategy, terms of engagement with its vendors or customers, pricing data, business plans; (e.) any data, documents, sketches, designs, plans, drawings, photographs, reports, communication, technical information, information about Intellectual Property Rights, user information, compilation, subscription details, asset information, know-how, research and development, internal policies; (f.) any information related to the Company's technology, software, hardware, code, design, business strategy, business plan, internal systems, business architecture; (g.) financial data, in particular, concerning budgets, fees and revenue calculations, sales figures, financial statements, profit expectations and inventories of the Company; (h.) training data, particularly documents, videos, processes, multimedia files, presentations and any such training resources that the Employee gains access to during his association with the Company; (i.) security information (including passwords, login credentials) used to access any resource owned or operated by the Company, its affiliates, clients or third party agents; (j.) client or user data, user credits, user analytics, user preferences, feedback information. (ii) any information which may be reasonably understood by its nature, or by the context of its disclosure, to be confidential; and (iii) any information derived from any of the above-mentioned information; and (iv) original information supplied by the Company or information provided to the Company by third parties which the Company is obligated to keep confidential. You agree and acknowledge that during the term of your employment with the Company, you shall have access to Confidential Information of the Company through oral, visual, electronic or written means, solely by virtue of the employment and for the purpose of enabling you to discharge your obligations towards the Company as an employee. The provision of access to Confidential Information to you shall be at the discretion of the Company. You understand and acknowledge that the Confidential Information is of immense value to the Company and its Affiliates and/or its present, past or prospective clients. You understand that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company and its Affiliates and its reputation and hence undertake to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of your employment. You agree and undertake that at all times during the term of your employment and thereafter on termination of your employment for whatever reason to hold in the strictest confidence, and not to use, except for the benefit of the Company and its Affiliates, and absolutely refrain from in any manner divulging, discussing, disclosing the Confidential Information to any third party or in any manner directly or indirectly using the Confidential Information without the written authorization of the Company. You recognize that the Company and its Affiliates have received and in the future will receive from third parties, information that would be confidential and proprietary in nature to such third parties, during the course of your employment. You agree to hold all such third party information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out your work for the Company consistent with the Company's agreement with such third party. You further undertake not to make copies of such Confidential Information except as authorised by the Company. Nothing contained herein shall be construed as granting or conferring any rights either as a license or otherwise in the Confidential Information. You shall not claim or represent to hold any interest by way of ownership, assignment or otherwise in the Confidential Information. You shall, upon termination of your employment, promptly return to the Company all Confidential Information including all materials and documents obtained from or through the Company (in hard or soft copy). These provisions shall survive the expiration or termination of your employment with the Company.
- Salary and Benefits Review.** The review of your compensation will be based on your annual performance review, your increment review will be effective April for the performance review period from April to March or from Date of Joining to March. The Company shall, at its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regards to the benefits offered to you. Increments and

INFINX SERVICES PVT. LTD.

(Earlier known as Tandon Information Solutions Pvt. Ltd.)
CIN NO.: U30000MH1996PTC099112

Unit 1, SDF-1, SEEPZ-SEZ, Andheri (E), Mumbai - 400 096
Tel : +91 - 22 - 4036 3000. Fax : +91 -22 -2829 0313.

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advisor, agent, contractor, advisor, trustee, committee member, office bearer or shareholder (or in a similar capacity or function) engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company. You will also will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

- **Non-competition.** You agree not to compete with the Company for a period of 3 (Three only) months after separation of employment. Competition is defined as accepting employment from, or rendering professional services to, any person or organization (whether domestic or foreign) that carries on or is likely to carry on business similar to the business of the Company and/or directly or indirectly has the potential to compete with the Company.
- **Non-solicitation.** You agree that during the term of your employment with the Company and for a period of 3 (Three only) years following termination of your employment with the Company, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, advisor, trustee, committee member, office bearer or shareholder (or in a similar capacity or function), (i) solicit or attempt to solicit any of the existing employees or any person who was employed with the Company within three years prior to such solicitation or any person or organization providing services to or through the Company to terminate his / her contract or relationship with the Company or to accept any contract or arrangement for providing services to any other person or organization, and (ii) contact or attempt to contact any of the existing or prospective clients (i.e., person with whom the Company is in advanced stages of exploring a professional relationship).
- **Intellectual Property Rights.** The Company shall retain all rights, title and interest and Intellectual Property Rights in any Company Intellectual Property created, conceived, developed, contributed to or improved upon by you during the course of your employment, and shall vest with the Company upon such creation, conception, development, contribution or improvement. Notwithstanding anything to the contrary, no license with respect to Intellectual Property Rights shall be deemed or implied to be granted by the Company to you in respect of the Company Intellectual Property. You shall not reverse-engineer, decompile, or disassemble, modify or copy any methodologies, software or whitepaper article, themes, headlines, or Confidential Information of the Company and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, legend or other notices of ownership from any originals or copies of Confidential Information you receives from the Company. To the extent that any rights referred hereunder do not vest with the Company automatically as per the terms above or through operation of law, you hereby irrevocably and in perpetuity assigns to the Company all of right, title and interest (including without limitation any and all Intellectual Property Rights), that is now or may be available, in: (a) any and all Company Intellectual Property; and (b) any contributed as part of your association with the Company. You agree and understand that any and all copyrightable works that are prepared by you, the Company will be considered the first owner of such Property Rights created by you, the copyright and all related rights, title and interest in all such Company Intellectual Property is irrevocably assigned by you to the Company in consideration of the employment which constitutes valid and adequate consideration. You hereby waive any right to and agrees that you shall not raise any objection or claims under applicable law in respect of ownership of such Company Intellectual Property. During the employment, whatever gets created, developed, modified in the form of any hardware or software design, engineering, hardware code, software code, hardware and software library, schematic, architectural, layout, protocol, model or any Intellectual Property or document in any format by the Employee with or without the assistance or involvement of any other person during your employment using own tools or the Company's or its Affiliates' tools and systems will always be property of the Company. You shall do all acts, deeds and things including execution of necessary documents without charge or compensation but at the cost of the Company for fully and effectively vesting in the Company the rights in any Intellectual Property Rights referred herein. You hereby irrevocably appoint the Company as your attorney for the purpose of executing in the name and your behalf all such deeds and documents as may be required pursuant to these provisions. You represent and warrant that you have not violated and will not violate the Intellectual Property Rights of any third party and agrees not to violate the Intellectual Property Rights of any third party in the course of employment. You acknowledge that the employment and the remuneration paid by the Company to you is a good, valuable and adequate consideration, to be bound by the terms and conditions hereof.

- **Authority.** You will not enter into any contracts, commitments or dealings on behalf of the Company for which you have no express written authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.
- **Leave.** You shall be eligible for **21 days in a year as paid leave from the Date of Joining the Company.** A detailed leave policy which includes Maternity Leave has been made available to you, which shall form an integral part of this Appointment Letter and the same shall be binding on you.
- **Holidays.** You shall be entitled to weekly, public, national, and festive holidays as shall be published by the Company from time to time and the same shall be binding on you.
- **Company Policies.** At all times during your employment with the Company, you will be required to comply with all the rules, regulations, policies, and procedures of the Company and the updates thereof, which shall include the Company's Employee Handbook and the Code of Conduct ("**Company Policies**"). A copy of the Code of Conduct is annexed hereto and marked Annexure "A" and Employee Handbook has been made available to you, which shall form an integral part of this Appointment Letter and the same shall be binding on you.
- **ISO/HIPAA.** At all times during your employment with the Company, you will be required to comply with ISO/HIPAA regulation. Any non-compliance may lead to severe actions which includes termination of employment and/or legal action for breach and damages.

- **Notice Period, Termination of Employment.**

At any time, either party may terminate the employment with the Company by giving written notice of **60 days to the other.** The Company reserves the right to pay you gross salary in lieu of notice or for any balance notice period. In the event of your serving on the Company a notice of resignation from employment, the Company shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived by the Company and also to decide whether the notice period shall run concurrently with the period of any leave which may be due or may be granted to you.

Notwithstanding the aforesaid, the Company reserves the right to summarily terminate your employment without notice or payment in lieu of notice if you commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this letter, or are guilty of any negligence or misconduct in connection with or affecting the business or affairs of the Company. "Misconduct" will include without limitation: (i) fraudulent, dishonest or undisciplined conduct on your part, (ii) you being declared insolvent or convicted of an offence involving moral turpitude, (iii) breach of any of the terms or conditions of this letter or any other policies / directions of the Company, (iv) absence from service without prior notice in writing or without sufficient cause for at least 7 days; (v) going on or abetting a strike in contravention of any laws; (vi) breach of integrity, embezzlement, misappropriation, misuse or causing damage to the property of the Company; (vii) continued discharge of work functions which do not meet the standards reasonably expected by the Company from you; or (viii) misconduct as provided under labour laws or Company policies. Separation actual damages it has suffered through this breach; and (b) any other relief to which the Company may be entitled under contract, law or equity.

- **Retirement.** You may be superannuated on attaining an age of 58 years. The date of such superannuation would however be the last working of the month in which you attain the age of 58 years.
- **Employment Records.** You hereby consent to the Company retaining all your employment records (including personal records) and information, as may be necessary for the Company. You will keep the Company informed of any change to your residential address or civil status. In case, change in address is not informed to the Company, these records will be considered as final, and all communications will be sent to the same address and sent communication will be considered as received and accepted.
- **Conflict of Interest.** You will devote your whole time and attention to your duties and to promote the interests of the Company. You agree and undertake that during the term of your employment with the Company, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant,

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INFINX SERVICES PVT. LTD.

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Tel : +91 - 22 - 4036 3000. Fax : +91 -22 -2829 0313.

Signature: {{Candidate_Sign}}

Print Name: Shreya

MONTHLY SALARY COMPONENTS	EXPLANATION
Consolidated Salary	This is fixed payment made to employees monthly. This doesn't include any variable perquisites, incentives, bonuses, or other fringe benefits. Calculated at 40% on total CTC.
House Rent Allowance	HRA is 5%-50% of their basic salary.
Personal Allowance/ Special Allowance	All other balance payment as per CTC entitlement will be covered under this component. This is Taxable component.
Education Allowance	A tax-free component contributed towards education of employee's children
Process Allowance*	Process centric allowance defined based on complexity of the process. It will be applicable to only select processes and is paid to employees only till the time they are part of the process.
Fixed Gross	Contribution of 12% of basic salary + EDLI and Admin Charges from employer and Contribution of 12% of basic salary from employee.
PF - Employer's Contribution	Employee State Insurance Corporation (ESIC) is deducted on gross salary which is 0.75% from the employee contribution & 3.25% from the employer contribution as per ESIC norms.
ESIC - Employer's Contribution*	
Statutory Components	
Statutory Bonus	As per Bonus Act. Paid yearly as per company policy.
Gratuity	Gratuity to be paid as per Payment of Gratuity Act 1972
LWF	Contribution towards Labour Welfare Fund as directed by Labour Welfare Fund Act
PERFORMANCE LINKED VARIABLE PAY*	Disbursement of variable Incentive is linked to Individual & Company performance per targets accomplished against mutually set business parameters/goals to be reviewed monthly/quarterly/half yearly/annually as defined in KRAs.
Process / Production Incentive*	The Process / Production Incentive is based on following parameters - (a.) Attendance, (b.) Process Knowledge, (c.) Productivity, and (d.) Quality. The expected benchmarks shall be intimated to you by your manager and as shall be modified periodically thereafter.
Medical Insurance (GMC & GPA)	Benefit provides as per the grade For ESIC - ESIC Benefits & 3 Lakhs GPA Benefits For Non ESIC - GMC Benefits up to 6 lakhs and GPA benefits up to 7 Lakhs GMC covers SELF+SPOUSE+2 CHILDREN (up to 25 years)
Joining Bonus/Notice Period buy-out*	Only if applicable and committed at the time of joining, employees may be paid a joining bonus after 3 months of their joining or shortfall in their notice period is reimbursed based on their F&F (Full and Final) statement of their previous employer. Lock in period for this component is 12 months. If an employee exits/resigns before completion of 12 months, then this amount will be recovered from F&F.
Relocation*	Only if applicable and committed at the time of joining, relocation expense is reimbursed for employees moving their household goods in line with the relocation policy. Lock in period for this component is 12 months. If an employee exits/resigns before completion of 12 months, then this amount will be recovered from F&F.
Food /Meal Coupons*	A tax-free component of Rs 500 to 3000 per month / Rs 6000 to Rs 36000 per annum as per grade.
LTA*	Maximum 5% of basic salary. To be eligible to claim LTA, you will need to travel and should have taken leave to travel. Only domestic travel with or without family members will be reimbursed. The tax exemption is available when proof of travel is produced to the Company as per LTA eligibility.

Shelatkar Date: {{Offer_Accepted_Date}}

Compensation and Benefits Explanation:

*As per applicability

Signature: {{Candidate_Sign}}

Print Name: Shreya Shelatkar

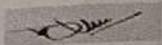
Date: {{Offer_Accepted_Date}}

**ANNEXURE -1
COMPENSATION AND BENEFITS PACKAGE (CTC Details)**

Annexure I			
#	SALARY COMPONENTS	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
			1,39,584
1	Consolidated Salary	11,632	6,984
2	House Rent Allowance	582	47,330
3	Personal Allowance/ Special Allowance	3,945	11,632
4	Statutory Bonus / Ex Gratia	969	0
5	Education Allowance	0	0
6	Canteen Allowance	0	2,05,530
	Gross	17,128	23,400
7	Provident Fund	1,950	6,680
8	ESIC	557	2,35,610
A	Total (1 to 8)	19,635	
B	Other Benefits		0
a	Food Coupons	0	0
b	LTA	0	0
c	Ent. Exp	0	0
d	Tel. Reimbursement	0	0
	Statutory Components		
e	Gratuity		6,714
f	LWF		72
B	Total Statutory (a to f)	0	6,786
C	PLVP (Annually / Half Yearly / Quarterly/Monthly/as defined in KRA Sheet) (C)		0
D	Grand Total (A+B+C)		2,42,396
	Other Company Benefits		
E	Annual process / production incentive		
F	Medical Insurance (GMC & GPA)		0
	TOTAL ACHEIVABLE AMOUNT(D+E)		1,000
	JOINING BONUS		2,43,396
			0

Note: The above figure is gross compensation and is subject to the Statutory & Other Deductions - Provident Fund (Employers & Employees Contribution) / Gratuity / Professional Tax / Income Tax as applicable. Bonus is paid as per Bonus Act. Gratuity is paid after completion of 5 years with company on Retirement or resignation. Disbursement of variable Incentive is linked to Individual & Company performance per targets accomplished against mutually set business parameters/goals to be reviewed quarterly/annually. Process allowance will be paid to define process. Please refer detailed explanation about each component annexed hereto.

For Infinx Services Pvt. Ltd.



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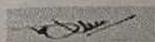
promotions are considered on the basis of merit and performance and will be at the sole discretion of the Company as per Company policy. Your compensation is confidential matter between you and the Company and should not be discussed or disclosed to others.

