

## Private & Confidential Offer-Cum-Appointment Letter

Issue Date:03-05-2023

Adnan Nedariya,

Mira Road.

Thane,

401107

Dear Adnan.

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Sales Trainee - Housing Finance - Affordable Housing at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 15-06-2023. If you fail to join on or before the mentioned date, this Offer Cum Appointment Letter will stand withdrawn. Your initial posting will be at Mumbai - Mira Bhayandar, Thane, Maharashtra, India, Mumbai - Mira Bhayandar, Thane Shop No. 101-102,1st Floor, Poonam Enclave, Mira-Bhayander Road, Near Golden Nest, Mira Road (East). You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A": Salary and Benefits

Annexure "B": General Terms & Conditions of services for Managerial Personnel.

Annexure "C": Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the receipt of this letter. In case no confirmation is received from you within the stipulated period mentioned herein above, this offer will stand withdrawn.

You are required to treat this Letter and its contents as strictly confidential. For more details of the organization please visit our website: www.pfss.in

We look forward for a long, successful and pleasant association with the Company.

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



Pramod Gite

Vice President





Authorized Signatory
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Accepted and Agreed
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Name:

Signature:

Date:

## ANNEXURE A

## **COMPENSATION DETAILS**

Employee Name: Adnan Nedariya,

Band / Grade:Band G1/G1

Business Unit: Piramal Finance, Retail Finance Group, Housing Finance- Affordable Housing

Location:Mumbai - Mira Bhayandar,Thane Shop No. 101-102,1st Floor,Poonam Enclave,Mira-Bhayander Road,Near Golden Nest,Mira Road (East),

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	88000	7333
HRA	24377	2031
Special Allowance	22000	1834
Statutory Bonus	16800	1400
Professional Development	22000	1833
Medical Allowance	22000	1833
Total Gross	195177	16265
Provident Fund	18480	1540
Esic	6343	529
Total Fixed Pay	220000	18333
Basket of Benefits	24000	2000
Total CTC	244000	20333

Notes:

- Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This property be paid to you on a monthly basis along with your

Mira Road (East)



salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.

- -Basket of Benefits is inclusive of Travel and Communication Allowance of INR 2000 which will be paid in monthly salary.
- -Group Mediclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.
- -Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
- -Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
- -Gratuity will be applicable as per the Payment of Gratuity Act.
- -Under the following circumstances your employment with the organisation will stand cancelled or revoked automatically on immediate grounds:
  - If for any reason you do not clear any semester/ final year examination or fail to submit relevant documents (marksheet/s) to that effect.
  - If you do not complete the functional orientation training (Boot camp).

#### Annexure "B"

#### GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

### Compensation

You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

#### Place of Work

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

## Roles and Responsibilities

You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

## Rules, Policies, Procedures and Code of Conduct

You shall comply at all times with the Company's Rules, Policies and Procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this Letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this offer you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which have been provided by the policies.

You are also bound by the Company Code of Conduct and the Far tractice code. The Company may implement the disciplinary procedure if you fail to comply with the code of conduct and in certain circumstances, this could amount to



gross misconduct leading to dismissal.

## Compliance

You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

## Leave, Work hours and Weekly holidays

You shall be governed by the Company's policy pertaining to leave, work hours and weekly holidays.

#### **Probation and Confirmation**

You will be on probation for a period of 6 months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be wanting or there are deficiencies in your performance, the management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a Letter in writing. Unless confirmed in writing, you will continue to be on probation.

## Performance Bonus/Incentive Payments/Increment/Promotion

The Company may in its absolute discretion pay you a Performance bonus/incentive of such amount, at such intervals and subject to such conditions as the Company may in its absolute discretion determine from time to time in accordance with the Company's Policy. Each year you will qualify for a discretionary performance bonus/incentive incentive as applicable to you as per company policy. In the first year, in case your date of joining with the Company is on or before 31st December, the performance bonus if applicable to you will be paid pro-rated for the period ending March from the date of your joining. Any bonus/incentive may be paid in cash, shares or any other form, may be deferred in full or in part, and may be forfeited or reduced in such circumstances and on such terms as the Company may determine appropriate.

The exercise of discretion to pay a bonus/incentive in one financial year shall not bind the Company or act as a precedent for the exercise of discretion in any other financial year. If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice under these terms and conditions to terminate your employment, you will not be entitled to receive any such bonus/incentive (whether in cash, shares or any other form).

Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on fixed pay only. Increments will be based strictly on individual and business performance. In case individual and/or business performance is not satisfactory, the Company, at its discretion can decide not to give any increment whatsoever. Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right. The Company reserves the right to amend, change or cancel the above terms pertaining to the bonus/incentive/increment, at any time without prior notice.

### Retiral benefits

You will be entitled for Provident Fund, Gratuity as per the rules applicable to Management Personnel, which may be changed from time to time.

Group Mediclaim policy

Group Mediclaim Policy is applicable to all the Management State Hospitalization expenses due to accidental injury or sickness will be as mentioned in the Company policy and would vary as per the made gement grade in which you are placed at any given time

working with the Company for his/her family members.



period of your service. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions, which may take place from time to time.

#### Tax

You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

## **Deductions from Annual Gross Remuneration Package**

You agree that, at any time during your employment or on termination, the Company will deduct from your annual gross remuneration package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/(leave), outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

## Confidentiality

You will not either during your employment or at any time post resignation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Company, or of its customer, supplier or other person having dealings with the Company, as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Company.

In performing your duties, you may from time to time receive or obtain Information/data/documents from the Company or a related or associated or subsidiary or affiliated Company or otherwise have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature ("the Information").

In consideration of the Company making the Information/ data/ documents available, you undertake and agree that you will:

- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company, any of the Information/data/documents which you may (whether before or after the date of this Letter) receive or obtain;
- b. Not use the Information/data/documents for any purpose other than in connection with your services to the Company;
- c. Immediately return or destroy (at the Company's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
- i. on the Company's demand;
- ii. on termination or expiration of your employment with the Company.

## Information, Assets and Systems

When you join the Company you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Company policies relating to them. You should refer to the code of conduct for further information on these policies. 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, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to property to its satisfaction.

Piramal Finance Sales and Service Trivate Limited

Mira Road



## **Intellectual Properties**

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party Intellectual Property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party Intellectual Property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

## Indemnity

You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.

#### Non Solicitation

This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages.

The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such costs (liquidated damages).

You agree that for a period of 2 years from termination or expiration of your employment with the Company, you shall not solicit or entice by any means whatsoever,

- a. Any client of the Company with whom Company is currently (during your period of employment) running a deal/mandate or any deal/mandate that became known to you during your employment at the Company.
- b. Any person of Company who was employed by the Company or any person whose name became known to you during your employment at the Company in any office and in any capacity.
- c. You shall not work at the capacity of Executive or Non-Executive member of the board of the Company supplier, vendor or partner.
- d. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person to transfer from the Company to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Company.

Medical Fitness & Verification of Particulars

Piramal Finance Sales and Service Frigate Limited
CIN: U6 200 12020 2203 5642

Mira Road

Registered office - Floor 4, 2 Peninsula Corporate Park, apparent Kadam Marg, Lower Parel, Mumbai- 400013, India



## Your appointment is subject to:

- a. You being medically fit and continuing to remain fit thereafter. Company has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- b. Satisfactory verification of your character, antecedents and testimonials through reference checks or background screening. In case particulars mentioned in your application / Curriculum Vitae / Resume are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Submission of Relieving Letter from your last employer/s.
- d. Salary of previous company declared by you should match with the proof submitted to us. In case the salary particulars declared by you are found false or incorrect, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
- e. Based on the information furnished by you about yourself, if during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

## Non Conflict of Interest and No External Employment

You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work which will adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other Company can be pursued with prior approval of the Company.

#### Receipt of Payments and Benefits from Third Parties

Subject to any Company regulations issued and amended from time to time, neither you nor any member of your family, nor any Company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Company if you, any member of your family or any Company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company for the amount received or the value of the benefit so obtained.

### **Governing Law**

The interpretation and enforcement of this Letter shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

It is expressly agreed that this appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Dispute Act,1947.

## Changes to your Terms of Service

The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. Any changes will take effect from the date stated in the communication.

In relation to the benefit policies referred to in this contract, the Company reserves the right to withdraw or alter their terms without notice at any time and you may in certain circumstances be excluded from participation in any policy/scheme or any element within it.

You should, acquaint yourself with all Company rules and regulations applicable to your specific area of work, such as (where applicable) the local rules, regulations and relation thereto. Violation (East)

Piramal Finance Sales and Service Private Limited



of any of these rules, regulations, laws or provisions may result in the immediate termination of your employment. In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure code or Indian Penal code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.

### Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this Letter.

## **Data Protection**

The Company may be required to process, transfer and store your personal and sensitive data in any of the other Company locations. By signing this Letter, you acknowledge and agree that the Company and Company Human Resources Department (HR) is permitted to hold personal information about you as part of our personnel and other business records and that the Company and Company HR may use such information in the course of its business. You agree that the Company and Company HR may disclose such information to third parties in the event that such disclosure is in our view required for the proper conduct of our business or that of any associated Company. This clause applies to information held, used or disclosed in any medium.

## Normal Retirement Age

You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service.

## Notice of Resignation/Termination

During Probation: Fifteen Days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the Company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.

Post Confirmation: Thirty Days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.

The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation letter. In such an event you shall be paid salary calculated on your Basic Salary for the notice period and/or part thereof.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, moral turpitude, theft, fraud or violation of the Code of Business Conduct or withholding of any information in the application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the Company.

## **Termination**

Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account the Company reserves the right to terminate your employment with immediate effect by paying propertionate basic salary (excluding variable pay) in lieu of any notice period applicable to you. The Company also reserves the right to terminate your employment without cause, with a notice (East)



as approved by the organisation or by paying proportionate basic salary (excluding variable pay) in lieu of applicable notice period.