- **Tax Deductions.** The Company is obliged to deduct Income Tax at source as per provision of the Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments & other details from time to time. In the event of any of the proof of permitted savings / investments turns out to be non-permissible for any reason whatsoever, and the Company is required to pay any tax, interest or penalty as a result thereof the Company shall deduct equivalent amount from your salary or other payments due to you.
- **Statutory Compliances.** The Company shall provide for contributions towards Provident Fund, ESIC, LWF, and Gratuity as per the laws as applicable from time to time.
- **Severability.** The holding of any provision of this letter to be illegal, invalid or unenforceable by a court of competent jurisdiction shall not affect any other provision of this letter, which shall remain in full force and effect.
- **Changes to the Terms of Employment.** The Company reserves the right to make any changes to any of your terms and conditions of employment by giving your adequate written notice.
- **Prior Personal IPR's.** Since you have not provided to us a list of the original works of authorship, inventions, developments, improvements, and trade secrets which were made by you, as stated in the Letter of offer of Employment, we have noted that you have none.
- **Entire Contract / Amendment.** This letter contains all the terms and conditions of your employment with the Company, and supersede any prior agreements, representations or understandings (whether written, oral or implied) between you and the Company. This letter may not be amended or modified, except by an express written letter signed by both you and a duly authorized officer of the Company.
- **Governing Law / Jurisdiction.** This letter will be governed by Indian laws. The parties submit to the exclusive jurisdiction of the courts of Mumbai.
- **Headings.** The section headings appearing in this letter are used for convenience of reference only and shall not in any way modify, amend or affect the meaning of any of the provisions.

You may indicate your agreement with these terms and accept this appointment by signing and dating this letter, in duplicate. If you have any questions about any provisions in this Appointment letter, please contact us immediately. We look forward to working with you.

With Best Wishes,

Sincerely,
For Infix Services Pvt. Ltd.



ACKNOWLEDGEMENT

I have read, understand, and accept the foregoing terms and conditions of employment and will report to work as scheduled. I further understand that while my salary, benefits, job title and job duties may change from time to time without a written modification of this letter agreement, such changes will not affect the validity of this letter agreement.

Signature: {{Candidate_Sign}}

Print Name: Shreya Shelatkar

Date: {{Offer_Accepted_Date}}

1. TERMS & CONDITIONS:

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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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

DocuSigned by:

Rakshita Chandan

9785DA2393CA455...

Accepted and Agreed

Rakshita Chandan
Candidate's Name & Signature

WNS

Extending Your Enterprise

23-Aug-2023

Rakshita Chandan

C wing /602 Aarav Heights , Nemade Galli, Shastri Nagar, Dumbirli

Mumbai, Maharashtra 421202.

India

Letter of offer

Dear Rakshita,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - Operations (JC6240)** in **WNS Global Services Pvt. Ltd.**, based at our **Mumbai - Plant 5 (MUM5)** office. The key components of your offer are as detailed below :-

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

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

Title: The title that you would be using both internally and externally would be **Associate - Operations (JC6240)**.

Compensation: Your Total Gross Pay will be **INR 3,13,518 (Indian Rupees Three Lakh, Thirteen Thousand, Five Hundred And Eighteen Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **23-Aug-2023**.

Place of work: Your place of work will be **Mumbai - Plant 5 (MUM5)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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

DocuSigned by:

Rakshita

9785DA2393CA455...

Accepted and Agreed

Rakshita Chandan

Candidate's Name & Signature

Pirojshanagar, LBS Marg,



WNS

WNS

WNS

WNS



Rakshita
Chandan

441564

Emergency Call: 9892220589
Blood Group : AB+ve

DocuSign Envelope ID: 0CD949B6-E40D-4306-B2AD-EAB49D669934



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NOTE:

- The same document may be used as proof for more than one of the above requirements.
 - Original copies to be brought along with copies for the purpose of verification.
2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents.....

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

Information.....

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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
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DocuSigned by:
R. Chandan

9785DA2393CA455...

Accepted and Agreed

**Rakshita Chandan
Candidate's Name & Signature**

WNS

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Annexure I

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

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

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
 Corporate SVP - HR
 Head Talent Acquisition

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 VIKhroll (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
 U72200MH1996PTC100196

DocuSigned by:

Rakshita

9785DA2393CA455...

Accepted and Agreed

Rakshita Chandan
 Candidate's Name & Signature



Extending Your Enterprise

- despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
 - l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
 - m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

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

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

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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

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

DocuSigned by:
R. Chandra
9785DA2393CA455...

Accepted and Agreed

**Rakshita Chandan
Candidate's Name & Signature**



Extending Your Enterprise

Annexure II		Rakshita Chandan Associate - Operations (JC6240)	
Name Title Role Band BU/EU	Ref	A Travel (901014000)	
		Amount(INR) Per Month	Amount(INR) Per Annum
		10,050	1,20,600
		5,025	60,300
		2,401	28,817
Compensation Component		17,476	2,09,717
Basic Salary			32,482
House Rent Allowance	A	2,707	17,930
City Compensatory Allowance		1,494	7,871
Sub Total - I	(a)	656	58,283
Bonus / Incentive (4)		4,857	2,68,000
Company's contribution to Provident Fund (1)			
Company's contribution to ESI (3)	B	22,333	78,000
Sub Total - II	C = A + B	6,500	2,68,000
Total Fixed Pay	(b)	22,333	3,13,518
Bonus / Incentive at Maximum Level (4)	D = C	26,127	
Gross Pay (CTC) at Minimum Level	E = D + (b) - (a)		
Gross Pay (CTC) at Maximum Level			

BENEFITS

Gratuity payable As per Payment of Gratuity Act, 1972

Note:

1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.

2) The Company provides following discretionary Insurance benefits:

- a) Medical Benefit: For Self or Family Floater, as per Company policy
- b) Personal Accident Insurance: For Employee, as per Company Policy
- c) Life Insurance: For Employee, as per Company Policy
- d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll.

Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.

3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.

4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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

DocuSigned by:

Rakshita

9785DA2393CA455...

Accepted and Agreed

Rakshita Chandan
Candidate's Name & Signature

M S PATIL AND CO.
Chartered Accountants

Office : 401/402, Commerce Centre, Tandon Road, Ramnagar, Dombivli-(East) - 421 201.
Tel: 9619577115/9819015530, Email : akshay@mspatil.com

18/07/2023

ROJA NARESH NAKKA,

305, Chintamani Darshan Building,

Thakurwadi Dombivli (West).

Dear ROJA NAKKA,

We are pleased to offer you the position of Trainee Accountant at M S Patil and Co. After careful consideration of your qualifications and experience, we believe that you will make a valuable addition to our team.

Your start date will be 18th July 2023 as a Junior Accountant, you will work closely with Direct and Indirect Taxation Department. Your starting salary will be Rs. 5000

Your responsibilities will include, but not limited to:

- Income Tax related filings of our clients for Statutory, Tax audit and Non-Audit Cases,
- Keeping up-to-date with changes in tax laws and regulations and ensuring compliance for clients,
- Preparation of Books of accounts and financial statements of our clients as per allocation : Financial statements, including the profit and loss statement, balance sheet, and cash flow statement, should be prepared accurately and in accordance with accounting principles and standards.
- Communication skills: The Junior assistant should have strong communication skills, both verbal and written and be able to communicate effectively with clients, and other stakeholders.
- Problem solving: The Junior assistant should be able to work collaboratively with team members to identify and solve problems, and be willing to seek input and advice from others when needed.

Please note that this offer is contingent upon satisfactory completion of a background check and any other pre-employment screening that may be required.

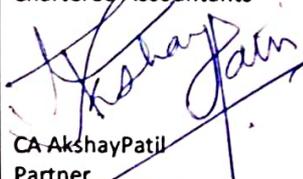
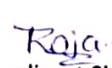
In order to complete your screening and background check we request you to kindly submit the following details :

1. Copies of your educational qualifications and degrees,
2. Current Employer details such as employment history, Job Titles and Salary Information with breakup,
3. Offer letter and Experience letters from previous employers as per your Bio-Data
4. Pay-slips of last three months and other supporting to verify your last drawn salary,
5. Contact details of Two References along with their Name, Mobile Number and Address.

To accept this offer, please sign and date this letter in the space provided below and return it to us no later than 20th July 2023.

We are glad about the prospect of having you join our team, and we look forward to your contributions.

Sincerely,

<p>For M S Patil and Co. Chartered Accountants</p>  <p>CA Akshay Patil Partner</p>	<p>I accept the above offer of employment:</p>  <p>Applicant Signature Date:</p>
---	---

Aum Duresh Shinde
MF20066

IBS

ICFAI BUSINESS SCHOOL

ICFAI Business School, Mumbai
Hiranandani Knowledge Park, Opp. Hiranandani Hospital,
Off. Technology Street, Powai, Mumbai-400076
Phone: 022-40434343 Fax : 022-25700866
Email: ibsmum@ibsindia.org Website :www.ibsindia.org



Student ID Card : Valid up to February 2025.



AUM SHINDE

Enrollment No.: 23BSP0399

Date of Birth : 20.04.2002

Contact No. : 9930350514

Address

301 3rd Floor Jai Neelkhant Co-op Society
{hadke Road Dombivali East 421201


Signature of Issuing
Authority

~~Aum Shinde~~

05 Jun 2023

Ms. Zeny Jitendra Bhanushali

Dombivli

Dear Zeny,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a Executive handling Profile of Business Development Executive in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 05 Jun 2023

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable

status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursements

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4) Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) **Performance Bonus:**

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year.

2. **Additional Benefits:**

A) **Mediclaim**

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

B) **Life Insurance**

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) **Retirals:**

Gratuity

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. **Rules and Regulations**

Confirmation Period:

All Employee will be confirmed from day one from their joining.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year 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,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company. An incentive is a privilege given to an associate as per the company's discretion for the Financial Year (FY). No employee is entitled to an incentive before completion of FY. However, as per the associate's requirements, the company before the completion of FY gives incentives to the associates by way of an advance in form of cash or gift vouchers. If the associate resigns or separates from the company for any reason before completion of FY he / she is liable to return the incentive (cash and/or gift vouchers) received by him / her from the company during FY. In case the associate fails to return the same, it shall be recovered by the company from the associate.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Work From Home:

Work From Home (WFH): Company facilitates Work from Home for Associates, whose duties can be met by Associates through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Department HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Termination:

Employment will be terminated with immediate effect if found to indulge in any underhand means that may be detrimental to the Company. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

The Company may at its sole discretion terminate the Contract of Employment without notice and/or salary in lieu of notice if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

Your employment is liable to be terminated/suspended with immediate effect irrespective of the notice period mentioned in employee separation and F&F policy uploaded on MyzOne, in case your involvement in instances of

securities market violations including insider trading, front running and other unfair trade practices.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Zeny Jitendra Bhanushali	DOJ:	05 Jun 2023
Designation:	Executive	Location:	MH-Mumbai-Thane
Profile:	Business Development Executive	Reporting To:	Virendrasingh Govindsingh Tanwar
Grade:	E2	Department:	DAD-Sales

Heads	Annual CTC
Basic	1,00,000.00
HRA	50,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	55,724.00
PF	20,244.00
Esic	7,232.00
Annual Remuneration	2,50,000.00

Group Life Insurance	10,00,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	As per company policy

Note: *If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Medclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this

Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by:

Acknowledgement Date and Time

SUPPORT & SERVICE ASSOCIATE LETTER

Dear Gokulkumar Naidu,

24-Jul-2023

In accordance with our mutual discussions and as agreed upon by you, we have pleasure in engaging you as a Support & Service Associate ("Associate") of 5paisa Capital Limited ("the Company") on such terms and conditions as appearing herein below, with effect from **26-Jul-23 to 30-Jun-24**.

TERMS AND CONDITIONS:

1. **Job Description:** You will be engaged with us as an **Customer Care Executive - 5paisa Capital Limited**. Your reporting line would be to **Suriarajvijay Arumugasamy , Senior Team Manager** or such other official or such other person as may be communicated to you from time to time. Your services as a consultant shall not only extend to the company but also to its subsidiaries and other group companies.
2. In consideration of the services rendered, you shall be entitled for such fees as may be mutually agreed and settled on monthly basis. The reimbursement of expenses, if any while providing the said services shall be subject to a maximum limit as laid down by the Company from time to time and communicated to you. Your account will be settled on monthly basis based on overall achievements. All payments are subject to deductions of such taxes, charges, levies etc. as may be applicable from time to time.
3. **Location:** You will be positioned at **BM1573=THANE-IIFL HOUSE** or any other suitable place that may be mutually agreed upon and confirmed in writing by the company. you may at sole discretion of the company, be transferred to any other location or place as me be decided and required by the company from time to time.
4. **Tenure:** Your tenure of appointment, as has been mutually agreed between you and the company will be perpetual or for such other period, if agreed upon thereto, unless the same is terminated earlier pursuant to Clause 16 of this letter by either party. Your engagement shall automatically expire at the end of the above mentioned period and no further notice of the expiry shall be given to you. However, the term may be extended for such further period, as may be mutually agreed between the parties.
5. **Relationship:** Your engagement for the above mentioned period is in connection with a temporary requirement of expertise / advice to the company. This engagement does not in any way constitute a relationship of employer - employee or partnership or joint venture or

sharing of profits or any other relation except as a consultant.

6. **Rules and regulation:** You shall do all such work which will be assigned to you by the company from time to time and shall work subject to the superintendence, guidance and control of the company. you shall adhere to all the rules and regulations of the company with regards to Code of Conduct and any other modification thereof. You are not entitled to collect cash for and on behalf of the Company from any of the customers / client of the company.
7. This agreement is based on the representations made by you with regard to your credentials, testimonials and other particulars submitted by you. In the event the information provided by you is later found to be incorrect, wrong or false, this engagement shall stand cancelled solely at the option and the discretion of the Company.
8. **Payment for Services:** You will be given a consolidated amount of **Rs. 192000/- p.a (Rupees One Lacs Ninety Two Thousand Only)** as and by way of consultation fee for the services rendered during the month, subject to applicable taxes, levies, cess and other charges including service charges.
9. **Service Timing:** You shall be available at all the time and render your services, during the normal working hours of the company. The company reserves its rights to either modify/alter the timing, as may be decided from time to time by the company. However, at times due to certain business exigencies you may be required to render services beyond the normal timings as detailed above.
10. You agree, confirm and undertake to abide by the rules, regulations, policies of the Company, in relation to the terms and conditions agreed and in respect of this engagement, including but not limited to confidentiality norms and code of conduct, etc.
11. The terms and conditions stated hereinabove are subject to changes based on Management decisions, Company policies, Government policies, rules, regulations, etc. The revised provisions, if any with respect to this engagement shall be mutually agreed and shall be binding and applicable to you from time to time.
12. (i) You agree and undertake to-
 - a. Promote the products and or accomplish the projects assigned by the Company from time to time.
 - b. Accomplish time bound branding activities for the products and services of the Company or any of its affiliate, subsidiaries, client companies, etc including conducting road shows, seminars, get-togethers, educational program, trainings, administrative and logistic services, etc. as per the guidelines laid in this regard.

c. Work towards achieving the objective of the Company as may be assigned from time to time.

(ii) In terms of this engagement, you further agree and undertake to:

- a. Follow the processes and guidelines of the Company, in relation to the terms and conditions agreed with respect to this engagement.
- b. Communicate and submit necessary data, documents, drawings, records, and correspondences, reports etc. to the Company as and when required, in terms of this engagement.
- c. Capture MIS of the services rendered.
- d. Keep all relevant records.
- e. Provide Customer support to the Company's existing / potential customers and the clients.
- f. Provide all other incidental support for the purpose of achieving the objective of the Company.

You shall also comply with all the relevant laws and obtain all statutory approvals/ licenses required for carrying out the work as described herein.

13. You agree and confirm to furnish to the Company, your personal information and details along with the supporting documents wherever applicable.