If you wish to terminate your employment with the Company, you shall be required to serve notice as applicable to you. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of basic salary in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.

Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing of the reasons for losing confidence.

Notwithstanding anything contained in this Letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this letter, "Cause" shall mean any one or more of the following:

- a. Any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, or drugs or any other intoxicating substances.
- b. Breach of the Company rules and policies, guilty of serious misconduct, disobedience of reasonable orders from superiors, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this Letter.
- c. You being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
- d. Your absence without approved leave for a period of more than 10 days;
- e. You become insolvent or restrained under any contract or arrangement or are under any legal disability from performing your obligations;
- f. You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Company into disrepute or which may jeopardize or prejudice the business and/or reputation of the Company;
- g. Any material violation of the Company's policies;
- h. The results of any background checks or searches conducted by the Company are deemed unsatisfactory to it in its absolute discretion.

The employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company

## Consequences of termination of your employment

Upon termination of your employment for any reason whatsoever, You shall:

- a. Automatically vacate all offices held by you as a result of your employment with the Company;
- b. Immediately hand over to us the Company's property including but not limited to all papers, laptops, documents, security pass and/or identity card, Company sponsored credit cards, any premises and/or car(s) etc. and you must not retain any copies, extract or reproductions of all or any part of that property or confidential information.
- c. You will continue to be bound by your employment obligations to the Company relating to the Company's confidential information and Intellectual Property Rights (as defined in this Letter);
- d. You must not make any statements (whether orally or in writing) or do anything which might damage the reputation and/or business of the Company or interfere with the Company's relationships with its clients and customers; and
- e. You must not thereafter represent yourself as an employee of the Company in any manner whatsoever.

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f. Not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company.

**Background Verification Check** 

The offer described above is subject to satisfactory completion of background verification as the Company may consider

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ce Sales and

Registered office - Floor 4, 2 Peninsula Corpo Park, Capatrao Kadam Marg, Lower Parel, Mumbai- 400013, India

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necessary. As part of this process we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer without any obligation whatsoever in case your background verification report is found to be unsatisfactory.

## Other terms and conditions

- a. In addition to the terms and conditions of employment herein above mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b. You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c. You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- d. In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service and the Company will be entitled to strike off your name from its rolls without any reference to you.
- e. As Company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- f. It will be your duty to intimate in writing to the management whenever there is any change of your residential address.

l,	, have read and understood the above terms and conditions of the services and I will abide by the
same.	
Name: Signature:	
Date:	

Annexure "C"

List of documents to be carried at the time of joining:

## **Background Verification documents:**

- •Graduation and Post-Graduation Mark Sheet & Certificates in original together with a set of self attested Xerox copies.
- Updated CV

### **Mandatory Documents:**

- Aadhar Card
- PAN Card
- •Scan Photograph (Please carry 2 Red background passport size photographs on the date of joining)
- •Cancelled Cheque for salary processing. (Salary account must be maintained with Axis bank, Kotak Bank, ICICI Bank, HDFC Bank or SBI )





#### teleperformance.in

in linkedin.com/company/teleperformance

facebook.com//TPIndiaOfficial

Date: August 16, 2023

Emp Temp Code: 2221729580

Affan Ansari

A/103, sheetal Paradise

sheetal Nagae,mira Road€.thane

Thane -

401107.

Maharashtra, India

## Letter of Appointment

## Dear Affan,

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 **Sr. Customer Service Associate- Voice**. You are required to report for duties on **August 16, 2023** ("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 the second of the Company action will also be initiated against you. However, the Company may at its sole discretor elieve your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during propation or on signifirmation of your services thereof, without

Teleperformance Global Services Private Limited.

Plot No. 94-95, Udyog Vihar, Phase IV, Gurugram - 122016, Hary. Tel: +91- 124-6783050 I Fax: +91-124-6783099

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Malad - West, Mumbai - 400090, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformancedibs.com



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).

Incase 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 April 29, 2001.
- 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.

Mira Road



- 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, Affan Ansari,residing at A/103,sheetal Paradise ,sheetal Nagae,mira Road€.thane Thane - 401107, Maharashtra, India do hereby accept the terms and conditions in this letter.

Employee Signature	Accepted On 16 Aug 2023 affan78673@gmail.com
Employee Name	Affan Ansari

#### 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:

2221729580

## Annexure I Compensation Details

Employee Name:	Affan Ansari	
Designation:	Sr. Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	August 16, 2023	
City:	Mumbai	
Pay Components	Amount in Indian (INR)	
Basic Pay	14,863.00	
Housing Rent Allowance (HRA)	8,917.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	2,660.00	
Gross Fixed Salary (1)	26,440.00	
Provident Fund (Employee) (2)	1,784.00	
ESIC (Employee) (3)	0.00	
Net Take Home [1-(2+3)]	24,656.00	
Provident Fund (Employer) (4)	1,784.00	
ESIC (Employer) (5)	0.00	
Gratuity* (6)	715.00	
Total Fixed Cost (1+4+5+6)	28,939.00	
Annual Fixed CTC	347,268.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	18,000.0	

For Teleperformance Global Service Private Limited,

Preeti Amit Shirke

**Executive Vice President - Human Resources & Recruitment** 

\*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".

- 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 16 Aug 2023 affan78673@gmail.com
Employee Name	Affan Ansari





## ANNEXURE II DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

- I, Affan Ansari residing at A/103,sheetal Paradise ,sheetal Nagae,mira Road€.thane Thane 401107, Maharashtra, India, and working as Sr. Customer Service Associate- Voice, do hereby solemnly state, undertake and declare that:
  - 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.
  - 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.
- In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall <u>NOT</u> directly or indirectly either on my own account or otherwise:
  - 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
  - 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:

- 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.
- 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.
- 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 <u>shall</u> 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.

	_20 Employee Signature	Accepted On 16 Aug 2023 affan78673@gmail.com
	Employee Name	Affan Ansari



### Annexure III

### Personal Data - Declaration

I Affan Ansari 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	2221729580
Employee Signature	Accepted On 16 Aug 2023 affan78673@gmail.com
Employee Name	Affan Ansari





## ANNEXURE IV DECLARATION AND UNDERTAKING - Work From Home

I, Affan Ansari, 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 authenticate my identity. I further agree to authenticate my identity.

Mira Road (East)



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	2221729580
Employee Signature	Accepted On 16 Aug 2023 affan78673@gmail.com
Employee Name	Affan Ansari





## Order for Work

A work order is hereby given for the following to OneCode Partner Mohd Affan Farook Shaikh with PAN No. NYVPS1084Q

Your Partner Code: One@Affanshaikh

Joining Date: 02-02-2022
Designation: Sales Partner

## Role & Responsibilities

- 1. Primary responsibility is to drive sales on OneCode partner brands
- 2. Suggest our partner brand products & services in the market
- 3. Answers questions from customers about product and service benefits
- 4. Maintains excellent relationships with customers through superior customer service
- 5. Implements and adheres to company policies and procedures
- 6. Should have knowledge on all OneCode partner brand product & services
- 7. Finds ways to sell partner brand products in the market
- 8. Researches client base to find new types of customers and sells to them accordingly
- 9. Implementation of Promotions & Campaigning
- 10. Show your leadership qualities while pitching sales on our partner brands
- 11. New initiatives

## Terms and conditions

- 1. You shall be hired on a contractual basis
- Payment will be made based on the number of sales performed and incentive if any, shall be paid as per the policy of the Company
- 3. Company will not be liable for any contingency arising during sales
- The Partner recognizes any fraud can result in the termination of this contract On behalf of Vistas TechnoLabs Pvt. Ltd

Acknowledged by

Signature

Docks

Manish Shara

Onecode Partner CEO & Co-Founder

Partner Name: Mohd Affan Farook Shaikh Partner ID : One@Affanshaikh

Vistas TechnoLabs Pvt. Ltd. CIN: U93090DIL email:hi@OneCode.in

OneCode.in



Date: July 28, 2021

Emp Temp Code: 1113411693 Ananya Kaushal Dubey

A202 Kinjal Mahvir Vihar Mira Road Thane - 401107,

Maharashtra, India

Contact No: +918097022518

## **Letter of Appointment**

## Dear Ananya,

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-Non Voice**. You are required to report for duties on **July 28, 2021** ("**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 Mohali, 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 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).





Incase 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 **June 08, 2002**.
- 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.

Mira Road



- 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.

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 Services Private Limited,

Shekhar Monga Senior Director - Human Resources

I, Ananya Kaushal Dubey,residing at A202 Kinjal Mahvir Vihar Mira Road India do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	Ananya Kaushal Dubey

#### **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: 1113411693

## Annexure I Compensation Details

Employee Name:	Ananya Kaushal Dubey
Designation:	Customer Service Associate-Non Voice
Grade:	Grade I
Date Of Joining:	July 28, 2021
City:	Mohali
Pay Components	Amount in Indian (INR)
Basic Pay	10,561.00
Housing Rent Allowance (HRA)	6,336.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	769.00
Gross Fixed Salary (1)	17,666.00
Provident Fund (Employee) (2)	1,267.00
ESIC (Employee) (3)	132.00
Net Take Home [1-(2+3)]	16,267.00
Provident Fund (Employer) (4)	1,267.00
ESIC (Employer) (5)	574.00
Gratuity* (6)	508.00
Total Fixed Cost (1+4+5+6)	20,015.00
Annual Fixed CTC	240,180.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00

For Teleperformance Global Services Private Limited,

Shekhar Monga

Senior Director - Human Resources

- \*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".
- 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	
Employee Name	Ananya Kaushal Dubey





## ANNEXURE II DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

- I, Ananya Kaushal Dubey residing at A202 Kinjal Mahvir Vihar Mira Road Thane 401107, Maharashtra, India, and working as Customer Service Associate-Non Voice, do hereby solemnly state, undertake and declare that:
  - 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 Services Private Limited, a Company having its
    registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai400090, 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.
  - 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.
- In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall <u>NOT</u> directly or indirectly either on my own account or otherwise:
  - 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.
- 11.1 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 <u>shall</u> 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:

- 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.
- 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 <u>shall</u> 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	The state of the s
		Employee Name	Ananya Kaushal Dubey

Mira Road (East)



## Annexure III

## Personal Data - Declaration

#### Article I.

I Ananya Kaushal Dubey 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	1113411693
Employee Signature	
Employee Name	Ananya Kaushal Dubey





## ANNEXURE IV DECLARATION AND UNDERTAKING - Work From Home

I, Ananya Kaushal Dubey, 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 call to Teleperformance to visually monitor me during work

Mira Road (East)



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, GECSP and TISPS 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	1113411693
Employee Signature	
Employee Name	Ananya Kaushal Dubey





## Pristine e Tele Services Pvt. Ltd.

T +91-22-2887 1658 | www.pristineeteleservices.com | CIN: U74999MH2020PTC352644 | GST: 27AALCP6848F1ZY Office Address: Global e Services Compound, Ashok Nagar, Chakravarti Ashok Road, Kandivali East Mumbai 400 101.