14. **Confidential Information:** During the performance of your obligation towards the company, you may from time to time receive or obtain information from the Company or a related or associated or subsidiary or affiliated company, or otherwise have access to information relating to client or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information"). You shall maintain strict secrecy & confidentiality regarding the above as well as Company's activities, customers, database and all other matters that may be revealed to you during the course of your appointment.

You shall not at any time during the continuance or after termination of your engagement hereunder, divulge either directly to any person, firm, company or organization or use for yourself, any knowledge, information, formulae, processes, methods, compositions, idea or document, concerning the business and /or affairs of the company or any of its dealing, transactions or affairs which you may acquire or have come to your knowledge during the course of or incidental to your engagement. All customer relations, goodwill, franchise, improvement or design conceived by you while in the engagement of the company shall become the exclusive property of the company.

Any breach in the confidentiality would be viewed very seriously and may result in appropriate disciplinary action including legal recourse.

15. Intellectual Property Rights:

a. You acknowledge that the Company is the owner of all intellectual property and intellectual property rights, including without limitation all patents, trademarks, service marks, copyrights, design rights used in connection with its products and services and the goodwill attaching thereto, and that you shall have no rights in respect thereof other than to use the same for the purposes of and on the terms of this FTC.

b. All written work or invention made or produced by you in connection with your activities during the period of this FTC, including customer relations, goodwill, franchise and process improvements shall inure exclusively to the Company and any

c. Misuse thereof shall be subject to stringent action from the company.

16. Termination:

Your engagement with the Company hereunder may be terminated forthwith by the Company without notice, and without assigning any reasons. The Company reserves its right to initiate such proceedings as may be advised, If at any time during your engagement with the Company:

a. You are found guilty of any misconduct, including but not limited to any serious or repeated breach of the terms of your engagement or dishonesty or act in a way which in the reasonable opinion of the Company may damage or intend to damage the reputation of the Company;

b. You may at any time terminate your engagement with the company by giving one month written notice.

During the period of notice, all activities undertaken shall be subject to prior approval of the concerned Reporting Authority of the company.

17. Non – Solicitation:

You will not, whether by yourself, your employees, agents or representatives or otherwise howsoever and whether on your own behalf or for any other person, firm, sole proprietor concern, company or organization or body corporate directly or indirectly in competition with the Company solicit any business from or canvass or otherwise have dealings with any person, firm, company or body corporate with whom or with which the you have had personal dealings in the course of your FTC with the Company and who or which at any time during the period of 1 year immediately preceding the date of the termination of this FTC was an officer, employee, agent, representative, manager, client, customer or supplier or who was to be a prospective client, customer or supplier.

18. Representations and Warranties: You will make no representations, warranties, or commitments binding the Company without the Company's prior written consent.

19. Arbitration: Any disputes or differences arising out of or in connection with your services or any other disputes shall be submitted to arbitration at the request of either party upon written notice to that effect to the other party and such arbitration shall be subject to the provision of

the Arbitration and Conciliation Act, and the amendments thereof.

Any claim or controversy that arises out of or relates to this contract, or the breach of it, shall be settled by arbitration in accordance with the rules of the Arbitration and Conciliation Act. The arbitration proceeding shall be presided by a sole arbitrator appointed by the company.

Any such arbitration shall be:

- a. Proceeded in English and the arbitration shall be in Mumbai; and
- b. Concluded within 3 (three) months of the appointment of the arbitrator
- c. Any arbitral judgment made in accordance with this provision shall be conclusive and binding on the parties and that none of the parties shall be entitled to commence or maintain any action in a court of law in relation to dispute, except for the enforcement of an arbitral award granted or to the extent permitted under law. The parties agree that the courts in Mumbai shall have the competent jurisdiction to entertain any proceeding for interim relief to this agreement whether during its term or after expiration or termination.

20. Jurisdiction: The terms and conditions of this FTC, including the ones that are not specifically Set forth in this letter shall be governed by and construed in accordance with the law of India and the Company's policies and code of conduct, which may be inform from time to time. It is hereby made clear that all legal disputes of whatsoever nature shall be solely subject to Mumbai jurisdiction within the state of Maharashtra.

You agree and undertake that this agreement is purely contractual support & services relationship. In case you exceed the authority given by the Company, you shall be held solely and personally liable to make good the losses, costs, claims, etc. You agree and undertake to indemnify the Company for all losses, claim, costs, expenses including reasonable legal costs and expenses arising there from.

Please sign and return this letter indicating your acceptance of the terms and conditions contained herein.

Below is the compensation details:

Compensation Breakup	Amount
<i>CTC Per Month</i>	16000
<i>(-) 2% TDS</i>	320
Net in hand per month	15680

For 5 Paisa Capital Limited



Vikrant Birajdar
Head - Human Resources

Accepted & Signed : _____

Name of the Associate : Gokulkumar Naidu

Address & Mobile No. :



APPOINTMENT LETTER

12 June, 2023

Dear **Abhishek Kamble**,
Resume ID - **26826718**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 80800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **14 June, 2023** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .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. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. Non - Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

10. Declaration of Nationality

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization. The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. . Kindly update and validate your nationality in The DOT. post your onboarding.

11. Work Allocation

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

12. Government Employment Policy

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private Sector / Commercial offer and 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 government Organization/ Entity/ Department or Individual , which are or shall be in conflict with the interests of Wipro during your employment with Wipro.

It is understood that your date of joining **Wipro Limited**, will not be later than **14 June, 2023** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Abhishek Kamble

ANNEXURE I

Name	Abhishek Kamble
Designation	Associate
Date Of Joining	14 June, 2023
Level	AA
Basic	80800
House Rent Allowance	40400
Bonus	16800
WBP	39871
PF	14462
Gratuity	3886
ESI	5781
Target Cost To Company (INR per Annum)	202000

ANNEXURE II

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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Abhishek Kamble**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 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.

Name: Abhishek Kamble

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Abhishek Kamble**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Abhishek Kamble

Signature: E-Signature Signature

Place: IN-MH-Mumbai

Date: E-Signature Date

Please note: More details on the above-mentioned policies are available on My Policies Section in The DOT. which is accessible on joining.



APPOINTMENT LETTER

8 June, 2023

Dear **Chirag Puthran**,
Resume ID - **26822392**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 80800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **12 June, 2023** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .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. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. Non - Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

10. Declaration of Nationality

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization. The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. . Kindly update and validate your nationality in The DOT. post your onboarding.

11. Work Allocation

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

12. Government Employment Policy

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private Sector / Commercial offer and 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 government Organization/ Entity/ Department or Individual , which are or shall be in conflict with the interests of Wipro during your employment with Wipro.

It is understood that your date of joining **Wipro Limited**, will not be later than **12 June, 2023** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Chirag Puthran

ANNEXURE I

Name	Chirag Puthran
Designation	Associate
Date Of Joining	12 June, 2023
Level	AA
Basic	80800
House Rent Allowance	40400
Bonus	16800
WBP	39871
PF	14462
Gratuity	3886
ESI	5781
Target Cost To Company (INR per Annum)	202000

ANNEXURE II

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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Chirag Puthran**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 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.

Name: Chirag Puthran

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Chirag Puthran**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Chirag Puthran

Signature: E-Signature Signature

Place: IN-MH-Mumbai

Date: E-Signature Date

Please note: More details on the above-mentioned policies are available on My Policies Section in The DOT. which is accessible on joining.

Date: 23 May 2023

Ms AANCHAL DAROGA PRAJAPATI
D o daroga prajapati sainath
nagar new ayre road near mahakali temple dombivali east thane maharashtra
421201 421201

Employee No: 2962038

Dear Ms AANCHAL DAROGA PRAJAPATI

Appointment Letter

We are pleased to appoint you in our organization as Executive subject to the following terms and conditions:

1. Your contract will commence from 23 May 2023 and expire on 22 May 2024 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 23 May 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. As an employee, you shall hold the company and our client fully indemnified and harmless for any loss or damage caused to breach of IT Security Guidelines that are in force and implemented by our client organization from time to time. You shall also be responsible to indemnify and hold harmless our client organization, where you have been deputed for work, against any costs, losses, injuries, penalties, damages, demands, claims, etc. on account of breach of the IT Security Guidelines implemented by our client organization.
14. To avoid conflict of interest, your appointment is subject to the condition that you shall not hold IRDA code (producer code and agent code). If it is found that you are dealing with transactions, utilizing your IRDA or any other person's IRDA Code (producer code and agent code), you shall be liable for termination without notice. You shall provide the following written confirmation at the time of joining that you do not hold IRDA code (producer code and agent code).
15. The nature of your relationship with TeamLease will be that of contract of service from 23 May 2023 to 22 May 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith
16. The appointment letter shall stand automatically withdrawn, without any obligation to the Company, if we do not receive the declaration from your end.

Declaration

I declare that I do not hold IRDA code and I am aware that I am liable for termination if it is found that that I have dealt with transactions utilizing my IRDA Code or any other person's IRDA code, I am liable for termination without notice.

Below Clauses are applicable to the associates who are working from home:

1. You will not work in any other Company or get yourself employed but will work exclusively for our client to whom you have been deputed for work.
2. You will make yourself available as and when required to work in the office or to take instructions.
3. Your performance shall be monitored continuously by your reporting authority at the client location and if your performance is not upto the mark, you would be given an opportunity for improvement. If it is found that there is no improvement in your performance, your engagement can be terminated by the company as per the terms and conditions of employment.
4. The use of personal laptop/desktop with wifi connection will be subject to your adhering strictly to client's IT

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hardware and security requirement/policy. If you commit any breach of the terms and conditions, your employment is liable for termination.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

The other terms and conditions will remain the same

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: AANCHAL DAROGA PRAJAPATI

Salary Annexure

Employee No: 2962038

Particulars	Amount
Basic	8516
House Rent Allowance	4258
Employer PF Contribution	1633
ESIC - Employer	617
Insurance	65
Works Allowance	5094
Statutory Bonus	1108
TotalAmount	21291
Amount In Words(Rs)	Twenty One Thousand Two Hundred Ninety One Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	8516
House Rent Allowance	4258
Works Allowance	5094
Statutory Bonus	1108
Gross Earnings	18976
DEDUCTIONS *	Amount
Employee ESI	143
Employee PF	1633
Professional Tax	200
Total Deduction	1976
Net Salary	17000

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

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

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

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

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

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

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

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

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

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



October 12, 2023

Ms Nandini Kaliyamoorthy Padayachi,
Emp. No. 5283,
ROOM NO. 204, WING-C, SHREE NIMISH COMPLEX, BEHIND 90 FEET ROAD, BALAJI NAGAR,
CHOLEGAON, THAKURLI EAST,
Dombivli, Maharashtra,
India, 421201

Dear Nandini,

We are pleased to offer you appointment of '**Trainee - F & A Services**' in our organization with effect from **October 12, 2023.**

The above appointment is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification and date of birth).

Enclosed are the terms and conditions as mentioned in Appendix A and salary breakup in Annexure II.

Your annual remuneration will be **Rs 220,000/-**.

Please indicate your acceptance of this appointment by signing and returning the duplicate copy of this letter.

On behalf of the other members, I welcome you to this new phase in your life as newest member of the organization. We hope your experience amongst us will be rich and fulfilling, a voyage of discovery that opens out for you many vistas of opportunity.

Thanking you,

Yours faithfully,
For Hinduja Global Solutions Limited

(Prajakta Shirude)
Head - Human Resources
Business Services Division

This is a digitally signed document and does not require physical signature.

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003752/53. CIN: L92199MH1995PLC084610
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208,
Website: www.hgsbs.com. Registered in England No: 3017799

Appendix A

TERMS AND CONDITIONS OF APPOINTMENT AS TRAINEE

1. You shall undergo training for a period of 6 months from the date of your joining and thereafter you will be on probation for a period of six months, which can be extended on the sole discretion of the Management given to you in writing.
2. During the period of training you shall receive remuneration as per Annexure I attached. You shall not be entitled to any other emoluments, allowances, benefits etc. of any nature unless specifically communicated to you in writing.
3. During the period of training you shall observe due care & diligence and work to the best of your ability and adhere to all rules and regulations and conditions applicable to you. You shall perform work as assigned to you by your superiors from time to time and shall maintain flexibility in this regard.
4. Upon successful completion of training, you may be offered an employment from the Company. However, mere successful completion of training shall not be construed to have created a right in your favour to claim employment / permanency with the Company.
5. After successful completion of the probation period you shall be confirmed in the employment of the Company and you shall be eligible for all benefits applicable.
6. During the period of training and probation your services are liable to be terminated by giving 15 days notice or payment in lieu thereof without assigning any reasons. However, for the period of employment thereafter, your service can be terminated by giving 60 days notice or payment in lieu thereof.
7. You shall not divulge, communicate or pass on any information, secrets which you may come to possession as a result of your association with the Company to any outsider or to any one not associated with the Company.
8. You shall, at all times, maintain absolute integrity and shall not communicate in any manner any information regarding your stipend/remuneration, terms of employment to any other person or any employee of the Company except your immediate superior.
9. During your association with the Company either as a trainee or as an employee you shall not undertake any part time/full time assignment/employment or in any way be connected directly or indirectly with any other service, trade, profession, business occupation without prior permission of the Company in writing.
10. You shall undergo training in any shift as may be assigned to you by your superiors. Your working hours, shift, etc. would be intimated to you by your trainer/superior from time to time.
11. You shall, at all times, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the management. You shall not at any time work against the interest of the management or do anything which is unsuitable for the organization. Violation of this norm of behavior shall constitute misconduct for which the management shall be competent to take action against you including terminating your training without any notice.
12. Your appointment is subject to verification of your credentials, testimonials and other copies mentioned by you in your application submitted to the Company. In case, it is observed that the particulars given by you in your application are wrong, your appointment shall be deemed to be automatically cancelled irrespective of whether you have joined duty upon your selection. In such a contingency, your training period shall be liable to be discontinued.

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003752/53. CIN: L92199MH1995P1C084610
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018 India. Telephone 91-022-2496 0707, Fax: 91-22-2497 4208.
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13. You shall be liable to be transferred from one occupation, department, section, office, to any other occupation, department, section, office in the same establishment, or any other establishments, under the same Management situated in the same city or in any other city in India existing or which may come into existence in future.

A handwritten signature in blue ink, appearing to read 'Nanda', with a large, sweeping flourish underneath.

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Sumnerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003752/53. CIN: L92199MH1995PLC084610
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018 India Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208,
Website: www.hgsis.com, Registered in England No: 3017799



HINDUJA GROUP

SALARY ANNEXURE				
Name	Nandini Kaliyamoorthy Padayachi		Salary Details	
Emp No	5283		Monthly CTC	Annual CTC
Location	BSEL TECHPARK			
Effective Date	October 12, 2023			
Designation	Trainee - F & A Services			
"A" Fixed				
1	Basic		7,333	88,000
2	HRA		3,667	44,000
3	Bonus		2,708	32,500
4	Variable Allowance		2,557	30,682
"A" Sub Total – Fixed			16,265	195,182
"B" Reimbursements				
5	Vehicle Reimbursement		0	0
6	Leave Travel Allowance		0	0
"B" Sub Total - Reimbursements/Allowance			0	0
Gross Salary (A+B)			16,265	195,182
"C" Retirals				
7	Provident Fund (Employers Contribution @ 12%)		1,187	14,242
8	Gratuity (@4.81% of Basic)		353	4,233
9	ESI (Employers Contribution @ 3.25% of gross/month)		529	6,343
"C" Sub Total Retiral Benefits			2,068	24,818
Total Salary Cost (A+B+C)			18,333	220,000
"D" Insurance/Other Benefits				
10	Medical Insurance Premium		0	0
"D" Sub Total - Insurance/Other Benefits			0	0
Total Cost to Company [A]+[B]+[C]+[D]			18,333	220,000
Other Benefits/Information				
Mediclaime Coverage	NA			
Accident Insurance	You are covered under group accident insurance policy for ₹10 lacs			
Term Life	You are covered under term life insurance policy of ₹15 lacs			
Income Tax	Appropriate Income Tax would be deducted in the payroll every month			
Gratuity	The gratuity payment will be as per The Payment of Gratuity Act, 1972			

Employee Name: Nandini
Date: October 12, 2023



HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42003752/53 CIN: L92199MH1995PLC084610
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Website: www.hgs.com, Registered in England No: 3017799

Date: February 23, 2024

Emp Temp Code: 2221737435

Dishank Ramchandra Amin

A/1 Ashapura Park, Near Green Park Gandhinagar Dombivli . Dombivli -
421202,
Maharashtra, India

Letter of Appointment

Dear Dishank,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate- Data**. You are required to report for duties on **February 23, 2024 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **May 03, 1997**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

- 14.This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
- 15.You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
- 16.You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
- 17.Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
- 18.You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date .
- 19.In the event of you resigning from the services of the company before a period of one year from the date of your joining, any payments made by the company towards relocation benefits, any bonuses or any other allowances, notice period buy-backs or any other such benefits that were to facilitate smooth integration, shall have to be repaid to the company.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career .

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Executive Vice President - Human Resources & Recruitment

I, **Dishank Ramchandra Amin**,residing at **A/1 Ashapura Park, Near Green Park Gandhinagar Dombivli . Dombivli - 421202, Maharashtra, India** do hereby accept the terms and conditions in this letter.

Employee Signature	Accepted On 23 Feb 2024 dishankamin28@gmail.com
Employee Name	Dishank Ramchandra Amin

Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 2221737435

Annexure I
Compensation Details

Employee Name:	Dishank Ramchandra Amin	
Designation:	Customer Service Associate- Data	
Grade:	Grade I	
Date Of Joining:	February 23, 2024	
City:	Mumbai	
Pay Components	Amount in Indian (INR)	
Basic Pay	8,459.00	
Housing Rent Allowance (HRA)	5,075.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	1,692.00	
Gross Fixed Salary (1)	15,226.00	
Provident Fund (Employee) (2)	1,015.00	
ESIC (Employee) (3)	114.00	
Net Take Home [1-(2+3)]	14,097.00	
Provident Fund (Employer) (4)	1,015.00	
ESIC (Employer) (5)	495.00	
Gratuity* (6)	407.00	
Total Fixed Cost (1+4+5+6)	17,143.00	
Annual Fixed CTC	205,716.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	18,000.0	
<p>For Teleperformance Global Service Private Limited,</p>  <p>Preeti Amit Shirke Executive Vice President - Human Resources & Recruitment</p>		
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note". #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 23 Feb 2024 dishankamin28@gmail.com
Employee Name	Dishank Ramchandra Amin

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Dishank Ramchandra Amin** residing at **A/1 Ashapura Park, Near Green Park Gandhinagar Dombivli . Dombivli - 421202, Maharashtra, India**, and working as **Customer Service Associate- Data**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	Accepted On 23 Feb 2024 dishankamin28@gmail.com
Employee Name	Dishank Ramchandra Amin

Annexure III

Personal Data - Declaration

I **Dishank Ramchandra Amin** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2221737435
Employee Signature	Accepted On 23 Feb 2024 dishankamin28@gmail.com
Employee Name	Dishank Ramchandra Amin

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Dishank Ramchandra Amin**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GISP and standards.

I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	2221737435
Employee Signature	Accepted On 23 Feb 2024 dishankamin28@gmail.com
Employee Name	Dishank Ramchandra Amin



04-AUG-2023

Letter Of Appointment

To,
Mr. Ranjeth Kundar
Shivam Tower, 403.
Deendayal Road
Vishnu Nagar
8879386082

Dear Mr. Ranjeth,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/2103525/BOM/Business Process Outsourcing Services/BTN dated 26-Jul-2023 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 04-AUG-2023.

Your Trainee ID is 2673311.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

08-Dec-2023

C8374991



**For Accenture use only*

Dhruvi Arun Acharya
405, Ekta Apt, Garden View CHS, Opp. Ration Office, Nehru Road, Dombivli East, 421201 421201
Management Level - 13
Sublevel - 3

Job Profile - Customer Service New Associate
Job Family Group - Customer Services
Business Deal - Contact Center

Dear **Dhruvi**,

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 **Mumbai**, 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.

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 5 '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.

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.

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.

Dhruvi, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **gloria.misal** at **7304721029** 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:

Date:

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. INR 286000	Max. 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 Reimbursements	
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/-**; Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It 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 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.

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 4

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:

[Insert full legal name]

Date:

ANNEXURE 5

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.



May 22, 2023

Reference No:66845

Letter of Intent

Dear **Sujit Jaiswar**,

We are happy to announce that you have been selected for the position of “**APPRENTICE-CUSTOMER CARE ASSOCIATE**” for OPERATIONS (489) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than **May 22, 2023**.

Your total monthly stipend amount for this position would be Rs. **15000.0/-**

(Stipend amount paid would subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is an Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 800.0/-** during the training period.

The training duration for the process would be of **8** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

****Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

Note: This is a computer generated document. Hence does not require signature.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Attendance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Thane-Highstreet

5th Floor, High Street Corporate Centre, Kapurbavadi Junction, Majiwada Thane (W) - 400607. Tel.: +91 22 2530 2400

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com



Jun 06, 2023

Reference No:68218

Letter of Intent

Dear **Rohit Prajapati**,

We are happy to announce that you have been selected for the position of “**CUSTOMER SERVICE REPRESENTATIVE**” for OPERATIONS (483) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than **Jun 06, 2023**.

Your total monthly CTC for this position would be Rs. **21500.0/-**

(Detailed salary annexure would be shared along with your appointment letter subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is an Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 3000.0/-** during the training period.

The training duration for the process would be of **15** days and the stipend will be credited along with your **1st month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

****Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

Note: This is a computer generated document. Hence does not require signature.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 **F:** +91 22 25302433 **E:** connect@eosglobe.com **W:** www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Attendance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Airoli-Empire

14th Floor, A Wing, Empire Tower, Behind Reliable Tech Plaza, Near Thane Belapur Road, Airoli (E), Navi Mumbai 4 - 400708

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 **F:** +91 22 25302433 **E:** connect@eosglobe.com **W:** www.eosglobe.com



QUASAR CONSULTANCY PVT LIMITED

June 15, 2023

Mansi Shukla
Mumbai

APPOINTMENT LETTER

Quasar Consultancy Pvt Limited (QCPL) an innovative Consulting Company that fosters an environment stressing on growth & accomplishment. We are pleased to extend you an offer of employment on the following terms and conditions.

1. Your compensation shall be as provided in the annexure 1 attached herewith.
2. Salary are payable monthly on or before the 7th day of the following month and will be subject to TDS and other Statutory deductions applicable from time to time. Provident Fund as per the scheme in existence will be applicable.
3. The appointment is on contract basis for a period of 6 months for a special project.
4. You shall report for duty on **15th June, 2023**. You will be designated as **Executive-Accounts**. You will be deployed full-time with our client at **Euronet Services India Pvt. Ltd.** during your tenure of employment.
5. You will be governed by the rules and regulations framed by the Company and communicated to you from time-to-time. You will follow the working hours and holiday schedules of the client's office in which you are located and will be governed by the policies & rules of QCPL as far as leave, absence, permissions are concerned.
6. QCPL has a substantial interest in identifying, developing, establishing & continuing business relationships with its clients. To protect this interest, you agree not to provide services to QCPL's clients, directly or indirectly, except through QCPL, during the period of your employment.
7. You hereby agree that, you shall at all times maintain the confidentiality of all the information relating to QCPL or its clients.

Registered Office: Old No.10A New No.7,VOC 2nd Main Road, VOC Colony,
Kodambakkam, Chennai – 600 024

Mumbai Office: Office No 1005, 10th Floor, Opal Square, Plot No C-1, MIDC, Wagle Industrial
Estate Thane West -400604.

Phone no: 022- 65250029 / 022-25838441.



QUASAR CONSULTANCY PVT LIMITED

8. All data, information, records, documents, systems and materials furnished to you by QCPL or its clients are and shall remain the property of QCPL or the client and shall be returned intact to QCPL or the client, as the case may be, upon termination of employment.
9. In the event of Separation you promise to handover all the documents, process and pending work to the QCPL. In the event of you not performing the handing over activity we will be forced to initiate legal action against you.

We welcome you to QCPL.

All the Best!

Rajarajeswari

Rajarajeswari Ashok
Director

I accept the position offered at the compensation package detailed in the Annexure 1 to this Offer of Employment. I agree to abide by the terms and conditions of Employment with QCPL.

Date : _____

Place : **Mumbai**

Mansi Shukla

Registered Office: Old No.10A New No.7,VOC 2nd Main Road, VOC Colony,
Kodambakkam, Chennai – 600 024

Mumbai Office: Office No 1005, 10th Floor, Opal Square, Plot No C-1, MIDC, Wagle Industrial
Estate Thane West -400604.

Phone no: 022- 65250029 / 022-25838441.



QUASAR CONSULTANCY PVT LIMITED

**Annexure 1
Compensation**

Name: Mansi Shukla	
Designation : Executive- Accounts	
INCOME	RS.
BASIC	9232
HRA	4616
CONVEYANCE	1679
STAT BONUS	584
OTHERS	675
MONTHLY PAY	16786
LESS: EMPLOYEE CONTRIBUTION TO PF	1460
LESS: PROFESSIONAL TAX	200
LESS: EMPLOYEE CONTRIBUTION TO ESIC	126
NET TAKE HOME	15000
ADD: EMPLOYERS CONTRIBUTION TO PF	1582
ADD: EMPLOYERS CONTRIBUTION TO ESIC	546
MONTHLY CTC:	18914
TOTAL ANNUAL CTC:	226968

Registered Office: Old No.10A New No.7,VOC 2nd Main Road, VOC Colony,
Kodambakkam, Chennai – 600 024

Mumbai Office: Office No 1005, 10th Floor, Opal Square, Plot No C-1, MIDC, Wagle Industrial
Estate Thane West -400604.

Phone no: 022- 65250029 / 022-25838441.

EMPLOYMENT OFFER LETTER

Date : 14th Jul 2023

Ms : Rachana Sanjay Shinde

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT072023426716
	Candidate Name	Rachana Sanjay Shinde
	Date of Interview	2023-07-14 10:07:01
	Interviewed By	Abhishek Auti
	Offered Salary (Monthly)	16000
	Date of Joining	14 th Jul 2023
	Stipend	INR 3000 For 30 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 14th Jul 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 14th Jul 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in blue ink that reads "Seegang".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

SUPPORT & SERVICE ASSOCIATE LETTER

Dear Minu Yadav,

24-Jul-2023

In accordance with our mutual discussions and as agreed upon by you, we have pleasure in engaging you as a Support & Service Associate ("Associate") of 5paisa Capital Limited ("the Company") on such terms and conditions as appearing herein below, with effect from **26-Jul-23 to 30-Jun-24**.

TERMS AND CONDITIONS:

1. **Job Description:** You will be engaged with us as an **Customer Care Executive - 5paisa Capital Limited**. Your reporting line would be to **Suriarajvijay Arumugasamy , Senior Team Manager** or such other official or such other person as may be communicated to you from time to time. Your services as a consultant shall not only extend to the company but also to its subsidiaries and other group companies.
2. In consideration of the services rendered, you shall be entitled for such fees as may be mutually agreed and settled on monthly basis. The reimbursement of expenses, if any while providing the said services shall be subject to a maximum limit as laid down by the Company from time to time and communicated to you. Your account will be settled on monthly basis based on overall achievements. All payments are subject to deductions of such taxes, charges, levies etc. as may be applicable from time to time.
3. **Location:** You will be positioned at **BM1573=THANE-IIFL HOUSE** or any other suitable place that may be mutually agreed upon and confirmed in writing by the company. you may at sole discretion of the company, be transferred to any other location or place as me be decided and required by the company from time to time.
4. **Tenure:** Your tenure of appointment, as has been mutually agreed between you and the company will be perpetual or for such other period, if agreed upon thereto, unless the same is terminated earlier pursuant to Clause 16 of this letter by either party. Your engagement shall automatically expire at the end of the above mentioned period and no further notice of the expiry shall be given to you. However, the term may be extended for such further period, as may be mutually agreed between the parties.
5. **Relationship:** Your engagement for the above mentioned period is in connection with a temporary requirement of expertise / advice to the company. This engagement does not in any way constitute a relationship of employer - employee or partnership or joint venture or

sharing of profits or any other relation except as a consultant.

6. **Rules and regulation:** You shall do all such work which will be assigned to you by the company from time to time and shall work subject to the superintendence, guidance and control of the company. you shall adhere to all the rules and regulations of the company with regards to Code of Conduct and any other modification thereof. You are not entitled to collect cash for and on behalf of the Company from any of the customers / client of the company.
7. This agreement is based on the representations made by you with regard to your credentials, testimonials and other particulars submitted by you. In the event the information provided by you is later found to be incorrect, wrong or false, this engagement shall stand cancelled solely at the option and the discretion of the Company.
8. **Payment for Services:** You will be given a consolidated amount of **Rs. 192000/- p.a (Rupees One Lacs Ninety Two Thousand Only)** as and by way of consultation fee for the services rendered during the month, subject to applicable taxes, levies, cess and other charges including service charges.
9. **Service Timing:** You shall be available at all the time and render your services, during the normal working hours of the company. The company reserves its rights to either modify/alter the timing, as may be decided from time to time by the company. However, at times due to certain business exigencies you may be required to render services beyond the normal timings as detailed above.
10. You agree, confirm and undertake to abide by the rules, regulations, policies of the Company, in relation to the terms and conditions agreed and in respect of this engagement, including but not limited to confidentiality norms and code of conduct, etc.
11. The terms and conditions stated hereinabove are subject to changes based on Management decisions, Company policies, Government policies, rules, regulations, etc. The revised provisions, if any with respect to this engagement shall be mutually agreed and shall be binding and applicable to you from time to time.
12. (i) You agree and undertake to-
 - a. Promote the products and or accomplish the projects assigned by the Company from time to time.
 - b. Accomplish time bound branding activities for the products and services of the Company or any of its affiliate, subsidiaries, client companies, etc including conducting road shows, seminars, get-togethers, educational program, trainings, administrative and logistic services, etc. as per the guidelines laid in this regard.

c. Work towards achieving the objective of the Company as may be assigned from time to time.

(ii) In terms of this engagement, you further agree and undertake to:

- a. Follow the processes and guidelines of the Company, in relation to the terms and conditions agreed with respect to this engagement.
- b. Communicate and submit necessary data, documents, drawings, records, and correspondences, reports etc. to the Company as and when required, in terms of this engagement.
- c. Capture MIS of the services rendered.
- d. Keep all relevant records.
- e. Provide Customer support to the Company's existing / potential customers and the clients.
- f. Provide all other incidental support for the purpose of achieving the objective of the Company.

You shall also comply with all the relevant laws and obtain all statutory approvals/ licenses required for carrying out the work as described herein.

13. You agree and confirm to furnish to the Company, your personal information and details along with the supporting documents wherever applicable.