Sep 29,2021

Mr.Aditya Sanjay Vaghela Employee Code-11372 G-203,Rashmi Tanmay CHS LTD Kanakia Rd Eden Rose Complex Mira Road East Thane – 401107

Dear Mr. Aditya Sanjay Vaghela,

Pristine e Tele Services Pvt. Ltd. provides Call center services to its customers. We have the pleasure in appointing you as a Customer Service Executive on the following terms and conditions:

1. Date of Appointment and Location

Your appointment is effective from Sep 29,2021 at our Mumbai Facility.

 Salary, Reimbursements and Allowances (Rupees One Lakh Fifty Nine Thousand Five Hundred Forty and Paise Zero Only) per annum on a cost to the company basis. The breakup of the same is given in the Annexure attached.

3. Salary Review

Your salary will be reviewed periodically as per the policy of the Company. Your increments are Discretionary and will be subject to and on the basis of effective performance and results during the period.

4. Employee Benefit Programs

The Company's Employee Benefit Programs that shall be introduced from time for Management employees of your grade will cover you.

#### 5. Leave

You will be entitled to earn leaves as Shop and Establishment Act.

6. Probationary Period.

You will be on probation for a period of nine months from the date of your-appointment and the Management reserves the right to extend the period. During the probationary period the appointment may be terminated by either party giving 14 days notice or on payment of 14 days salary in lieu of notice by the Company and either party is not bound to give any reason thereof. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be confirmed.

## 7. Other Work

Your whole time and attention should be devoted to the interests of the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without permission in writing of the President \ Director\ CEO of the Company.

8. Secrecy

You will not at any time without written consent of the President \ Director\CEO disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, business, plans, Administration or research carried out whether the same may be confided to you or become known to you in course of your service or otherwise You will not ask or receive or share our employees contact details and \or resume with anybody. Information means and includes without limitation all any data, know-how, formulae, processes, Designs, photographs, drawings, specifications, programs, samples, trade secrets, intellectual property, and all information of whatever description and any other material bearing or incorporating any information concerning or relating the strategy and information, customer or consumer databases, pricing or other policies, business and business plans,

(East)

22/23



# **upGrad**

Offer: Tele-Calling Executive

Date: 02/07/2022

Upgrad

Dear: Vicky Dilip Agarwal

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Tele-Calling Executive'.

Start Date: 04-07-2022

Your gross salary including all benefits will be `10,500/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 5 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Tele-Calling Executive.

Sincerely,

**Upgrad** 

Founder & CEO





Date: 15th October 2022

Name: BAIG SHIBA KALIM AHMED

22/23

Dear SHIBA,

On behalf of Mentor Academy, we are pleased to offer you the position of Assistance Teacher. Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

**Date of Appointment**: Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 07<sup>th</sup> November 2022. Please contact us immediately if you require an alternative joining date.

Designation: Teacher.

Working Hours: Your working hours will be from 10 am to 1 pm & 4 pm to 8 pm.

Salary: ₹8500/month.

Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program.

We welcome you to our company and wish you a long and successful career with us.

Best Wishes





Yours sincerely,

MENTOR ACADEMY



Date: 17th January 2023

Name: BHANDARI NARESH RAMESH

## Dear NARESH,

On behalf of Mentor Academy, we are pleased to offer you the position of Marketing executive. Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 02<sup>nd</sup> February 2023. Please contact us immediately if you require an alternative joining date.

Designation: Marketing executive

Working Hours: Your working hours will be from 12 pm to 5 pm.

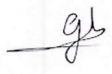
Salary: ₹8500/month.

Your role & responsibilities are defined below:

Marketing Executives play a crucial role in driving enrollment growth and enhancing brand visibility for private academies. By developing innovative marketing strategies, leveraging digital and traditional channels effectively, and fostering relationships with stakeholders, they contribute to the academy's success in attracting and retaining students.

We welcome you to our company and wish you a long and successful career with us.

Best Wishes







© CALL US: 7678082311 / 7678084511

VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

2022 28

Date: 6th October, 2022

Name: ANSARI SHARIQUE SULTAN

Subject: Appointment Letter for the Post of an Assistant teacher

Dear ANSARI SHARIQUE,

Based on our interview that we had we are pleased to appoint you as an Assistant teacher representative in our Catalyst Academy with effect from 8th October, 2022 on the following terms & conditions.

Designation: Assistant teacher Salary: Rs. 12,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

## Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.

D

Yours Sincerely, Catalyst Academy.





# **GETSETFLY MEDIA**

+91 80978 47170



work@getsetflymedia.in

Date: 23rd March 2021

## Dear Ansh Jaiswal,

Getsetfly is delighted to have you on board in the position of a "Video Editor". As a video editor, you are expected to creatively visualize the script + the concept of the video and execute it well to beautifully express the information and story in absolute detail.

## Key responsibilities -

- 1- You will be responsible for editing and story creation of green screen-based educational and entertaining videos using raw footage and PNG animations.
- 2. You will be given raw audio and you will be responsible to create a story around it according to the script.
- 3. You will be expected to be creative and innovative in your storytelling approach.
- 4. You will be required to work collaboratively within a team and contribute in levelling up the quality and creativity of the production consistently.
- 5. You should be able to complete the given task in the given time frame and meet deadlines

Mira Road

Your Joining Date is the 22nd March, 2021 and the starting salary is ₹18,000/- per month. We are confident, that your contribution will take us further in our journey of spreading scientific rational thinking among people and making the world grow. Getsetfly Media assures all their dedicated, loyal and performing team members of its support for their professional + personal growth and development.

Kindly ensure that your salary and any incentives in accordance to your performance, post the training period, is confidential and is kept between you and your employer.

The Getsetfly Policy Handbook will be provided to you shortly. Every member is required to carefully go through it to understand the company's terms and conditions. Post which, the member is required to sign on the undertaking provided at the end of the document, which is an official proof of the member's agreement to the company policies.

We are looking forward to having you on our team.

Laurar Thakur

Gauray Thakur

Founder



+91 80978 47170

work@getsetflymedia.in



Devraj Dubey devitjdubey90@gmaf.com

Dear Sin/Ma'am

Please find e-mail of my offer letter for your kind perusal

Yours Sincerely Devraj Dubey

From Straddha Asolkar (Nell Community)
Date: Tise, 20 Jun 2023, 751 pm
Subject: Indication of offer to Mr DEVRAJ DUBEY
To \*destration of the Towns o Cc. <phayra@projectore.ie\*

#### Dear Devray,

Further to our discussion, we are delighted to extend this offer of employment to you for the position of "Lisson Executive".

Your place of porting will be at Manuhas instally.

The details of your Appointment Letter & CTC (INR 2 04,000/annum - INR Two Lar Four Thousand Only per annum including Travelling Allowance) will be given to you at the time of your joining along with the other terms & conditions.

Please be advised that your joining is confirmed on or before 21<sup>th</sup> June 2028.

in case of any query please feel free to contact me.

#### DOCUMENTS FOR JOINING

- Two recent size photographs
  Certificate in support of your date of birth and educational/professional qualifications
  Certificates in support of your past experience
  Reference order from your present/last employer
  Copy of your PAN Card & Asdinar Card (mandatory)
  Cancilled choops of your rawings bank arount
  Medical Certificate of fitness from a registered/recognized medical practitioner

"Do provide us with Resignation letter/email duly acceptance from your current/last employer by tomorrow evening in order to confirm your employment. Failure of which will lead to cancellation of this offer.

Kindly confirm your acceptance of this offer along with your joining date.

We look farward to welcoming you on beard NOTE: As discussed, in case of any variation in the designation position/job location and/or salary, a revised offer letter shall be emailed to you upon verification with the concerned person.





### LETTER OF APPOINTMENT

DATE: 1 APRIL, 2023

NAME: FAIZ SHAMSHAD KHAN

ADRESS: MUMBAI, MIRA ROAD

DEAR,

FAIZ SHAMSHAD KHAN,

APPOINTED AS AN 'ACCOUNTANT'

WE REFER TO YOUR RECENT INTERVIEW FOR THE ABOVE POSITION AND ARE PLEASED TO INFORM THAT WE ARE OFFERING YOU THE 'ACCOUNTANT POSITION' WITH OUR COMPANY EFFECTIVE DATE FROM (1 APRIL-2023) YOU WILL BE ON A STIPEND OF RUPEES 6000/- PM.

THANKING YOU,

FOR JOINING IN CA ABDUL BARI & CO.

**ABDUL BARI SHAIKH** 

CHARTERED ACCOUNTANTS.





#### OFFER LETTER

24th January 2023

Mr.Harshal Mishra Phone No: 7276092302

Email id: harshalmishra76@gmail.com

Mumbai, India

Dear Harshal,

Congratulations! We are excited to welcome you to be part of FatakPay Digital Pvt. Ltd (*Fatakpay or FDPL*). Please find below the brief on the employment. Upon your acceptance, a detailed appointment letter will be issued.