14. **Confidential Information:** During the performance of your obligation towards the company, you may from time to time receive or obtain information from the Company or a related or associated or subsidiary or affiliated company, or otherwise have access to information relating to client or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information"). You shall maintain strict secrecy & confidentiality regarding the above as well as Company's activities, customers, database and all other matters that may be revealed to you during the course of your appointment.

You shall not at any time during the continuance or after termination of your engagement hereunder, divulge either directly to any person, firm, company or organization or use for yourself, any knowledge, information, formulae, processes, methods, compositions, idea or document, concerning the business and /or affairs of the company or any of its dealing, transactions or affairs which you may acquire or have come to your knowledge during the course of or incidental to your engagement. All customer relations, goodwill, franchise, improvement or design conceived by you while in the engagement of the company shall become the exclusive property of the company.

Any breach in the confidentiality would be viewed very seriously and may result in appropriate disciplinary action including legal recourse.

15. Intellectual Property Rights:

a. You acknowledge that the Company is the owner of all intellectual property and intellectual property rights, including without limitation all patents, trademarks, service marks, copyrights, design rights used in connection with its products and services and the goodwill attaching thereto, and that you shall have no rights in respect thereof other than to use the same for the purposes of and on the terms of this FTC.

b. All written work or invention made or produced by you in connection with your activities during the period of this FTC, including customer relations, goodwill, franchise and process improvements shall inure exclusively to the Company and any

c. Misuse thereof shall be subject to stringent action from the company.

16. Termination:

Your engagement with the Company hereunder may be terminated forthwith by the Company without notice, and without assigning any reasons. The Company reserves its right to initiate such proceedings as may be advised, If at any time during your engagement with the Company:

a. You are found guilty of any misconduct, including but not limited to any serious or repeated breach of the terms of your engagement or dishonesty or act in a way which in the reasonable opinion of the Company may damage or intend to damage the reputation of the Company;

b. You may at any time terminate your engagement with the company by giving one month written notice.

During the period of notice, all activities undertaken shall be subject to prior approval of the concerned Reporting Authority of the company.

17. Non – Solicitation:

You will not, whether by yourself, your employees, agents or representatives or otherwise howsoever and whether on your own behalf or for any other person, firm, sole proprietor concern, company or organization or body corporate directly or indirectly in competition with the Company solicit any business from or canvass or otherwise have dealings with any person, firm, company or body corporate with whom or with which the you have had personal dealings in the course of your FTC with the Company and who or which at any time during the period of 1 year immediately preceding the date of the termination of this FTC was an officer, employee, agent, representative, manager, client, customer or supplier or who was to be a prospective client, customer or supplier.

18. Representations and Warranties: You will make no representations, warranties, or commitments binding the Company without the Company's prior written consent.

19. Arbitration: Any disputes or differences arising out of or in connection with your services or any other disputes shall be submitted to arbitration at the request of either party upon written notice to that effect to the other party and such arbitration shall be subject to the provision of

the Arbitration and Conciliation Act, and the amendments thereof.

Any claim or controversy that arises out of or relates to this contract, or the breach of it, shall be settled by arbitration in accordance with the rules of the Arbitration and Conciliation Act. The arbitration proceeding shall be presided by a sole arbitrator appointed by the company.

Any such arbitration shall be:

- a. Proceeded in English and the arbitration shall be in Mumbai; and
- b. Concluded within 3 (three) months of the appointment of the arbitrator
- c. Any arbitral judgment made in accordance with this provision shall be conclusive and binding on the parties and that none of the parties shall be entitled to commence or maintain any action in a court of law in relation to dispute, except for the enforcement of an arbitral award granted or to the extent permitted under law. The parties agree that the courts in Mumbai shall have the competent jurisdiction to entertain any proceeding for interim relief to this agreement whether during its term or after expiration or termination.

20. Jurisdiction: The terms and conditions of this FTC, including the ones that are not specifically Set forth in this letter shall be governed by and construed in accordance with the law of India and the Company's policies and code of conduct, which may be inform from time to time. It is hereby made clear that all legal disputes of whatsoever nature shall be solely subject to Mumbai jurisdiction within the state of Maharashtra.

You agree and undertake that this agreement is purely contractual support & services relationship. In case you exceed the authority given by the Company, you shall be held solely and personally liable to make good the losses, costs, claims, etc. You agree and undertake to indemnify the Company for all losses, claim, costs, expenses including reasonable legal costs and expenses arising there from.

Please sign and return this letter indicating your acceptance of the terms and conditions contained herein.

Below is the compensation details:

Compensation Breakup	Amount
<i>CTC Per Month</i>	16000
<i>(-) 2% TDS</i>	320
Net in hand per month	15680

For 5 Paisa Capital Limited



Vikrant Birajdar
Head - Human Resources

Accepted & Signed : _____

Name of the Associate : Minu Yadav

Address & Mobile No. :



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20233922534/Mumbai/BPS/BTN
Date: 29/08/2023

Mr. Hemanshu Gajanan Kanade
Room No 11, Lambodar Darshan Building
Star Colony
Ganesh Nagar Near Mukambika Hotel
Dombivli-421204
Maharashtra
Tel# 91-9833694271

Dear Mr. Hemanshu Gajanan Kanade,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a salary of Rs. **14,160/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your salary or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

5. Night Shift salary:

Trainees assigned to night shifts for training would be eligible for a Night Shift salary of Rs. **200/-** per shift as per the company policy.

6. Process Specific salary:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific salary, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of salary for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

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

6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

Confidentiality, Data and Intellectual Property Protection:

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

Work in SBWS mode:

8. TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9.TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of salary for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer.

To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

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

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12.Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13.Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

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



Withdrawal of Offer

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

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20233922534/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

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



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

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

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

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

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

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

Security policies and Guidelines.

6. 6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

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



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

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

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

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

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

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the law of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



06/13/2023

Dear Arunkumar Panneerselvam,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-Account Management** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **06/16/2023** on the following terms and conditions.

Your place of posting will be initially at **Mumbai**. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs. INR 293,000.00** /- per annum (Rupees **Two Lakhs Ninety Three Thousand Only**), the details of which are given in the annexure of the appointment letter.

You shall report to **Nitin Sharma** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: Arunkumar Panneerselvam,
Designation: Associate-Account Management
Date of Joining: 06/16/2023
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY		
Basic Salary	7,075	84,899
House Rent Allowance	3,538	42,450
Bonus	2,941	35,294
Special Allowance	6,660	79,925
Gross Salary (A)	20,214	242,568
PERFORMANCE INCENTIVE (B)		
Performance Incentive	2,750	24,750
STATUTORY BENEFITS AND INSURANCE (C)		
Employer's Contribution to PF	1,800	21,600
Gratuity	340	4,082
CTC (A + B + C)	24,417	INR 293,000.00
Net Salary (Gross-PF-ESI)	18,262	219,149
Potential Earning (Net Salary + Performance Incentive)	21,012	243,899

Performance Incentive (Fresher) - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to-time basis. PI is processed and paid 60 days from the completion of the performance period.

Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclaim is Rs. 200,000/- for self only. Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,

For Sutherland

Regards,



Amit Mukherjee

Sr. Director – Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the

terms and conditions mentioned above and the enclosed annexures.

Please indicate your acceptance by signing below.

DocuSigned by:

1AD2ECCE08454F9...

6/13/2023 date

Joining Report

I acknowledge receipt of your appointment letter, dated 06/13/2023 and am happy to report to duty with effect from 06/16/2023 at Mumbai.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature: 
1AD2ECCE08454F9...

Date: 6/13/2023 date

Offer Letter

Date: 08 Jul 2023

Name: Jyoti Arjun ,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Noida office as per the details below:

Designation : Customer Care Executive

Date of joining not later than : 05/07/2023

CTC Remuneration (Monthly) : 16846.00/-

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

Your offer has been made based on the information furnished by you and the competence claimed by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof of the above, we may have the option to review our offer of employment.

During your association with ICCS you will have to ensure daily login of minimum 9 hours to mark yourself present.

During your association with ICCS you will not indulge in any act which may tarnish organisation or its client repo in any way. You will not take any legal proceedings of any manner against ICCS or its clients. Also you will not use any social media plat form against ICCS or any of its client.

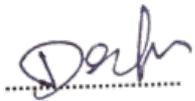
At the time of joining, please bring the following documents in their photocopies for joining formalities

1. Photographs (5 passport size)
2. All educational certificates (Starting from Secondary School till Highest Qualification)
3. Relieving Certificate from all the employers (if employed previously)
4. Proof of Last drawn salary (Last 3 months Salary Slip)
5. Valid ID Proof – Passport/ Driving License/ Voter ID/ PAN Card

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

Looking forward to a long and mutually beneficial association!

Yours truly For ICCS Ltd



Authorized Signatory

Insight Customer Call Solutions Ltd.

Branch Office : Rupa Soltaire Office Unit 919 9th Floor, Sector 1, Plot A1, Next to Mastek, MBP, Mhape Ghansoli -400710

Regd. Office : B1/G6, Mohan Industrial Area, New Delhi, 110044

Tel: +91-11-49920000, **Web** : www.iccs-bpo.com

Compensation & Benefits Break-up		
Annexure 1		
Phase -1 (Training Period)		
Particulars	Training Days	Payout
Class Room Training + Certification +OJT	Paid	Rs.100/- days
Phase -2 (After certification)		
Particulars	Amount (Per Month)	Amount (Annual)
Basic Salary	6500	78000
House Rent Allowance	3250	39000
Other Allowances	5747	68964
Gross Salary	15497	185964
Employer's contribution to ESIC@3.25%	504	6048
Employer's contribution to EPF@13%	845	10140
Total Cost to Company	16846	202152
Employee's contribution to ESIC@0.75%	117	1404
Employee's contribution to EPF@12%	780	9360
Professional Tax	100	1200
Deductions	997	11964
Total Take Home Salary	14500	174000
Notes:		
· All figures are in Indian Rupees.		
· The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.		
· Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.		
· EPF, ESIC, Income Tax deductions, as applicable.		

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**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

07-Aug-2023

C8280900



**For Accenture use only*

Kajal Vinod Chaudhary
Room no 002 Varad vinayak building nr guardian school Deselepada road Dombivali East 421201
Management Level - 13
Sublevel - 3

Job Profile - Customer Service New Associate
Job Family Group - Customer Services
Business Deal - Non Contact Center

Dear **Kajal**,

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 **Mumbai**, 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.

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 upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 255200** 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.

Kajal, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **neha.c.khan** at **9769629801** 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:

Date:

Candidate's signature _____

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min. INR 220000	Max. INR 255200

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3700
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 3300 (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 220000/-**; 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:

[Insert full legal name]

Date:

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.



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234294049/Mumbai/BPS/BTN
Date: 26/10/2023

Mr. Venkatesh Karthik Kounder
602, Kisan Niwas L
Kopar Cross Road
Shastri Nagar
Dombivli-421202
Maharashtra
Tel# 91-9930442665

Dear Mr. Venkatesh Karthik Kounder,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

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

6. **Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**

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

8. **Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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

9. TATA Code of Conduct:

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

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

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

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

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

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

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

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

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

19. Compliance to all clauses:

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



Withdrawal of Offer

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

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234294049/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

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



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

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

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

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

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

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

6. Security policies and Guidelines.

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

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



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

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

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

7. Working in SBWS Framework:

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

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

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

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

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



05/18/2023

Dear Subulaxmi padayachi Ammayappan,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Phone** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **05/18/2023** on the following terms and conditions.

Your place of posting will be initially at **Mumbai**. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs. INR 229,000.00** /- per annum (Rupees **Two Lakhs Twenty Nine Thousand Only**), the details of which are given in the annexure of the appointment letter.

You shall report to **Jessa Jacob** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: Subulaxmi padayachi Ammayappan,
Designation: Associate-CS Phone
Date of Joining: 05/18/2023
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY		
Basic Salary	5,986	71,830
House Rent Allowance	2,993	35,915
Bonus	2,748	32,971
Special Allowance	5,376	64,513
Gross Salary (A)	17,102	205,229
PERFORMANCE INCENTIVE (B)		
Performance Incentive	0	0
STATUTORY BENEFITS AND INSURANCE (C)		
Employer's Contribution to PF	1,693	20,318
Gratuity	288	3,453
CTC (A + B + C)	19,083	INR 229,000.00
Net Salary (Gross-PF-ESI)	15,281	183,372
Potential Earning (Net Salary + Performance Incentive)	15,281	183,372

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of
----------	--

	Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclaim is Rs. 200,000/- for self only. Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,

For Sutherland

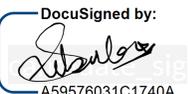
Regards,



Amit Mukherjee
Sr. Director – Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

Please indicate your acceptance by signing below.

DocuSigned by:

A59576031C1740A...

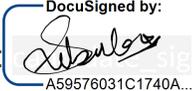
5/18/2023 date

Joining Report

I acknowledge receipt of your appointment letter, dated 05/18/2023 and am happy to report to duty with effect from 05/18/2023 at Mumbai.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature:  DocuSigned by:
A59576031C1740A...

Date: 5/18/2023 date

EMPLOYMENT OFFER LETTER

Date : 10th Jun 2023

Ms : Shreya Kumar Bhandari

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT062023417214
	Candidate Name	Shreya Kumar Bhandari
	Date of Interview	2023-06-10 15:40:19
	Interviewed By	Sahana
	Offered Salary (Monthly)	16000
	Date of Joining	12 th Jun 2023
	Stipend	INR 4000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 12th Jun 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 12th Jun 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in blue ink that reads "Lee Gang".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



M/s Alka Dash

A-1/8 Vighnaharta chawl, Shriram Nagar,

Kopar, Dombivli (E)-421201

June 15, 2023

Dear Madam

With reference to your interview dated 13 June 2023, we are pleased to offer you position of Accounts and Tax Assistant in our Organization

Your joining date is confirmed at 15 June 2023 as per the following terms and conditions

- You are entitled to a salary 10,000 per month payable (All Inclusive)
- You agree to comply with Terms and Conditions of Appointment
- You agree to submit with us a signed copy of Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you.

For Ganatra & Co



CA Bhavesh Ganatra

Alka
15/06/2023

Dear Sanjana Santosh Karle

With your joining day approaching, we not only want to congratulate you for your role as RB-LS: Business Development Associate at Axis Bank, but we also want to let you know that we are really excited to have you on board.

Posting Details:

Role	RB-LS: Business Development Associate
Date of Joining	20-Mar-2024
Posted Location	W3391:THAKURLI (EAST), THANE
Posted Location Address	Ground floor Shop no.7 and 8 D wing S, Shree Mangalmurti Complex, Balaji Nagar Thakurli (East), Ambarnath, Maharashtra, 421201.
Supervisor Name	Keshav Madhavi

Further to your reporting at the given location or logging in as per your previous conversation with the HR Representative, you will:

- Meet/ contact your HR Representative/ Supervisor who will induct you to the team
- Be provided with your Employee ID by your HR representative
- Be enrolled to the 'Head Start' induction program/ an equivalent program to help you understand the Bank and its functioning

Be rest assure that we at Axis will make sure that your first day on the job is a comfortable one with Axis representatives helping you at every step.

By motto and by attribute each one of us is '**Dil se open**'

Welcome to the Axis Family.