**SALARY & ALLOWANCE** 

	SALARY & ALLOWANCE	
Name	Harshal Mishra	
Role/ Designation	Telecalling Executive (Custome	er Acquisition)
Date Of Joining	25th January 2023	
Reporting Structure	This Position would be reporti Acquisition of FDPL Mr.Keval	
Total Salary	INR 1.92 Lakhs Fixed	
Particulars	Amount (INR) per month	Amount (INR) per Annum
Basic Salary	5,600	67,200
HRA	4,000	48,000
Special Allowance	3,200	38,400
Travelling Allowance	3,200	38,400
Gross	16,000	1,92,000
Less: TDS (if applicable)	NA	NA
Less: Professional Tax	208	2,500
Less: PF (if applicable)	1,344	16,128
Less: ESIC (if applicable)	As applicable	As applicable
Total Deductions	1,552	18,628
Net Take Home salary	14,447	1,73,372

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

For FatakPay Digital Pvt. Ltd

Amit Lodha Chief Executive Officer



# **NURTURE**

**COMMERCE ACADEMY** 

Develop a passion for learning...

**Appointment Letter** 

22/23

Date: 11/02/2023

Dear, Arshin Anis Shaikh

We Would like to congratulate you for a position in our **Nurture** as a **Marketing Executive.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.8 Lakh Per Annum, variable component of Rs.90 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 13/02/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

Mira Road

77384 57876 / 93237 72475

www.nurturecommerceacademy.in

# NURTURE

### **COMMERCE ACADEMY**

Develop a passion for learning...

## **Appointment Letter**

Date: 11/02/2023

Dear, Divya Lavendra Dalvi

We Would like to congratulate you for your position in our Nurture has a Social Media Handler. This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.6 Lakh Per Annum, variable component of Rs.60 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 13/02/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Mira Road

Sincerely,

Nurture

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

77384 57876 / 93237 72475

www.nurturecommerceacademy.in



# PROPERTY SERVER

"The keys to your home"

# Appointment Letter

22/23

Date: 20 June 2022

Dear,

VAISHNAVI JHA

We are pleased to inform you about your selection to work with **Property Server** as a Receptionist.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Provide administrative support to property management team & Answer phones, schedule appointments, and respond to inquiries.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 21 June 2022
- 5. Remuneration INR 8,000/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

1

Regards

Authorized Signatory

**Property Server** 

97022 35111 / 97 186795

Mira Road (E), Thane - 401105

Office No. - 4, Arihant Plaza, Ramder

# upGrad

7

Offer: Sales Executive

Date: 02/08/2022

**Upgrad** 

Dear: Suraj Raju Harijan

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Sales Executive'

Start Date: 04-08-2022

Your gross salary including all benefits will be `10,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Sales Executive'.

Sincerely,

**Upgrad** 

Founder & CEO





CALL US: 7678082311 / 7678084511

# VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 16th August, 2022

Name: BANDURI SULEKHA SRIKANT

Subject: Appointment Letter for the Post of Marketing Executive

## Dear BANDURI SULEKHA,

Based on our interview that we had we are pleased to appoint you as a Sales & Marketing representative in our Catalyst Academy with effect from 20<sup>th</sup> August, 2022 on the following terms & conditions.

Designation: Marketing Executive

Salary: Rs. 10,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

It is imperative that the targets assigned to you every month are met & exceeded and this would be a critical parameter for your appraisal for the next year.

# Your role & responsibilities are defined below:

Marketing Executives play a crucial role in driving enrollment growth and enhancing brand visibility for private academies. By developing innovative marketing strategies, leveraging digital and traditional channels effectively, and fostering relationships with stakeholders, they contribute to the academy's success in attracting and retaining students.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.





## Appointment Letter

01 JUNE 2023

Dear Mr. Kalpesh Nageshwar Yadav

Congratulations! It is a pleasure to appoint you in the position in Relationship Manager in Sales Department at JUPITER VITTA SAMPADA PRABHANDAN Pvt Ltd.

This offer includes the following sections as Annexure:

Annexure 1: Terms and Conditions Annexure 2: Compensation Details

We request you to keep this Appointment letter confidential and share the digitally signed soft copy via email to Human Resource Department at <a href="mailto:namaste@jupiterfinserve.com">namaste@jupiterfinserve.com</a>.

The start date of your employment is 01 JUNE 2023.

Welcome to the JVSP Family! We are excited about the possibility of you joining us and look fixed towards a mutually beneficial working relationship.

FOR JUDITER VITTA SAMPADA PRABHANDAN PVE Ltd.

Employee Acceptance

I accept employment with the Company under the terms described in this offer letter.

Name: Kalpesh Nageshwar Yadaw Signature:

Place: Mumbai

Date: 01/06/23





# ANNEXURE 1: TERMS AND CONDITIONS

- 1. Posting: Your current posting will be in Mumbai, India. You will be required to attend office normal business hours. However, your services are transferable and can be seconded or deputed by the Company to any group company operation in India or abroad; whether existing as on the date of your appointment/contract or to be established thereafter at the discretion of the Company or to any operation under the management and/or ownership of the Company including any joint venture in which the Company is a participant or to any subsidiary or associate company of the Company.
- Leave: You are entitled for leaves in one calendar year as per company leave policy, segregated into days of Earned leave, Sick Leave and Casual leave. Leaves will be governed by the Leave Policy of the Company.
- 3. Rules: You will be required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time.
- 4. Efficiency: During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interest of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the Management. You shall honestly, diligently, faithfully and obediently serve the organization and use your utmost endeavour to promote the interest of the company.
- 5. Joining Documents. At the time of joining you are required to submit the following documents:
- a. Copy of education certificates and grade sheets.
- b. 2 passport size photographs.
- c. Copy of your PAN & Aadhar Card.
- 6. Termination: Your employment is subject to termination by Company giving (30) days' notice. Company is not bound to give any reason thereof. The Company reserves the right to pay salary in lieu of the notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period with or without compensating for the un-expired period and is not bound to give any reason thereof. On acceptance of the separation notice, before you are relieved, you will hand over to the Company all the information and data of the Company including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

You may also terminate your employment with the Company by giving days as per the band and designation defined in **Annexure 3** prior written notice to the Company. Further, the Company may at its sole discretion relieve youfrom such date as it may deem fit even before the expiry of the notice period in lieu of you compensating the Company for the unexpired period, being payment of your full salary for such unexpired period.







On acceptance of the separation notice, before you are relieved, you will hand over to the Company all the information and data of the Company including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items. Your age of retirement will be sixty (60) years. The Company, however, reserves the right to retire your services upon your attaining the age of superannuation or earlier if you are not found physically or mentally fit.

### 7. Confidentiality:

- a. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to the Company except with prior written consent of an authorized officer of the Company. Any invention, development, process, adaptationor improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.
- b. You will not during your employment with the Company or at any time thereafter, divulge or make known any information in any way whatsoever relating to the Company or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical employment. You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technicalor financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc. to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.
- c. You hereby confirm that you have disclosed, fully to the Company, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of the Company and all circumstances in respect of which there is or there might be, a conflict of interest between the Company and you or any immediate relative or associate. You agree to disclose, fully to the Company, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with the Company, you shall forthwith return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.







- 8. Termination for cause: If at any time during your employment you will be found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or of rules and/or regulations governing your employment or of dereliction of duties and/or instructions given to you from time to time, ("Non-Performance") or for fraud, theft or other material cause, the Company may terminate your employment with the company immediately and will not make the company liable to pay Notice Period as specified in Clause 7 of the Terms and Conditions of this offer letter.
- 9. If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed or concealed any material information, the same shall be considered as material cause, making you liable for removal from services without any notice.
- 10. Return of Confidential Information: On termination of this contract, whether with or without cause, you will immediately give to the company all correspondence, specifications, formulae, books/documents, effects, market data, cost data, drawings or records, etc., belonging to the company or relating to its business and shall not retain or make copies of these items.
- 11. Responsibilities & Duties: Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your position and conduct yourself accordingly. In view of your office, you must effectively perform to ensure results.
- 12. Conflict of Interest: Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written permission from the Company.
- 13. Absence without permission.: If you are absent from your duties without prior written permission or notification for Five (5) consecutive work days, you will be deemed to have abandoned service voluntarily without giving due notice and your name will be struck off the rolls.
- 14. Dispute Resolution: This Offer Letter shall be subject to the laws of India. Any disputes, differences or claims under or in relation to this Offer Letter and any consequent matters shall be referred to arbitration. Arbitration proceedings shall be held in Mumbai, India, conducted by a Sole Arbitrator to be nominated by the Company. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any subsequent enactment thereof. Subject to the above, only the courts in Mumbai, India, shall have exclusive jurisdiction to try any disputes in relation to this Offer Letter and any consequent matters.
- 15. Probation: The initial period of probation will be Three months, but the management reserves the right to extend the probation period, if necessary. If, at the end of the probation period you are found suitable, your appointment will be confirmed by us in writing.
- 16. Notice Period: You will be liable to serve notice period as per mentioned in the offer letter, but the management reserves the right to change or modify the same as per business requirements.





#### Your Job Offer - Concentrix

1 message

Atish Pandurang Shinde <atish.shinde@concentrix.com>

Wed, Sep 27, 2023 at 7:39 PM

To: garima240206@gmail.com

Cc: atish.shinde@concentrix.com, Onboarding.mumbai@concentrix.com, cbthirepro@concentrix.com, mishirepro@concentrix.com, hireprosupport@concentrix.com, abdul.choudhury@concentrix.com



#### Dear GARIMA AJIT TIWARI

We are pleased to inform you that you have been selected for a job at Concentrix. The details of your employment along with the terms and conditions of the employment are mentioned in the Appointment Letter. To access the Job offer related documents, please access the following link Click here. Please read through all the clauses mentioned in the 'Appointment letter', 'Expectation Check Document' and other documents carefully before accepting the offer. Your acceptance must be provided before the Day of Onboarding. These documents must be downloaded, and a copy should be saved for future references.

If you have any query or concern(s), please write to hiring.helpdesk@concentrix.com

We look forward to you being a part of Concentrix family.

Best Regards Atish Pandurang Shinde

#### MOTICE: Recruitment Fraud Aler

Concentrix hires people solely based on merit. We do not request or accept payments or security deposits from candidates during our hiring process. We also don't solicit payment to verify a candidate's banking information upon employment. If you or anyone else receives unexpected communication about a job offer or interview that involves money, please be vigilant and identify it as a potential scam.

Learn more: https://www.concentrix.com/scam-warning/





February 18, 2021

Huzefa Akbar Panhalkar 501/A. Pearl building. Sanghvi Complex. Opp. Flower Valley, Mira Road(E), Thane 401107 Maharashtra, India

#### OFFER OF EMPLOYMENT

#### Dear Huzefa.

Congratulations! We are pleased to appoint you as in the Crew Manning of Excel International FZC.

You are requested to join the company on (February 22, 2021). A formal appointment letter will be issued to you on your joining our organization. Your appointment will be subject to background verification and reference checks as per the Company Policy You will be posted at our CBD Belapur, Navi Mumbai location.

Your Annual CTC will be as per 'Annexure A' attached herewith. Your incentive structure will be decided by your department head and shall be given to you after joining.

Your working hours will be from 10:00am to 7:00pm, Monday to Saturday. You may have to work on holidays if required to complete the assignments.

Please report to Mr. Mr. Mohammad Bhatia for documentation and orientation at 10:00 am on March 1, 2021.

On the date of your joining, please bring along the following

- Identity and Residence proof Author Card
- PAN Card
- All Educational and previous jobs certificates
- Relieving letter and salary slip Aast appointment letter from previous company
- 2 passport size color photographs

You are requested to sign and submit a copy of this offer letter as a token of your acceptance of our terms and conditions within three days from the date of issue, failing which this offer will be treated as withdrawn

This offer letter is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For Excel International FZC.

Joji Joy

Manager

HUZEFA · A · PANHALKAR

Name and Signature Soul

Date: 28/2/2021

C1 - 25 Gate No: 1 Ajman Freezoge, PO Box 5908, Ajman, United Arab Emirates Tel :. +971 67474590, Fax:. +971 67474593, Email: xlinter@emirates.net.ae,





Tech Mahindra Business Services Ltd. Formerly known as: Hutchison Global Services Ltd.)

Spectrum Towers, Mindspece, Chirchell Bunder, Link Road, Melod (West), Mumbai-400 084

CIN No. U72900M-2006PLC159149

Phone: +91 [22] 6578 3333 Fax :+91 (22) 6676 3344

Website www.techmba.in

January 04, 2023 MR. Abdullah Idrishi

Welcome to Tech Matrindra Business Services Ltd. We are pleased to offer you the position of Customer Relations Advisor in our organization. The terms and conditions of the offer are given below.

Your initial place of Posting will be in MUMBAL with Uk MUMBAL Operations. You are expected to join as early as possible, and not later than January 05, 2023 failing which we presume you do not have interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled. Your induction will be on January 05, 2023

Time: 1:00 PM

Venue: Spectrum Tower 'A' Wing - Ground Floor.

- Our contact no. for recruitment is +91(22) 49073600/3601 You will be on probation for a period of three months. Based on the three monthly assessments, you will be confirmed or extended if deemed necessary, at the company's discretion. Either party can terminate this appointment with fifteen days (15 days) notice in probation or with thirty days (30 days) notice after confirmation or payment in lies thereof. However, if your service is terminated for freed, theft, or withholding of information in the application form or for any other form of misconduct, notice pay will not be payable.
- This offer of appointment is conditional and subject to you clearing the Reference. Check, if we have reasons to believe that you have not discentinued your provious employment contract (if any) and TMES finds or gets aware that currently as on date your employment with the discontinued your greekous employment contract or any) and i Miss times or gets aware that contently as on case your employment with use provides with user any of the information provided by you is false or incorrect, then we reserve our unconditional rights to committee your services with user any of the information provided by you is false or incorrect, then we reserve our unconditional rights to committee your services forthwith at our sole discretion without giving a further notice to you by payments made to you by TMBS from Date of Johnsy TMBS, needs to be refunded to TMBS immediately and any payments due to you by TMBS from Date of Johnsy TMBS, needs to be refunded to TMBS immediately and any payments due to you by payments made to you by TMBS from Date of Johnson (TMBS, needs to be renewed to TMBS shall not be paid by us. Further the duration or period of your work in TMBS shall be treated ruft and void ab Indio. Your statutory obligations towards PF, EDUI and other Insurances shall stand canceled.
- Notwithstanding anything to the contrary stated. Elsewhere in the employment contract, you Understand that you cannot avail any terminal
- You will adhere to the induction/Training shift timings/office working hours including but not limited to Log-in/Log-out, and will comply with the same. You will not violate the same for reason whatsoever including but not limited to religious activities
- This is not a regular offer of appointment but a offer latter. The formal latter of appointment will be issued at the time of joining.
- Please submit the following at the time of your joining.
  - A copy of the relieving letter from your present employer
  - Documentary evidence of the last salary drawn
  - Documentary evidence of date of birth & Educational Qualifications
  - Pre employment Application Form (if not submitted already)
- 10. You are informed that any request for a change in process will not be accommodated at the time of joining.
- The Compensation and Benefits Program applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost surlousness.
- We have corporate tie-ups with CITI, ICICI & Kotok Bank for salary accounts. You have the option to choose between the three. We have corporate be-ups with Crit, ICiCL is Kocak bank for salary accounts, four have the open to choose between the three.

  Please acknowledge that either of the banks has not identified you as a defaulter.

  If you have been identified please specify the bank.

  In instances where it comes to our knowledge that you have provided us incomplete/ inaccurate ideals then this
- The Company shall not be responsible for any claim, arising out of misrepresentation given by any recruitment agency/individual.

Please return the duplicate copy of this letter duly signed indicating your acceptance of our terms, and conditions of employment.

We once again would. Ske to thank you for your interest in seeking a career with our Organisation, and hope you will have a frustul and successful carper with us.

Yours sincerely. For Tech Mahindra Business Services Ltd



Gurjeet Singh General Manager-Talent Acquisition









CALL US: 7678082311 / 7678084511

## VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 5th September, 2022

Name: BARDE ROHAN ASHOK

Subject: Appointment Letter for the Post of Assistant teacher

Dear BARDE ROHAN,

Based on our interview that we had we are pleased to appoint you as an Assistant teacher in our Catalyst Academy with effect from 10th September, 2022 on the following terms & conditions.

Designation: Assistant teacher Salary: Rs. 12,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

# Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.



# NURTURE

### COMMERCE ACADEMY

Develop a passion for learning...

## Appointment Letter

Date: 11/02/2023

Dear, Jafar Jamshed Shaikh

We Would like to congratulate you for a position in our **Nurture** as a **Graphic Designer.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 2.4 Lakh Per Annum, variable component of Rs. 1 Lac per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 13/02/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture

Mira Road (East)

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

77384 57876 / 93237 72475

www.nurturecommerceacademy.in



(CIN No.: U72900MH2000PTC140702)

Salasar Business Park, Off. 150 ft Flyover Road, Opp. Maxus Mall, Bhayander (W), Thane - 401 101.

Board No.: 91 - 22 - 6758 2800 • Fax No.: 91 - 22 - 6758 2900 • Website : www.epicentertechnology.com

#### Offer cum Appointment Letter

Name: DANISH BAIG DOJ: 17-Aug-2021 DOB: 21-May-2002 Aadhaar number:

#### Dear DANISH,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "Customer Service Executive - Operations" on the following terms and conditions with effect from DOJ: 17-Aug-2021 Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

#### Our Values and Culture:

- -People are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people with respect and dignity is the cornerstone of our organization.
- -Customers are the reason for our existence. We seek to add value in every transaction we have with the customer.
- -Integrity will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.
- -Teamwork and Togetherness will help us achieve great things and will be advanced without prejudice to reward and recognition of individual contribution.
- -We strive to instill a re-engineering bent of mind across all levels of the organization to achieve Continuous Improvement, Quality and Innovation.
- 1. Compensation & Benefits: The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with outmost seriousness.

The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time.

You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.

You will be entitled to gratuity in accordance with the rules governing such payment.

Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act is paid deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to company these requirements without objection.

2. Transfer: Your services can be transferred by the campanyline Buch capacity, as the company may from time to time determine, from

(East)

One location to another.

One department to another.

One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

During your employment with the Company you will agree to work on any project that you are assigned to , irrespective of technical platforms/skills and nature of the project. If necessary, you may also be required to work shifts. Failing to do so can lead to termination of employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

- 3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
- 4. Working hours, holidays and leave: You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
- 5. Health Examination: You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
- 6. Proof of Age: You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
- 7. Past Record: If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
- 8. Confidentiality & Secrecy: During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
- Use of company resources: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.
- 10. Intellectual Property: If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
- 11. Alternative Employment: During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment was whether for remuneration or otherwise.

(East)

- 12. Code of Conduct: Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers, suppliers, agents and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment you will be expected to familiarize yourself with the Company's. Code of Conduct and sign a copy as an acknowledgement of your having read, understood and agreed to abide by its contents.
- 13. Roles & Responsibilities: Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
- 14. **Probation and Confirmation**: You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
- 15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
- 16. **Termination of Employment:** The Company reserves its right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.