Dated: 24-11-2023

To,
Ms. Pranjali Kishor Patil,
Email ID: pranjali1407@gmail.com
Contact No.: 7039891520

Sub: Offer Letter

Dear Pranjali,

Consequent to your Interview, we are pleased to offer you a purely contractual appointment as “**Compliance Executive**” for a fixed period from **28-11-2023** to **27-02-2024**. During this period of contractual appointment; you will be deputed to “**A. Menarini India Private Limited**”

We are enclosing the details of the salary package, payable to you.

As per the terms discussed, a formal Appointment Letter will be issued on completing onboarding formalities on LSS HRMS portal and submission of following documents on the portal:

- CV
- Passport size Photo
- Aadhaar Card (Mandatory)
- PAN Card Copy (Mandatory)
- Certificate of Educational Qualifications (10th, 12th and Degree)
- Experience Certificates, Relieving Letter & Salary slips from previous employer
- 1 cancelled chq of the bank in which you want the salary to be transferred
- Previous UAN no & ESIC No. (Mandatory)

Kindly note this offer is subject to your furnishing the above mentioned supporting documents and affirmative reference check response. In case you fail to do so or if we find any of the documents submitted are false then this offer will become invalid and stands withdrawn.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With Warm Regards,

For Lobo Staffing Solutions Pvt. Ltd



Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: Pranjali Kishor Patil

Date: 24-11-2023

Signature: {{employee_sign}}

Annexure: I

Name : Pranjali Kishor Patil
Designation : Compliance Executive
Start Date : 28-11-2023
End Date : 27-02-2024
Location : Mumbai, Maharashtra

SALARY COMPONENT	Monthly	Yearly
BASIC	14,100	1,69,200
HRA	1,962	23,544
CCA	0	0
ADVANCE BONUS	1,175	14,100
GROSS SALARY (A)	17,237	2,06,844
Benefits: (B)		
PF EMPLOYER	1,950	23,400
ESIC EMPLOYER	560	6,720
Insurance & Other Charges	150	1,800
COST TO COMPANY (A+B)	19,747	2,36,964
Deductions: (C)		
PF EMPLOYEE	1,800	21,600
ESIC EMPLOYEE	129	1,548
PROFESSION TAX	0	0
NET TAKE HOME (A-C)	15,308	1,83,672

***Note:-**

The Basic shown in the Salary Structure enclosed is inclusive of the Minimum payable Dearness Allowance declared by the State Government.
Income Tax calculated & deducted as per IT Act 1961.

With warm regards,
For Lobo Staffing Solutions Pvt. Ltd.



Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: Pranjali Kishor Patil

Date: 24-11-2023

Signature: {{employee_sign}}

Date :- **25-Jan-2023**

Emp Code: **OFRC0115807**

To,
Miss. Barkha Jatoliya
MUMBAI

Engagement Letter

Dear **Miss. Barkha Jatoliya** ,

We are pleased to hereby confirm you have been engaged as **Sub- Contractor** and your fee shall be paid based on evaluation of the output of the project assigned to you. The relevant terms and conditions are mentioned below:

1. You will be paid Fix Compensation of **17000.00** /- subject to applicable tax deduction at source (TDS) upon achievement of the monthly target assigned to you. In case you fail to achieve your target, your payout will be processed as variable as per the current rate which is subject to change as per management discretion, which shall be communicated to you from time to time. Travel Allowance, if applicable will be paid on actuals.
2. Your initial location of engagement will be **MUMBAI** with effect from **05- Dec- 2022** . The Client reserves the right to change the engagement premise from time to time, as the Client may deem fit and necessary for the effective dispensation of project responsibilities, without any additional fee.
3. This assignment will be for a period of maximum of One Year, unless it is extended in writing, and can be terminated any time giving 1 month written notice by either party. However, in case of professional fault or breach of confidentiality, Client can terminate this assignment without any prior notice.
4. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement is purely a contractual agreement between the Client and yourself.
5. Your project lead will provide you with your detailed Project description and provide you with the necessary guidance, supervision and direction in the execution. Your project lead will also conduct your periodic performance and provide you with appropriate feedback and counseling.
6. Your fee payment is subject to deduction of Tax at Source. You are required to submit the copy of your PAN Card to the central Admin Unit of the Client.
7. You will not divulge to any person or corporate body, any confidential information or trade secret acquired as a result of your project engagement or in course of your contracting, with the Client. You will also ensure protection of information that may be provided to you during the course of your contracting either by the Client or by the Client's Clients and would not use it for any personal benefit or any other purpose that may conflict with the interest of the Client.

 info@sunrising.co.in

 **+91-7678496269**



Regd. Office : Hustle Hub Tech Park, #36/5, Somasundra Palya, Sector-2, HSR Layout, Bengaluru.

Corp. Office : B-024, IInd Floor, ATS Bouquet, Sector-132, Noida (U.P.)

Branch Office : 201, IInd floor, ACME Plaza No.2, Andheri Kurla Road Chakala, Andheri East, Mumbai.

8. Kindly note that your services with the Client are on contractual basis and purely based on the representations made and information and documents furnished by our good-self. In the event that you are found involved in any false documents provided, misconduct, misappropriation, and negligence of work, your contract of assignment can be terminated without assigning any reason and without any notice and you shall not be entitled to any notice period or fees in lieu thereof or for any other benefits or fee which would have been available to you otherwise.

9. Any dispute arising between us with respect to the present arrangement shall be settled by way of sole arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and any amendments there to. The place of arbitration shall be Mumbai Only.

10. You shall not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Client having dealing with the Client and if you are offered any, you should immediately report the same to management in writing.

11. You shall ensure to follow and comply with the Code of Conduct as mentioned in Schedule I and other instructions (oral or written or both) issued by **Sunrising Staffing Services Pvt Ltd** from time to time in this regard.

This is System Generated Letter; Hence Signature is not required.



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SCHEDULE – I

Model Code of Conduct (“Code”) for Telecaller / BDE

INDEX

1. Applicability
2. Tele-calling a prospect
3. When you may contact a prospect on telephone
4. Can the prospect's interest be discussed with anybody else?
5. Leaving messages and contacting persons other than the prospect
6. No misleading statements/misrepresentations permitted
7. Telemarketing etiquettes
8. Gifts or bribes or Unethical behavior
9. Precautions to be taken on visits / contacts
10. Other important aspects - appearance & dress code
11. Handling of letters & other communication

1. Applicability

1.1 This code will apply to all persons under the payroll of or engaged on contractual basis with **Sunrising Staffing Services Pvt Ltd** involved in marketing and distribution of any loan or other financial product of Client. The tele-marketing executives (“TMEs”) and field sales personnel, namely, business development executives (“BDEs”) must agree to abide by this code prior to undertaking any direct marketing operation on behalf of Client. Any TME/BDE found to be violating this code may be blacklisted and such action taken be reported to Client from time to time by **Sunrising Staffing Services Pvt Ltd**

2. Tele-calling a prospect

2.1 A prospect is to be contacted for sourcing a Client product or Client related product only under the following circumstances

- When prospect has expressed a desire to acquire a product through Client's internet site/call Centre/branch or through the relationship manager at Client or has been referred to by another prospect/customer or is an existing customer of Client who has given consent for accepting calls on other products of Client.
- When the prospect's name/telephone no/ address is available and has been taken from one of the lists/directories/databases approved by the Service Provider manager/team leader, after taking his/ her consent.

2.2 The TME should not call a person whose name/number is flagged in any "do not disturb" list made available to him/her.



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3. When you may contact a prospect on telephone

3.1 Telephonic contact must normally be limited between 0930 Hrs and 1900 Hrs. However, it may be ensured that a prospect is contacted only when the call is not expected to inconvenience him/her. Calls earlier or later than the prescribed time may be placed only under the following conditions

- When the prospect has expressly authorized TME/BDE to do so either in writing or orally

4. Can the prospect's interest be discussed with anybody else?

4.1 Telecaller should respect a prospect's privacy. The prospect's interest may normally be discussed only with the prospect and any other individual/family member such as prospect's accountant/secretary /spouse, authorized by the prospect.

5. Leaving messages and contacting persons other than the prospect.

5.1 Calls must first be placed to the prospect. In the event the prospect is not available, a message may be left for him/her. The aim of the message should be to get the prospect to return the call or to check for a convenient time to call again. Ordinarily, such messages may be restricted to:

Please leave a message that

(Name of officer) representing Client called and requested to call back at (phone number)

As a general rule, the message must indicate:

That the purpose of the call is regarding selling or distributing a financial product of Client

6. No misleading statements/misrepresentations permitted

6.1 TME/BDE should not -

- Mislead the prospect on any service / product offered.
- Mislead the prospect about their business or organization's name, or falsely represent themselves or make any false / unauthorized commitment on behalf of Client for any facility/service.

7. Telemarketing Etiquettes

7.1 PRE-CALL:

- No calls prior to 0930 Hrs or post 1900 Hrs unless specifically requested.
- No serial dialing
- No calling on lists unless list is cleared by team leader
- Identify yourself, your company and your principal



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- Request permission to proceed
- If denied permission, apologize and politely disconnect.
- State reason for your call
- Always offer to call back on landline, if call is made to a cell number
- Never interrupt or argue
- To the extent possible, talk in the language which is most comfortable to project.
- Keep the conversation limited to business matters
- Check for understanding of "Most Important Terms and Conditions" by the customer if he plans to buy the product
- Reconfirm next call or next visit details
- Provide your telephone no, your supervisor's name or your bank officer contact details if asked for by the customer.
- Thank the customer for his/her time

7.2 POST-CALL:

- Customers who have expressed their lack of interest for the offering should not be called for the next 3 months with the same offer
- Provide feedback to Client on customers who have expressed their desire to be flagged "Do Not Disturb"
- Never call or entertain calls from customers regarding products already sold. Advise them to contact the Customer Service Personnel of Client.

8. Gifts or bribes

8.1 TME/BDE's must not accept gifts from prospects or bribes of any kind. Any TME/BDE offered a bribe or payment of any kind by a customer must report the offer to his/her management.



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9. Precautions to be taken on visits/ contacts

9.1 BDE should:

- Respect personal space - maintain adequate distance from the prospect. Not enter the prospect's residence/office against his/her wishes;
- Not visit in large numbers - i.e. not more than one BDE and one supervisor, if required. Respect the prospect's privacy.
- If the prospect is not present and only family members/office persons are present at the time of the visit, he/she should end the visit with a request for the prospect to call back. Provide his/her telephone number, supervisor's name or the Client's officer's contact details, if asked for by the customer.
- Limit discussions with the prospect to the business - Maintain a professional distance.

10. Contact with Customer

10.1 Customer should be contacted at an appropriate time;

10.2 Customer should be contacted ordinarily at the place of his choice and in the absence of any specified place at the place of his residence and if unavailable at his residence, at the place of business/ occupation;

10.3 Customer privacy should be respected;

10.4 Interaction with the Customer should be in a polite and civilised manner and Honoured as far as possible;

10.6 Customer should be provided with the information regarding his dues;

10.7 Reasonable notice would be given before repossession of security and its realization;

10.8 All assistance should be given to resolve disputes or differences in a mutually acceptable and in a normal manner;

10.9 During visit to the Customer 's place for collection of dues, decency and decorum should be maintained;



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10.10 Inappropriate occasions such as bereavement in the family or such other calamitous occasions should be avoided for making calls/ visits to collect dues;

10.11 Strictly avoid any appearance which may suggest any criminal intimidation or threat or violence;

10.12 Telecaller / BDE while collecting the amount due should:

- not resort to any false, deceptive, or misleading representation,
- not falsely represent or imply that he or she is connected with or affiliated with any of the governmental or judicial authority,
- not falsely represent the character, amount, or legal status of the debt,
- abstain from using any identification which can lead to wrong representation

10.13 In case of non- adherence to the above- mentioned terms, the Telecaller / BDE will be solely responsible for consequences, if any, arising therefrom.

10.14 The Telecaller / BDE should be appropriately dressed and well groomed

11. Other important aspects - Appearance & Dress Code

11.1 BDE's must be appropriately dressed.

11.1.1 For men this means:

- Well ironed trousers.
- Well ironed shirt, shirt sleeves preferably buttoned down.

11.1.2 For women this means:

- Well ironed formal attire (saree, suit, etc);
- Well-groomed appearance.
- Jeans and/or T Shirt, open sandals are not considered appropriate.

12. Handling of letters & other communication

12.1 Any communication to the prospect should be only in the mode and format approved by the Client.



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February 17, 2024

Ms. Simran Ravindra Jambhale
Mumbai.

Dear Simran,

With reference to our discussion, we are pleased to offer you the position of “**Associate**”, at Hinduja Global Solutions Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be **₹2,23,044/-** per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth, and any other checks as deemed fit by the organisation). As mutually agreed you would be based at **Mumbai** and join duties on or before **February 19, 2024**.

The tenure of this employment is for the period of **12 months** ending on **February 18, 2025**.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.
Thanking you,

Yours faithfully,
For Hinduja Global Solutions Limited,



Signed by
PRAJAKTA
MADHUKAR
SHIRUDE
Date: 2024.02.17
07:37:09

(Prajakta Shirude)
Head- Human Resources
Business Services

Simran Ravindra Jambhale
Date: offerAcceptedDate
IP: Offer_Accepted_IP

This is a digitally signed document and does not require physical signature

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92I99MHI995PLC084610

Regd. Office: Tower C (1st floor), Plot C-21, G Block, Bandra Kurla Complex, Bandra East, Mumbai – 400 051. India. Telephone: 91-22-6136 0407, Website: www.teamhgs.com
Registered in England No: 3017799

ANNEXURE			
Name	Simran Ravindra Jambhale	Salary Details	
Location	Mumbai	Monthly CTC	Annual CTC
Effective Date	February 19, 2024		
Position	Associate		
"A" Fixed			
Basic		7,417	89,000
HRA		3,708	44,500
Statutory Bonus		2,792	33,500
Variable Allowance		2,799	33,588
"A" Gross Salary		16,716	2,00,588
"B" Retirals			
Provident Fund (Employers Contribution)		1,328	15,936
Gratuity (@4.81% of Basic)		0	0
ESIC (@3.25% of Gross)		543	6,520
"B" Retiral Benefits		1,871	22,456
"C" Others			
Medical Insurance Premium		0	0
"C" Others		0	0
Total Cost to Company [A]+[B]+[C]		18,587	2,23,044
NET TAKE HOME SALARY			
GROSS SALARY		16,716	2,00,588
Add: REIMBURSEMENTS			
Less:			
PF - EMPLOYEES CONTRIBUTION		1,226	14,711
ESIC - EMPLOYEES CONTRIBUTION		125	1,505
MEDICLAIM INSURANCE PREMIUM		0	0
PT		200	2,500
Income Tax*		-	-
TOTAL DEDUCTIONS		1,551	18,716
TOTAL NET SALARY		15,165	1,81,872
<i>Income Tax*</i>	<i>Appropriate Income Tax would be deducted in the payroll every month</i>		

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Registered in England No: 3017799

Insight Customer Call Solutions Ltd.

Branch Office : Rupa Soltaire Office Unit 919 9th Floor, Sector 1, Plot A1, Next to Mastek, MBP, Mhape Ghansoli -400710

Regd. Office : B1/G6, Mohan Industrial Area, New Delhi, 110044

Tel: +91-11-49920000, **Web :** www.iccs-bpo.com

Compensation & Benefits Break-up		
Annexure 1		
Phase -1 (Training Period)		
Particulars	Training Days	Payout
Class Room Training + Certification +OJT	Paid	Rs.100/- days
Phase -2 (After certification)		
Particulars	Amount (Per Month)	Amount (Annual)
Basic Salary	6500	78000
House Rent Allowance	3250	39000
Other Allowances	5747	68964
Gross Salary	15497	185964
Employer's contribution to ESIC@3.25%	504	6048
Employer's contribution to EPF@13%	845	10140
Total Cost to Company	16846	202152
Employee's contribution to ESIC@0.75%	117	1404
Employee's contribution to EPF@12%	780	9360
Professional Tax	100	1200
Deductions	997	11964
Total Take Home Salary	14500	174000
Notes:		
· All figures are in Indian Rupees.		
· The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.		
· Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.		
· EPF, ESIC, Income Tax deductions, as applicable.		