The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

- 17. No Poach In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
- 18. Separation: On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the services of the Company.
- 19. Any Unauthorized absence: As detailed in the Attendance and Employee Separation Policy, would attract consequences which might include Termination of services. Termination on Absconding (NCNS? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.
- 20. Retirement: You will retire from your service with the Company on attaining the age of fifty eight years. However, you may be retired at any age before fifty eight years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

tee Colleg

21. Covenant: The employee agrees that: I will not

For a period of one year after the termination of the those provided by the Company for anyone who

sagreement, directly or indirectly solicit to provide any professional services such as a client of the demonstration and anytime during the twelve months prior to my leaving the

For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;

Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. Other Terms & Conditions: Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the right to seek references from your current/previous employer(s) at any stage.

The Company receiving a satisfactory report following a medical examination, if found necessary, by a doctor nominated by the Company.

The Company receiving a copy of all your education and professional qualification certificates.

The Company receiving a copy of the relieving letter from your previous employer.

A positive background Verification report if conducted based on the information provided by you In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you. Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the

duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.

Authorized Signatory

**Human Resources** 



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## Compensation & Benefit Plan

**DANISH BAIG** 

Name :

Designation : Customer Service Executive

Band : 6

Date : 17-Aug-2021

Component	Annually	Monthly
Basic	93756	7813
House Rent Allowance	37500	3125
Leave Travel Allowance	0	0
Professional Development Reimbursement	0	0
Car Maintenance Reimbursement	0	0
Corporate Attire Reimbursement	0	0
Mobile Handset Reimbursement	0	0
Communication Reimbursement	0	0
City Compensatory Allowance	6948	579
Books & Periodicals	768	64
Food Coupon	0	0
Statutory Bonus	12516	1043
A) Fixed Earnings	151488	12624
Login / Attendance Incentive *	16872	1406
Performance Incentive *	0	0
B) Variable Earnings	16872	1406
PF Employee Contribution	13680	1140
ESI Employee Contribution	1272	106
Professional Tax	2500	200
C) Employee Deductions	17452	1446
D) Gross CTC (A+B)	168360	14030
Fixed Take Home (excluding Incentives) (A-C)	134036	11178
Net Take Home (including incentives) (pre-tax) (D-C)	150908	12584
Statutory Benefits  PF Employer Contribution  ESI Employer Contribution  (East)	13680 5472	1140 456

Mediclaim Insurance	0	0
E) Additional Cost to Company for Employee Benefits	19152	1596
TOTAL CTC (Cost To Company) (D+E)	187512	15626

- \* Variable Earnings (LOGIN /ATTENDANCE and PERFORMANCE INCENTIVE) if applicable, will be paid as per the incentive policy and guidelines for the process / department that the employee has been assigned to.
- \*\* Tax exemption can be availed for the Reimbursements listed above. Please note these reimbursements although paid out on a monthly basis, will be subject to Tax unless relevant bills are submitted to the finance team as per timelines.
- 1. Besides the above particulars, you will also be eligible for the following additional benefits
- a. Gratuity Eligible on completion of 5 years of employment with the organization
- b. Personal Accident Insurance Eligibility as per the BAND, (only for employee)
- c. Mediclaim Insurance coverage if mentioned above is for Employee, Spouse and up to 2 Children
- d. Term Insurance Eligibility as per the BAND, (only for Employee)
- 2. Epicenter Technologies Pvt. Ltd. has the absolute right, in its sole discretion, to Interpret, Terminate, Modify, and Amend or Revise any of the components of compensation mentioned above.
- 3. All allowance(s) applicable will be paid as per the Eligibility and Policy Guidelines
- 4. The above compensation package will be subject to Income Tax Regulations and other relevant laws applicable from time to time
- 5. Compensation figures are CONFIDENTIAL in nature and should not be disclosed to anyone except for statutory reasons.
- 6. As per ESIC guidelines an existing employee can only be removed from ESIC coverage in April or October. During your tenure if your salary is revised and the new gross monthly take home crosses the statutory limit for ESIC benefits, you will be enrolled under Mediclaim but the deduction of your ESIC contribution (0.75 % on gross salary) will continue till the next Sep / Mar whichever falls early. This amount may not be displayed in your Annexure but will show in your salary slip during the deduction period (maximum 5 months)
- 7. Probation and Confirmation: You will be on probation for a period of six months from the date of appointment and you will be confirmed at the end of the probation period, if your conduct and performance in the appointed position are found satisfactory. In case of unsatisfactory performance your probation may be extended for 3 months. 8. Please reach out to your HR representative in case you have questions or need clarification.

#### Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Date: 17-Aug-2021 2:40:31 PM





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# **upGrad**

3

Offer: Graphic Designer

Date: 02/09/2022

**Upgrad** 

Dear Vidhi Chandubhai Chauhan

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Graphic Designer'

Start Date: 05-09-2022

Your gross salary including all benefits will be `10,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 7 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Graphic Designer'.

Sincerely,

**Upgrad** 

Founder & CEO





# PROPERTY SERVER

"The keys to your home"

# Appointment Letter

Date: 06 June 2022

Dear,

## SHARMEEN NAAZ SHARIF AHMED ANSARI

We are pleased to inform you about your selection to work with **Property Server** as a **Property Manager**.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Oversee all aspects of property operations & Develop and implement property management plans.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 06 June 2022
- 5. Remuneration INR 8,800/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

Regards

Authorized Signatory

**Property Server** 

97022 35111 7977186795

Office No. - 4. Arihant Plaza Ram (Bash) Pars Road, Mira Road (E), Thane - 401105

### Appointment Letter.

Name: Mr. Mohammed Farid Khan

Address: B 22/33 RNA Broadway Avenue CHS LTD, Opp Jangid Complex, Mira Road, East 401107

Email: farid.khan010103@gmail.com

Mob: +91-8450959541

### Dear Mr. Mohammed Farid Khan

This has reference to your application and the subsequent interview you had with us, the Management is pleased to offer you an appointment as "Digital marketing Executive" with effect from 23<sup>rd</sup> June 2023 in our organization on your acceptance of the following terms and conditions of employment.

- You will be on probation for a period of 6 months from the date of your joining us, i.e. 23rd June 2023 and during this period, your services, if not found satisfactory, are terminated without notice pay in lieu thereof.
- 2. Your Monthly salary Rs.25000.00 /- per month.
- Your Performance will be evaluated during the probationary period, and on successful completion of
  your probation and on our satisfaction about your performance, your services will be confirmed in
  writing by the company. Until Confirmed you will be deemed to be on probation.
- 4. After confirmation, this appointment can be terminated by the company by giving one month's notice in writing or by payment of one month's salary in lieu of notice. You can however terminate this appointment only by giving one month's notice in writing. Your settlement shall be done after 45 days from the date of resignation.
- You will be governed by the standing orders, rules and regulations of the company existing in force from time to time as applicable to other employee.
- You will use only the company email id & mobile number provide to you for company related works and communication with internal/customer/ suppliers etc. your services shall be utilized for Ace Precision Engineering without any additional remuneration.
- You will devote the whole time, attention and ability to the business of the company and will not engage
  in any other remunerative work/ part time work related to your official duties.
- During the tenue of your service with us or thereafter, you shall maintain utmost secrecy and shall not
  part with any documents, papers, leaflets, literatures and other information pertaining to the business of
  the group to any person or company except with the express written permission of the management.
- You shall not associate with the competitors in any manner what so ever. It is expected from employees
  not to seek employment with direct competitors on leaving the service of the company for a minimum
  tenure of five years.
- Your services are transferable from one or additional compensation.

(East) group or from one place without any

Veterinary Vaccinators Manufacturers & Exporters



- You will also be entitled leave of 26 working days every calendar year on pro rate basis on confirmation of your services,
  - a) Leave must be entertainment with prior approval
  - b) Any sick leave more than 2 days has to be supported by medical certificate
- 12. You will be entitled to paid Govt. & company holidays as per the company policy.
- 13. Your appointment is subject to:
  - a) You being declared and remaining medically fit by a Medical Officer authorized by the company or by a doctor specified by the company. The management has the right to get you medically examined by any certified medical practitioner during the period of your services.in case you are found medically unfit to continue with the job, you will lose your lien on the job.
  - b) Verification of your references and character certification from your previous employer.
  - c) If at any time it emerges that any information furnished by you in your application for employment or during the selection process were false or incorrect or unsatisfactory or that any material or relevant information had been suppressed or concealed or exaggerated willfully, this offer and any appointment pursuant hereto will be considered ineffective and irregular, and will be liable to be terminated bye the company without any notice or any compensation in lieu thereof, without prejudice to the right of the company to take disciplinary action against.
- 14. All other terms & conditions of appointment shall be as per annexure "A" attached here to, which forms an integral part of this letter.

Kindly sign and return the duplicate copy of this letter to us as a token of your acceptance of the terms and conditions of your appointment.

Thanking You,

Your Faithfully

For, ACE PRECISION ENGINEERING

**| Agree** 



Email veternary@aceprecision.in



HDB Financial Services Limited 2nd Floor, Wilson House, Old Nagardas Road, Near Amboli Subway, Andheri East, Mumbai - 400069

Tel.: 022 - 7945 5000 Email: hdb.hrcompliance@hdbfs.com

Web: www.hdbfs.com

CIN - U65993GJ2007PLC051028

August 21, 2023

Ref:HDBFS/23-24/HRIC596062/Appt/348158

Mr. Khan Saif Sarwar Ali, Mumbai

Dear Khan Saif,

### LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR TELECALLING OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

#### Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) You are initially assigned to our branch at MIRA ROAD. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other department, office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the existence of walls.

Mira Road

eSigned using Aadhaar (Leegality com Registered Office: Radhika, 2nd Floors aw Garden Food, Navrangpura, Ahmedabad-380 009.



- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regards shall be final.
- Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompeter contains of duty on your part.

m) In the event of any allegation of miscond against you as per its rules in this regard.

using Aadhaar



- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

u) You shall not, at any time during the course of the ployment and any time after the termination of your employment with the Company, make the statements representation, post commentary, content or image or communicate in writing, orally or otherwise of take any action directly or indirectly in public or private,

ed using Aadhaar



in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 5, 2023.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

- a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Corporate Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.

Ashish Ghatnekar

Chief - People & Operations

AGREED AND ACCEPTED

eSigned using Aadhaar (Leegality.com - DRu1l1n) Khan Saif Sarwar Ali

Date: Wed Aug 23 09:35:44 IST 2023

Mr. Khan Saif Sarwar Ali



### Annexure A

HDB FINANCIAL BERVICES	Compensation Breakup	
Salutation	Mr.	
Name	KHAN SAIF SARWAR ALI	
Role	SENIOR TELECALLING OFFICER	
Location	MUMBAI	
Reporting to	CENTRE HR MANAGER	
Date of Offer	21-Aug-2023	
Annual Compensation Break up		HDBFS Monthly
Basic	66,000	5,500
HRA	26,400	2,200
Other Allowance	1,03,284	8,607
Provident Fund (Employer's contribution)	20,316	1,693
Gross Salary (A)	2,16,000	18,000
ESIC (Employer's contribution)(B)	6,360	
Gratuity (C)	3,180	
Total Fixed Compensation (D=A+B+C)	2,25,540	18,795
Note		
This Offer is subject to positive reference che consent for candidature of the Company will your Credit report.	ecks & Credit Bureau check. Your be considered as consent for accessing	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Employee and Employer's contribution towar respectively	rds ESI will be 0.75% & 3.25%	
You will be entitled to Performance Incentive	e Plan as per Company Policy	
Gratuity is as per "The Payment of Gratuity	Act".	
Insurance as per Company Policy.		

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar (Leegality.com - DRu1l1n) Khan Saif Sarwar Ali

Date: Wed Aug 23 09:35:44 IST 2023

Khan Saif Sarwar Ali

Achatha

Ref:HDBFS/23-24/HRIC596062/Appt/348158



## 348158



Composite Declaration Form Form -11 (To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) & Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member				K	han Sa	ait	f Sarw	ar Ali		
2	Fathers' Name Spouse's Name				Khan Sarwar Ali						
3	Date of Birth (DD/MI	M/YYYY)			07	07/02/1999					
4	Gender: (Male/Fema	le/Transger	der)		Male						
5	Marital Status(Married	I/Unmarried/\	Vidow/Widov	ver/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:				khansaif225566@gmail.com 9305352626						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY			DD/MM/YYYY)		2/08/202	78.				
	KYC Details (attach a) Bank Account No		copies of fol	lowing KYCs)	42	2457700	25	5			
	b) IFS Code of the branch:				K	KBK000	14	118			=
8		c) AADHAAR Number:			81	7686990	93	2			
	d) Permanent Acco		N), if availa	able	D	WXPA0	14	15J			
9	Whether earlier a m Fund Scheme, 1952		mployees' P	rovident		Yes		No [	~		
10	Whether earlier a m Scheme, 1995 ?	ember of E	mployees' P	ension		Yes		No [	V		
	Previous employr	ment detai	ls [if Yes	to 9 &/or 10	abo	ve] - Un-exe	mpt	ed			
	Establishment Name & Address	Universal Num		PF Accour Number		Date of joini (DD/MM/YYY		Date of exit (DD/MM/YYYY		PPO Number (if issued)	Non Contri- butory Period (NCP) Days
11											
_	Previous employ	ment deta	ile lif Yes	to 9 &/or 10	0 abo	ovel - For Exe	mp	ted Trusts			
	Establishment Address	Name &	Univers	al Account	M	lember EPS /C Number	Dat	te of joining D/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contri- butory Period (NCP) Days
12											
	a) Internationa	l Worker:		6	gree (	College	]	No	V		
13	b) If yes, state co (India/Name of c) Passport No.	ountry of ori of other cou	gin ntry)	R. Tiwari	Mira	Road Puls, Comin				<u> </u>	

#### UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- In case of changes in above details, the same will be intimated to employer at the earliest.

eSigned using Aadhaar (Leegality.com - DRu1l1n) Khan Saif Sarwar Ali

Date: Wed Aug 23 09:35:44 IST 2023

Signature of Employer with Seal of Establishment

Signature of the Member

Date: 23-Aug-2023 MUMBAI

Date:

### **DECLARATION BY PRESENT EMPLOYER**

A.	A. The member Mr./Ms./Mrs.	has joined on
	and has been allotted PF Number	and UAN
В.	B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS	5, 1995:
	• Please Tick the Appropriate Option:	
	The KYC details of the above member in the UAN database	
	Have not been uploaded	
	Have been uploaded but not approved	
	Have been uploaded and approved with DSC.e-sign	
C	C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1	995:
	<ul> <li>Please Tick the Appropriate Option:</li> </ul>	
	The KYC details of the above member in the UAN database hat transfer request has been generated on portal.	ive been approved with E-sign/Digital Signature Certificate and
	The previous Account of the member is not Aadhaar verified a	and hence physical transfer form shall be initiated.
	Schal S	bai is Akade

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.





घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size phtographs to be attached with the form. This form is free of cost.

बीमाकृत व्यक्ति के विवरण (क)

INSURED PERSON'S PARTICULARS (A)

1. बीमा संख्या∕Insurance No.					
2. नाम (स्पष्ट अक्षरो में) Name in block letters	Kh	an S	Sai	Sarwa	ar Ali
3. पिता/पति का नाम Father's/Husband's Name	KI	nan	S	arwa	r Ali
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month		5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित विश्ववा M/U/W
	07	02	99	6.लिंग∕Sex	पु.म./М.F.
7. वर्तमान पता / Present Addre A/504 Chheda Amrit L Pooja Nagar Mira roa Thane, Maharashtra पिन कोड Pin Code	td d E	Po Th Qr Pin	oja N oja N ane,N कोड Code	T/Permanent hheda Amr agar Mira । Maharashtra 4 0 1 1	it Ltd road E
शाखा कार्यालय Branch Office			षधालय spens		

नियोजक के विवरण (ख)

(B) **EMPLOYER'S PARTICULARS** 

Offer Ref # 348158

10.नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	22	08	2023
12. यदि पहले नियोजन में रहे हैं तो ह In case of any previous emplo	कृपया निम्नलिखि yment please f	त ब्योरे दीजिए ill up the detail	s as unde
12. यदि पहले नियोजन में रहे हैं तो ह In case of any previous emplo (क) पिछली बीमा संख्या (a) Previous Ins. No.	कृपया निम्नलिखिः yment please f	त ब्योरे दीजिए ill up the detail	s as unde
In case of any previous emplo (क) पिछली वीमा संख्या	कृपया निम्नलिखि yment please f	त व्येरि दीजिए ill up the detail	s as unde
In case of any previous emplo (क) पिछली वीमा संख्या (a) Previous Ins. No. (ख) नियोजक कूट संख्या	yment please fi	त ब्योरे देजिए ill up the detail	s as unde

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौरे। (c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address	
Sarwar Ali Khan Jamil Ahmed Khan	Father	A/504 Chheda Amrit Ltd,Pooja Nagar Mira road E,Thane,401107	

मैं एतद्द्वारा घोषणा करता∕करती हूं कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूं/देती हूं।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर Counter signature by the employer

सील सहित हस्ताक्षर

Signature with seal



बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान Signature /T.I.of IP.

Date: Wed Aug 23 09:35:44 IST

(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

क्र.सं. SI. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	रहे । Wheth	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		तो आवास न दर्शाएं te Place of dence
		date of mining form		हाँ/Yes	नहीं∕No	कस्बा/Town	राज्य/State
1	Nusrat Sarwar Ali Khan	05-01-1977	Mother	Yes			
2	Sarwar Ali Khan Jamil Ahmed Khan	20-05-1975	Father	Yes			
		7.5	100				

क.रा.बी. निगम अस्थायी पहचान पत्र

(नियुक्ति की तारीख से 3 महीने तक वैध) (Valid for 3 month from the date of appointment)

नाम/Name	Khan Saif Sarwar Ali		
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date 22-08-2023 of appointment		
शाखा कार्यालय Branch Office	औषघालय Dispensary	egree College	फोटों के लिए स्थान (Space for photograph)
नियोजक की कूट संख्या व पता Employer's Code No. & Address	T. I.	Mira Road	

## अनुदेश INSTRUCTIONS

- फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है। Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- 2. "कुटुम्ब" से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति
  के उपार्जनों पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री,
  (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति
  के उपार्जनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनयम, 1948 की धारा 2 के खंड 11 को देखें)।

"Family" means all or any of the following relatives of an Insured Person namely:-

(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.

- उ पहचान-पत्र अहस्तान्तरणीय है। Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।
   Loss of Identity Card be reported to Employer/Branch Manager immediately.
- 5. किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है। Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- 6. नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।

  This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- 7. बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (मिहला कर्मचारी के लिए)। As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देंखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।
   For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

	केवल शाखा कार्यालय में प्रयोग हेतु For Branch Office Use only
1.	बीमा संख्या आवंटन की तारीख : Date of allotment of Ins. No. :
2.	अस्थायी पहचान पत्र जारी करने की तारीख : Date of Issue of T.I.C. :
3.	औषधालय का नाम∕संख्या : Name /No. of Dispensary :
4.	क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें : Whether reciprocal Medical arrangements involved, if yes, please indicate :
	शाखा प्रबन्धक के हस्ताक्षर (East)

क्र.सं. SI. No.	नाम Name	फार्म भरने के राष्ट्रिक को आयु/जन्म-तीर्भ Date of Birth/Age as on date of filling form	कर्जुंचार्र के साथ नातेदारी 19 Examinationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं, तो आवास का स्थान दर्शाएं If' No, state Place of Residence	
				हाँ/Yes	नहीं∕No	कस्वा/Town	राज्य/State
- 4	Nusrat Sarwar Ali Khan	05-01-1977	Mother	Yes			
2	Sarwar Ali Khan Jamil Ahmed Khan		Father	Yes			
es	igned using Aadhaar						



## **PROPERTY SERVER**

"The keys to your home"

## Appointment Letter

Date: 20 August 2022

Dear,

#### SANIYA KHALID ANSARI

We are pleased to inform you about your selection to work with **Property Server** as a **Maintenance Technician.** 

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility:Performs routine maintenance and repairs on properties & Responds to maintenance requests and emergencies.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 20 August 2022
- 5. Remuneration INR 8,500/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and fellow the same during the appointment.