Rushika
1/6/23



NITESH J. SHAH & CO.

CHARTERED ACCOUNTANT

Nitesh J. Shah, B. Com., F. C. A., DISA (ICAI).



Ref. : _____

Date : September 11, 2023

TERMS OF APPOINTMENT

To,
Ms. Diksha Panday,
Dombivli.

I hereby pleased to inform you that you are appointed as ACCOUNT ASSISTANT in my office. Following are the terms & condition mutually agreed between us.

1. Your service will start from 11.09.2023.
2. The office working hours will be from 10 AM to 7 PM.
3. The salary payable to you will be 6,000/- till December 2023, 7,500/- from January 2024 to March 2024, 9,000/- from April 2024 and thereafter will be increased as mutually agreed between us at that time.
4. The weekly off will be on Sunday. Other holidays will be given at my discretion.
5. Half day salary will be cut if you come late by more than two hours from office starting time or go early by two hours before closing time of office.
6. Full day salary will be cut if you remain absent.
7. Two days salary will be cut if you remain absent without informing me.
8. Overtime for working after closing time of office and on Sunday will be paid. The overtime will be calculated at half day's salary on normal office days and one full day salary on Sunday.
9. Conveyance & other expenses for going on office work will be paid over & above the salary.
10. Any damages to the office property will be recovered from the corresponding month salary or final salary.
11. Profession Tax, Income Tax & other charges will be deducted from the salary if any applicable.
12. One-month prior notice should be given for leaving the job otherwise the salary of last month in which you left the job will not be paid.
13. One month salary will be paid as bonus at the time of Dipawali after completing one year service with me.
14. Non-vegetarian food will not be allowed in the office premises as well as in the premises of the clients (if restricted by them).
15. Use of Whatsapp / Face book / Social Media in working hours is prohibited. Personal telephone talk is allowed for emergency messages only.

The management reserves right to alter, delete or modify any of the above terms & condition and to add any other further condition. The information about the same will be given to you.

I Diksha Dharmendra Pandey, hereby state that I understood above terms & condition and hereby agrees to abide by them, failing of which will make me liable for action against me.

Name : Dombivli
Date : 11/9/23

For NITESH J. SHAH & CO.

[Signature]
Proprietor

[Signature]

315/316, Shri Vardhman Premises Co. Op. Society Ltd., Behind Shiwaji Statue, Manpada Road, Dombivli (E).
① 0251 - 2860885 (O), 9821441396 (M).

NITESH J. SHAH & CO.

CHARTERED ACCOUNTANT

Nitesh J. Shah, B. Com., F. C. A., DISA (ICAI).



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I Diksha Dharmendra Pandey, hereby state that I understood above terms & condition and hereby agrees to abide by them, failing of which will make me liable for action against me.

Name : Dombivli
Date : 11/9/23

For NITESH J. SHAH & CO.

[Signature]
Proprietor

[Signature]

315/316, Shri Vardhman Premises Co. Op. Society Ltd., Behind Shiwaji Statue, Manpada Road, Dombivli (E).
① 0251 - 2860885 (O), 9821441396 (M).

Bahar Infocons Pvt. Ltd.

1st Floor Moderna House, 88-C Old Prabhadevi Road, Mumbai 400 025
Tel: +91 22 66 10 10 10

APPOINTMENT LETTER

13th December, 2023

Ms. Kiran Prajapati
Room No - 2140,
Shiv Prerana Chawl,
Ganesh Nagar, Chinchpada,
Airoli, Navi Mumbai,
Thane - 400 708

Dear Kiran,

With reference to your application and the subsequent interview(s) you had in our office, we are pleased to welcome you to Bahar Infocons Pvt. Ltd. (hereinafter referred to as Company) as Data analyst with effect from 11/12/2023 on the following terms and conditions:-

1. Duties

You have been selected for the above mentioned duty and are expected to carry them out diligently, ethically and sincerely. The Company may at its sole discretion reassign You to other duties which You are expected to comply with.

2. Place of Work

Your place of work will be at the above mentioned address.

During Your employment with the Company You may be transferred from one shift to another, from one department to another or be posted/ transferred to any of the offices/ divisions/ departments/ units/ Associated Companies anywhere in India, without any change in the terms and conditions of Your employment. You will be governed by the rules & regulations prevalent at the new Locations/ Department/ Division/ Company.

3. Hours

In order to meet the needs of the Company's business You shall carry out Your duties for 9 hours per day Monday to Saturday and such further hours as may from time to time become necessary or during such hours as the Company may from time to time reasonably require of You.

You will not be entitled to receive any additional remuneration for work done outside Your normal hours of work.

4. Remuneration

Your remuneration will be structured as follows:

Basic	: 16,000
HRA	: 1,000
Conveyance	: 2,000
Mgt. Allow.	: NIL
Process Allow.	: NIL

Total 19,000

All statutory deductions will be made from the above structure.

Bahar Infocons Pvt. Ltd.

1st Floor Moderna House, 88-C Old Prabhadevi Road, Mumbai 400 025
Tel: +91 22 66 10 10 10

APPOINTMENT LETTER

13th December, 2023

Ms. Kiran Prajapati
Room No - 2140,
Shiv Prerana Chawl,
Ganesh Nagar, Chinchpada,
Airoli, Navi Mumbai,
Thane – 400 708

Dear Kiran,

With reference to your application and the subsequent interview(s) you had in our office, we are pleased to welcome you to Bahar Infocons Pvt. Ltd. (hereinafter referred to as Company) as Data analyst with effect from 11/12/2023 on the following terms and conditions:-

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Process Allow.	: NIL

Total 19,000

All statutory deductions will be made from the above structure.



EMPLOYEE APPOINTMENT LETTER

Date: -26th Jun 2023

Dear Avantika Dhilod,

We are pleased to have you as Recruiter Executive at Opt4solution Private Limited with a start date of 23rd June 2023, contingent upon documents submission, background checks, reference checks, etc. You will be reporting directly to Ms.Rajitha Ratnakaran.

We believe your skills and experience are an excellent match for our company.

In this role, you will be required to perform your job duties and responsibilities as per JD shared.

1. We offer annual CTC as ₹1,51,800/- considering your expectations.
2. Salary will be paid on a monthly basis after necessary deduction by direct deposit, starting on July 2023.
3. In this capacity, you will be located at our thane office, however, your services could be transferred to any other Departments/ Divisions of the Company. Notwithstanding your appointment in this company, your services could be reassigned to any other company of the (Organization Name) Group.
4. You may also be assigned such other duties as may become necessary for the organization at the discretion of the Management in any Branch or office of the Company and/ or its Subsidiaries or Associate Companies in future.
5. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
6. This appointment can be terminated by giving **15 days** notice on either side or payment in lieu of shortfall in this notice period.
7. You shall observe all rules and regulations of the company.
8. During the tenure of the employment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.
9. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
10. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations.
11. If any loss of client or company due to negligence could be recovered from your salary or personal account.
12. Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

ADhilod

For Opt4solution Private Limited

GaneshKumar Oza
Director



Sanjana Satish Chandra
Kushwaha - Offer Cum
Appointment Letter Inbox



Shah, Unnati 4 Apr

to me, Kadam ▾



Hello Sanjana,

Congratulations again on your new position with us here at TSI!

Start Date: 05th Apr'24

Job Position : Associate – Assurant Operations

Training Schedule: 06th Apr'24 – Timing will be shared on the day of induction

Mode of work: On site – Work from office

Location: Navi Mumbai

We are so excited to welcome you to the team! 😊

As the next step in your onboarding process, you will



99+



Bahar Infocons Pvt. Ltd.

1st Floor Moderna House, 88-C Old Prabhadevi Road, Mumbai 400 025

Tel: +91 22 66 10 10 10

APPOINTMENT LETTER

8th March, 2024

Ms. Amisha Sakpal
B/302, Om Parijat Apartment
Poona Link Road, Near Shani Mandir,
Katemanivali Naka,
Kalyan (East),
Thane – 400 037

Dear Amisha,

With reference to your application and the subsequent interview(s) you had in our office, we are pleased to welcome you to Bahar Infocons Pvt. Ltd. (hereinafter referred to as Company) as Data analyst with effect from 01/03/2024 on the following terms and conditions:-

1. Duties

You have been selected for the above mentioned duty and are expected to carry them out diligently, ethically and sincerely. The Company may at its sole discretion reassign You to other duties which You are expected to comply with.

2. Place of Work

Your place of work will be at the above mentioned address.

During Your employment with the Company You may be transferred from one shift to another, from one department to another or be posted/ transferred to any of the offices/ divisions/ departments/ units/ Associated Companies anywhere in India, without any change in the terms and conditions of Your employment. You will be governed by the rules & regulations prevalent at the new Locations/ Department/ Division/ Company.

3. Hours

In order to meet the needs of the Company's business You shall carry out Your duties for 9 hours per day Monday to Saturday and such further hours as may from time to time become necessary or during such hours as the Company may from time to time reasonably require of You.

You will not be entitled to receive any additional remuneration for work done outside Your normal hours of work.

4. Remuneration

Your remuneration will be structured as follows:

Basic	: 16,000
HRA	: 1,000
Conveyance	: 2,000
Mgt. Allow.	: NIL
Process Allow.	: NIL

Total 19,000

=====

All statutory deductions will be made from the above structure.

Offer Letter

Newcoins Insurance

308, GNP Arcadia, Dombivali East - 421403

Dear Yash Kadam,

Welcome aboard!

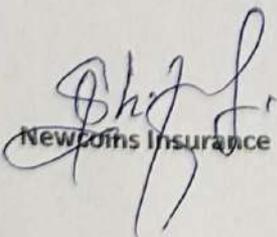
With reference to your interview and , We are please to offer you a position of

C.S.Afrom 17/10/23 with our organization.

The terms and condition of your employment is as follows: -

1. You would be on a probation period of **6 months**.
2. Shift timing will be 9:30 am to 6:30 pm.
3. Your consolidated remuneration will be Rs 12,000/- -NET per month.
4. During the period of probation, you will be not be entitled to any leave benefits.
5. In the event of your leaving the company you will have to give **30 days** working notice in writing, other wise no claims to salary & other dues will be entertained.
6. Claim of salary will not be entertained in the cases of Termination and Absconding.
7. Salary is subject to assured minimum guaranteed performance entrusted to you.
8. Training amount will be recovered as per the below term if the employee resigns within 3 months from their date of Joining.

CSA LEVEL	
Tenure of Resignation	Deduction percentage of Net salary
Within 1 month resignation	100% of Net salary
Within 2 months resignation	60% of Net salary
Within 3 months resignation	40% of Net salary



Newcoins Insurance



UNIMAX
POLLUTION CONTROL (I) PVT. LTD.

Tel. : +91-22-2158 0700
+91-22-4970 9696
E-mail : upcpl@gmail.com
www.unimaxpollutioncontrol.com
CIN : U93000MH2008PTC180891

Date: 31/07/2023

To,

Ms. Jenefa Devajegan Nadar
R. No. 403, Prerana Tower,
Shill Road, Diva, (East),
Thane - 400 612.

Dear Madam,

Subsequent to the interview & referring your documents, we are pleased to inform you that you have been shortlisted for the post of **Trainee Office Executive** on a probationary period of 6 months, which is extendable to a year, if the need arises based on the job performance from your end. Training would be provided in the probation period. We look forward to your joining at the earliest.

For Unimax Pollution Control (I) Pvt. Ltd.



(Authorised Signatory - HR Dept.)

Acceptance: Upon signing this letter, I hereby accept

Employee Signature:

D. Jenefa
1/8/2023

PRIVATE & CONFIDENTIAL

Date: 24th May 2023

TO BE OPENED ONLY BY: Mrs. Pooja Ghadge

Dear Ms. Pooja Ghadge,

Congratulations and welcome to aboard Credence Technologies!

We are pleased to appoint you as a 'Sales Coordinator effective from 19th May 2023.

You will be on a probation for a period of 3 months.

At Credence Technologies our vision is: -

"To be the best supplier of portable dehumidifiers and humidifiers in India".

You are entitled to a compensation of Rs. 15,000/- (Rupees Fifteen thousand) all inclusive per month.

You are expected to achieve your KPI (Key Performance Indicators) and demonstrate our values in all what you do at Credence Technologies.

Please find your Monthly Key Performance Indicators. (Suggestive)

- To be the first response to customers and communicate with them right from inquiry to sales and even after sales.
- To work as a backbone of sales team as a sales coordinator, by forwarding inquiries, preparing quotations, proforma invoices, tax invoices and maintaining customer inquiry sheet.
- To file the GST returns monthly and manage the accounts of the firm.
- To generate customer leads for sales team by marketing campaign (Emailers, Google search, etc.).
- Support the sales team for dispatches by booking vehicles through Porter, Ola, etc. and co-ordinate with warehouse team and customer till delivery.
- To keep regular follow-up with customers and handle sales related issues.

You are expected to meet and also exceed the above expectations.

Please include this in your daily report so that we can monitor the progress.

We earnestly hope you can objectively look at your performance at Credence Technologies and feel free to talk to me for any clarification.

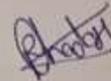
We wish you every success in your career and look forward to a win win relationship.

Warm Regards,



Yogesh Hujute

Proprietor





+91 93211 76478



Job Hai: Login
www.jobhai.com

Dear Tanuja Prakash Parab,
I found your profile on **Job Hai**. I have a vacancy for:

Office Executive

Company – Nakisha Multimedia Pvt. Ltd.

Salary – ₹ **15,000 - 20,000**

Location – Dombivli (East), Mumbai

More details - https://www.jobhai.com/back-office-data-entry-office-executive-job-in-nakisha-multimedia-pvt-ltd-dombivli-east-mumbai-0-to-0-years-1690270629-2136006-jid?utm_source=recruiter_whatsapp&utm_campaign=whatsapp&utm_term=5150051&l=1

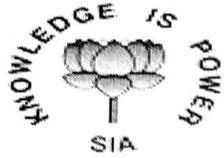
Please call me on **7208541555**

Deepak Nayak

14:50

Ok 14:50 ✓

Thank you 14:50 ✓



**The South Indian Association's
The S.I.A. College of Higher Education, Dombivli €
Reaccredited B+ by NAAC**

Sr. No.	Full Name	UID	Email Address	Contact Number	Batch Name	Degree	Employment Status	Company	Designation	CTC	Location of Job
1	Yash Deepak Morye	4178	yashmorye11@gmail.com	8879563296	Mounali K_SIAM_C2_B	BMS	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
2	Zeny Jitendra Bhanushali	4179	zeny09022@gmail.com	8591243001	Mounali K_SIAF_C2_B	BMS	Placed	Motilal Oswal Financial Service	Business Development Executive	250000	Thane/DAD Sales
3	Sonali Vijay Gadeshwar	3491	sonalivg201999@gmail.com	8828960067	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
4	Ravina Suresh Suthar	4166	ravinassuthar@gmail.com	8108510025	Mounali K_SIAF_C2_B	BMS	Placed	Eureka outsourcing solutions	Customer Service Executive	120000	Thane
5	Deepshikha Lallan Vishwakant	3482	vishwkarmadeepshikha@gmail.com	9594193804	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Executive	250000	Thane
6	Sushant Shrikant Thasal	3481	sushanthasal3@gmail.com	8390438886	Mounali K_SIAM_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
7	Gupta Sonu Shivcharan	4156	guptasonu0907@gmail.co	7400361007	Mounali K_SIAM_C2_B	BMS	Placed	IIFL	Senior Tele Marketing Executive	156000	Thane
8	Pranjal Prashant Gulekar	3514	pranjalgulekar1@gmail.com	7620629763	Mounali K_SIAF_C2_B	B.Com	Placed	PRK Solutions	Executive HR	162000	Thane
9	Rohan Jayram Chavan	3502	rohanchavan215339@gmail.com	7304666491	Mounali K_SIAM_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
10	Shreya Shirang Shelatkar	3504	cf201113@thesiacollege.com	8655794389	Mounali K_SIAF_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
11	Jyotsna Ashok Patil	3507	vyotsnapatil558@gmail.com	8104772108	Mounali K_SIAF_C2_B	B.Com	Placed	Aditya Birla - Health Insurance	Associate	168000	Thane
12	Harshada Prabhakar More	3684	moreharshada2002@gmail.com	8591292975	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane
13	Sampritha Sanjeeva Poojari	3490	samprithapoojary0927@gmail.com	9029370749	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
14	Hina Nenmal Mistry	3511	mistryhina236@gmail.com	9833977692	Mounali K_SIAF_C2_B	B.Com	Placed	IIFL	Senior Tele Marketing Executive	156000	Thane
15	Rutuja Ramchandra Pangam	3492	pangamrutuja243@gmail.com	8828524047	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
16	Pooja Santosh Kumar Gupta	3495	poojagupta20.3.2003@gmail.com	8591103155	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
17	Tejas Sanjay Dawande	4176	tejasdawande8688@gmail.com	8976725837	Mounali K_SIAM_C2_B	BMS	Placed	Eureka outsourcing solutions	Customer Service Executive	120000	Thane
18	Nandini Krishnan Iyer	3513	nandini262002@gmail.com	8928213040	Mounali K_SIAF_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
19	Riddhi Santosh Palkar	3509	riddhipalkar2@gmail.com	9930171982	Mounali K_SIAF_C2_B	B.Com	Placed	PRK Solutions	Executive HR	162000	Thane
20	Sanjana Buddhdishwar Manda	4169	sanjanamandal04@gmail.com	9372392743	Mounali K_SIAF_C2_B	BMS	Self Placed				
21	Shweta Ravindra Kahar	4172	kahar7965@gmail.com	8928712343	Mounali K_SIAF_C2_B	BMS	Placed	CAMS online	Senior Customer Service Executive	192000	Belapur
22	Sangeeta Muthuraman Konar	3488	sangeethakonar6544@gmail.com	9137481447	Mounali K_SIAF_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
23	Sonali Keshav Jadhav	3518	2002sonalijadhav@gmail.com	9136821516	Mounali K_SIAF_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
24	Kajal Mahendra Gupta	4159	gkajal519@gmail.com	8291023691	Mounali K_SIAF_C2_B	BMS	Placed	IIFL	Senior Tele Marketing Executive	156000	Thane
25	Stuti Ramendra Mishra	3501	sm0490685@gmail.com	7304099180	Mounali K_SIAF_C2_B	B.Com	Placed	Axis Bank		192000	Mumbai
26	Prathamesh Ramakant Sukale	3487	prathameshsukale09@gmail.com	9920748081	Mounali K_SIAM_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane
27	Ayushi Rajendra Shah	4154	ayushishah1803@gmail.com	9819511251	Mounali K_SIAF_C2_B	BBI	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
28	Kamal Prabhakar Anchan	4160	BF20004@thesiacollege.com	7900173835	Mounali K_SIAF_C2_B	BBI	Need to Place				
29	Shreenath Shivji Choudhary	3485	shreenathchaudhary1119@gmail.co	8828087885	Mounali K_SIAM_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Executive	250000	Thane
30	Anjali Lalit Pandey	3520	anjaliipandey0015@gmail.com	8828622990	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Executive	250000	Thane
31	Iyer Divya Srinivasan	4157	divyaiyer804@gmail.com	8657416958	Mounali K_SIAF_C2_B	BBI	Placed	Toothsi	Inside Sales Specialist	276000	Vikhroli
32	Pratham Vasanth Shetty	3508	Prathamshetty2903@gmail.com	8433569225	Mounali K_SIAM_C2_B	B.Com	Placed	PRK Solutions	Executive HR	162000	Thane



33	Vaibhavi Rajendra Padwal	5573	vaibhavipadwal4@gmail.com	9326816061	Mounali K_SIAF_C2_B	BMS	Placed	Teleperformance	Executive	189000	Thane
34	Manish Balkrishna Satam	3512	manishsatam123@gmail.com	9372619438	Mounali K_SIAM_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
35	Asmita Gautam Prasad	3484	prasadasmita111@gmail.com	9594872852	Mounali K_SIAF_C2_B	B.Com	Placed	Aditya Birla - Health Insurance	Associate	168000	Thane
36	Minu Ramrati Yadav	5572	minuyadav2141@gmail.com	9136735812	Mounali K_SIAF_C2_B	BBI	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
37	Samruddhi Sanjay Kondekar	3500	samruddhikondekar8203@gmail.co	9594246627	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
38	Aditi Keshav Jadhav	5795	aditijadhav1551@gmail.com	7304701551	Mounali K_SIAF_C2_B	B.Com	Need to Place				
39	Dhanashree Shiva Satal	3497	sataldhanashree433@gmail.com	9137060780	Mounali K_SIAF_C2_B	B.Com	Placed	Catalyst	Customer Service Executive	180000	APPROX
40	Ankita Rajiv Gupta	3496	manishagupta0675@gmail.com	9372835867	Mounali K_SIAF_C2_B	B.Com	Do not want a job				
41	Aman Paresh Gala	4180	amangala1234@gmail.com	8169750166	Mounali K_SIAM_C2_B	BMS	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
42	Shreyas Shamsundar Kadam	3494	shreyaskadam328@gmail.com	9920853199	Mounali K_SIAM_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul Mhape
43	Pradeep Harisingh Devada	3493	Pradeepdevada474@gmail.com	8369293843	Mounali K_SIAM_C2_B	B.Com	Placed	Teleperformance	Executive	189000	Thane
44	Sweetey Bhagwanlal Sen	5884	Sweetysen2707@gmail.com	9833422483	Mounali K_SIAF_C2_B	B.Com	Placed	HDB Financial Services	Senior Telecalling Officer	180000	Nerul / Mahape
45	Vaishnavi Ajit Sawant	3486	vaishusawant99.as@gmail.com	8425043987	Mounali K_SIAF_C2_B	B.Com	Placed	Aditya Birla - Health Insurance	Associate	168000	Thane
46	Shrishti Ajay Sawant	3517	shrishtisawant1311@gmail.com	9372920940	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Executive	250000	Thane
47	Eshan Vijay Kokate	5571	eshankokate111@gmail.com	8425859029	Mounali K_SIAM_C2_B	BMS	Need to Place				
48	Rashi Rajesh Ram	3515	ramrashi657@gmail.com	8108903776	Mounali K_SIAF_C2_B	B.Com	Placed	Eureka outsourcing solutions	Customer Service Executive	175200	Thane
49	Divya Deepak Rane	3505	divyarane170303@gmail.com	9137172399	Mounali K_SIAF_C2_B	B.Com	Placed	Piramal Finance	Sales Trainee	244000	Kharghar
50	Pritesh Suresh Ghige	3499	priteshghige7773@gmail.com	7304341442	Mounali K_SIAM_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane
51	Jyoti Anil Gupta	5881	guptajyoti1838@gmail.com	8928530645	Mounali K_SIAF_C2_B	BMS	Placed	IIFL	Senior Tele Marketing Executive	156000	Thane
52	Nidhi Rampravesh Chobey	5883	chobeynidhi13@gmail.com	7039970343	Mounali K_SIAF_C2_B	BMS	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane/IFA
53	Surbhi Ramsakal Shukla	5794	shuklasurbhi270@gmail.com	9892003146	Mounali K_SIAF_C2_B	BMS	Placed	Eureka outsourcing solutions	Customer Service Executive	120000	Thane
54	Priyanka Dhruvkumar Rajbhar	5792	priyankarajbhar175@gmail.co	9930226853	Mounali K_SIAF_C2_B	BMS	Need to Place				
55	Sanskar Pandit Hodale	5793	sanskarhodale44@gmail.com	8591318909	Mounali K_SIAM_C2_B	B.Com	Need to Place				
56	Sanjana Rajendra Patil	6020	yp857361@gmail.com	8879901658	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Business Development Executive	250000	Thane/DAD Sales
57	Kartiki Nilesh Bhagat	5882	bhagatkartiki20@gmail.com	9930635952	Mounali K_SIAF_C2_B	B.Com	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane/Activation
58	Bhavika Laxman Suvarna	5936	bhavisuvarna5493@gmail.com	9136735202	Mounali K_SIAF_C2_B	B.Com	Placed	IIFL	Senior Tele Marketing Executive	156000	Thane
59	Shubham Sanjay Bhosale	5974	shubhambhosale1864@gmail.com	7738976394	Mounali K_SIAM_C2_B	BMS	Placed	Motilal Oswal Financial Service	Financial Advisory	250000	Thane

V. Patil
Convenor



h
Principal
PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)



**The South Indian Association's
The S.I.A. College of Higher Education, Dombivli €
Reaccredited B+ by NAAC**

Sr. No.	UID	Email Address	Full Name	Stream	Selected Status
1	4178	yashmorye11@gmail.com	Yash Deepak Morye	BMS	Selected for Training
2	4179	zeny09022@gmail.com	Zeny Jitendra Bhanushali	BMS	Selected for Training
3	3491	sonalivg201999@gmail.com	Sonali Vijay Gadeshwar	B.Com	Selected for Training
4	4166	ravinassuthar@gmail.com	Ravina Suresh Suthar	BMS	Selected for Training
5	3482	vishwkarmadeepshikha@gmail.com	Deepshikha Lallan Vishwakarr	B.Com	Selected for Training
6	3481	sushantthasal3@gmail.com	Sushant Shrikant Thasal	B.Com	Selected for Training
7	4156	guptasonu0907@gmail.co	Gupta Sonu Shivcharan	BMS	Selected for Training
8	3514	pranjalgulekar1@gmail.com	Pranjal Prashant Gulekar	B.Com	Selected for Training
9	3502	rohanchavan215339@gmail.com	Rohan Jayram Chavan	B.Com	Selected for Training
10	3504	cf20113@thesiacollege.com	Shreya Shirang Shelatkar	B.Com	Selected for Training
11	3507	vyotsnapatil558@gmail.com	Jyotsna Ashok Patil	B.Com	Selected for Training
12	3684	moreharshada2002@gmail.com	Harshada Prabhakar More	B.Com	Selected for Training
13	3490	samprithapoojary0927@gmail.com	Sampritha Sanjeeva Poojari	B.Com	Selected for Training
14	3511	mistryhina236@gmail.com	Hina Nenmal Mistry	B.Com	Selected for Training
15	3492	pangamrutuja243@gmail.com	Rutuja Ramchandra Pangam	B.Com	Selected for Training
16	3495	poojagupta20.3.2003@gmail.com	Pooja Santosh Kumar Gupta	B.Com	Selected for Training
17	4176	tejasdawande8688@gmail.com	Tejas Sanjay Dawande	BMS	Selected for Training
18	3513	nandini262002@gmail.com	Nandini Krishnan Iyer	B.Com	Selected for Training
19	3509	riddhipalkar2@gmail.com	Riddhi Santosh Palkar	B.Com	Selected for Training
20	4169	sanjanamandal04@gmail.com	Sanjana Buddhdishwar Manda	BMS	Selected for Training
21	4172	kahar7965@gmail.com	Shweta Ravindra Kahar	BMS	Selected for Training
22	3488	sangeethakonar6544@gmail.com	Sangeeta Muthuraman Konar	B.Com	Selected for Training
23	3518	2002sonalijadhav@gmail.com	Sonali Keshav Jadhav	B.Com	Selected for Training
24	4159	gkajal519@gmail.com	Kajal Mahendra Gupta	BMS	Selected for Training
25	3501	sm0490685@gmail.com	Stuti Ramendra Mishra	B.Com	Selected for Training
26	3487	prathameshsukale09@gmail.com	Prathamesh Ramakant Sukale	B.Com	Selected for Training
27	4154	ayushishah1803@gmail.com	Ayushi Rajendra Shah	BBI	Selected for Training
28	4160	BF20004@thesiacollege.com	Kamal Prabhakar Anchan	BBI	Selected for Training
29	3485	shreenathchaudhary1119@gmail.co	Shreenath Shivji Choudhary	B.Com	Selected for Training
30	3520	anjaliipandey0015@gmail.com	Anjali Lalit Pandey	B.Com	Selected for Training
31	4157	divyaiyer804@gmail.com	Iyer Divya Srinivasan	BBI	Selected for Training
32	3508	Prathamshetty2903@gmail.com	Pratham Vasanth Shetty	B.Com	Selected for Training
33	5573	vaibhavipadwal4@gmail.com	Vaibhavi Rajendra Padwal	BMS	Selected for Training
34	3512	manishsatam123@gmail.com	Manish Balkrishna Satam	B.Com	Selected for Training
35	3484	prasadasmita111@gmail.com	Asmita Gautam Prasad	B.Com	Selected for Training
36	5572	minuyadav2141@gmail.com	Minu Ramrati Yadav	BBI	Selected for Training
37	3500	samruddhikondekar8203@gmail.co	Samruddhi Sanjay Kondekar	B.Com	Selected for Training
38	5795	aditijadhav1551@gmail.com	Aditi Keshav Jadhav	B.Com	Selected for Training
39	3497	sataldhanashree433@gmail.com	Dhanashree Shiva Satal	B.Com	Selected for Training
40	3496	manishgupta0675@gmail.com	Ankita Rajiv Gupta	B.Com	Selected for Training
41	4180	amangala1234@gmail.com	Aman Paresh Gala	BMS	Selected for Training
42	3494	shreyaskadam328@gmail.com	Shreyas Shamundar Kadam	B.Com	Selected for Training
43	3493	Pradeepdevada474@gmail.com	Pradeep Harisingh Devada	B.Com	Selected for Training
44	5884	Sweetysen2707@gmail.com	Sweetey Bhagwanlal Sen	B.Com	Selected for Training
45	3486	vaishusawant99.as@gmail.com	Vaishnavi Ajit Sawant	B.Com	Selected for Training
46	3517	shrishrisawant1311@gmail.com	Shrishti Ajay Sawant	B.Com	Selected for Training
47	5571	eshankokate111@gmail.com	Eshan Vijay Kokate	BMS	Selected for Training
48	3515	ramrashi657@gmail.com	Rashi Rajesh Ram	B.Com	Selected for Training
49	3505	divyarane170303@gmail.com	Divya Deepak Fane	B.Com	Selected for Training
50	3499	priteshghige7773@gmail.com	Pritesh Suresh Ghige	B.Com	Selected for Training



51	5881	guptajyoti1838@gmail.com	Jyoti Anil Gupta	BMS	Selected for Training
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