Regards

**Authorized Signatory** 

**Property Server** 

( 9702 35144) 7977186795

Office No. - 4, Arihant Plaza, Ramdev Park Boad, Mira Road (E), Thane - 401105

# NURTURE

#### **COMMERCE ACADEMY**

Develop a passion for learning...

### **Appointment Letter**

Date: 05/01/2023

Dear,

Keshav Vindhyachal Chaurasiya

We Would like to congratulate you for your position in our **Nurture** has a **Social Media Handler.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.6 Lakh Per Annum, variable component of Rs.60 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 09/01/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

7738457876 \$ 93237 72475

www.nurturecommerceacademy.in



Date: 24th February 2023

Name: CHOURASIA SASWAT VIJAY

Dear SASWAT,

On behalf of **Mentor Academy**, we are pleased to offer you the position of **Marketing executive**. Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 25<sup>th</sup> March 2023. Please contact us immediately if you require an alternative joining date.

Designation: Marketing executive.

Working Hours: Your working hours will be from 10 pm to 6 pm.

Salary: ₹ 9000/month.

Your role & responsibilities are defined below:

Marketing Executives play a crucial role in driving enrollment growth and enhancing brand visibility for private academies. By developing innovative marketing strategies, leveraging digital and traditional channels effectively, and fostering relationships with stakeholders, they contribute to the academy's success in attracting and retaining students

We welcome you to our company and wish you a long and successful career with us.

Best Wishes

-gs

See College of Artis Commander College of Artis Col

Yours sincerely,

MENTOR ACADEMY

## upGrad



Offer: Receptionist

Date: 18/10/2022

Upgrad

Dear: Saroja Babji Jellala

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of "Receptionist'.

Start Date: 20-10-2022

Your gross salary including all benefits will be 10,200/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 8 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Receptionist'.

Sincerely,

**Upgrad** 

Founder & CEO





© CALL US: 7678082311 / 7678084511

VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 19th, November, 2022

Name: BARUN REEMA AVADHRAM

Subject: Appointment Letter for the Post of Receptionist

#### Dear Reema,

Based on our interview that we had we are pleased to appoint you as a **Receptionist** in our Catalyst Academy with effect from 25th, November, 2022 on the following terms & conditions.

Designation: Receptionist Salary: Rs. 9,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

### Your role & responsibilities are defined below:

Providing excellent customer service to students, parents, and visitors by addressing their needs and concerns courteously and efficiently. Being attentive and responsive to inquiries and requests to ensure a positive experience for all. Sorting and distributing incoming mail, packages, and deliveries to the appropriate recipients. Coordinating outgoing mail and shipments as needed.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.





#### GeBBS Healthcare Solutions Pvt. Ltd.

Level 5, Tower 1, Phase II, Raiaskaran TechPark, Andheri Kurla Road, Sakinaka, Mumbai 400072.

#### OFFER LETTER

Date: 20th June 2023

Dear Mohd Mukammil Mumtaz Khan,

Based on our recent discussions with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

You shall be designated as an AR Associate

Your Date of Joining would be: 21st June 2023

Your Yearly CTC (A+B+C) would be: Rs 328786/-

In Addition, you will have an Earning potential of min Rs 0 and max Rs 5000 per month as a performance incentive based on your floor performance with respect to the set parameters.

"The incentive scheme is effective only post-production".

To enable the completion of this process, you would be required to submit the following documents:

- 1. Academic Marksheets & Certificates SSC / HSC / Diploma / Graduation / Post Graduation (as applicable)
- 2. Provisional Certificate If any
- 3. Appointment Letter / Offer Letter / Last Increment Letter from previous employer
- Relieving letter / Experience certificate / Resignation Proof from previous employer
- 5. Last 3 month's pay slip / salary certificate from previous employer
  6. Address proof (Passport / Electricity Bill / Ration Card / Voter ID / Lease Agreement/ Aadhaar Card)

  7. Photo ID Pass (Passport / Electricity Bill / Ration Card / Voter ID / Lease Agreement/ Aadhaar Card)
- 7. Photo ID Proof Pan Card & Aadhaar Card
- 8. 5 passport size recent color photographs
- 9. In case of Name change please furnish Marriage Certificate or Name change affidavit.
- 10. Covid 19 Vaccine Certificate

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification. Yours sincerely,

Vice President - Human Resources Amit Nainani

Candidate's Signature

istered Office

ndSpace", Building No.3, 1st Office Level, Thane - Belapur R li, Navi Mumbai 400 708



Tel: +91-22-3941 www.gebb



#### Offer cum Appointment Letter

Name: Neeraj Chaurasiya

DOJ: 19-Oct-2023 DOB: 15-Jul-2003

Aadhaar number: 896931941988

#### Dear Neeraj,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "Customer Service Executive - Operations" on the following terms and conditions with effect from DOJ: 19-Oct-2023

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

#### **Our Values and Culture:**

- -Agility Ability to move quickly and easily. Finding ways to complete tasks faster.
- -Collaboration Work as a team and collaborate to achieve common goals.
- -Integrity Create an honest, trusting environment and share accountability.
- -Customer Focus Concentrate both on Internal Customers (Employees & Vendors) and External Customers (People that we talk to who are not a part of Epicenter).
- -Innovation Share process improvement ideas across all levels and evolve constantly in the dynamics of a fast-paced business.
- Compensation & Benefits: The compensation and benefit program applicable to your band is enclosed for your reference. Please note
  that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality
  with outmost seriousness.
  - I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time.
  - II. You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory quidelines.
  - III. You will be entitled to gratuity in accordance with the rules governing such payment.
  - IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.
- 2. Transfer: Your services can be transferred by the company in such capacity, as the company may from time to time determine, from
  - -One location to another.
  - -One department to another.
  - -One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your parents.

During your employment with the Company you will agree to registion any project that you are assigned to , irrespective of technical platforms/skills and nature of the project. If necessary, you may also be registed to work shifts. Failing to do so can lead to termination of

employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

- 3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
- 4. Working hours, holidays and leave: You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
- 5. Health Examination: You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
- 6. Proof of Age: You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
- 7. Past Record: If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
- 8. Confidentiality & Secrecy: During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
- 9. Use of company resources: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You are expected to use the IT assets assigned to you like System, Laptop, etc. judiciously. In the event, the same is found to be physically damaged or tampered, you are likely to be asked to compensate for the same as deemed necessary by Epicenter.
- 10. Intellectual Property: If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
- 11. Alternative Employment: During the course of your impleyment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service whether for remuneration or otherwise.
- 12. Code of Conduct: Epicenter prides itself as a company with the Shighest order of ethical conduct in its dealing with customers, suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand

this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.

For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.

- 13. Roles & Responsibilities: Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
- 14. **Probation and Confirmation**: You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
- 15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
- 16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.

The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.

- 17. No Poach In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
- 18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools,accessories, formulae, documents,specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the services of the Company.
- 19. Any Unauthorized absence: As detailed in the Attendance and Employee Separation Policy, would attract consequences which might include Termination of services. Termination on Absconding (NCNS? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.
- 20. **Retirement:** You will retire from your service with the Company upon attaining the age of Sixty years. However, you may be retired at any age before Sixty years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement to the last working day of the calendar month in which your 60th birthday falls.

Mira Road (East) I. For a period of one year after the termination of this agreement, directly or indirectly solicit to provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provided any service as an employee of the Company during the five years prior to my leaving,

II. For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;

III. Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. Other Terms & Conditions: Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

I. The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the right to seek references from your current/previous employer(s) at any stage.

II. The Company receives a satisfactory report following a medical examination, if found necessary, by a doctor nominated by the Company.

III. The Company receives a copy of all your education and professional qualification certificates.

IV. The Company receives a copy of the relieving letter from your previous employer.

V. A positive background Verification report, conducted based on the information provided by you In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company will also apply to you.

Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.

**Authorized Signatory Human Resources** 

College Mira Road ocument

#### Compensation & Benefit Plan

Name: Neeraj Chaurasiya

**Designation:** Customer Service Executive

Band: 6

Date: 19-Oct-2023

Component	Annually	Monthly
Basic	105972	8831
House Rent Allowance	47688	3974 0 0 0 0 0 0 0 293 32 0
eave Travel Allowance	0	
Professional Development Reimbursement	0	
Car Maintenance Reimbursement	0	
Corporate Attire Reimbursement	0	
Mobile Handset Reimbursement	0	
Communication Reimbursement	0	
City Compensatory Allowance	3516	
Books & Periodicals	384	
Food Coupon	0	
Statutory Bonus	14208	1184
A) Fixed Earnings	171768	14314
Login / Attendance Incentive*	19068	1589
Performance Incentive *	0	0
B) Variable Earnings	19068	1589
PF Employee Contribution	14892	1241
ESI Employee Contribution	1440	120
Professional Tax	2500	200
C) Employee Deductions	18832	1561
	190836	15903
D) Gross CTC (A+B)	152936	12753
Fixed Take Home (excluding Incentives) (A-C) Net Take Home (including incentives) (pre-tax) (D-C)	172004	14342
Statutory Benefits		FE
PF Employer Contribution	14892	1241
ESI Employer Contribution	6204	517
Mediclaim Insurance	0	0
E) Additional Cost to Company for Employee Benefits	21096	1758
TOTAL CTC (Cost To Company) (D+E) (INR)	211932	17661

- \* Variable Earnings (LOGIN /ATTENDANCE and PERFORMANCE INCENTIVE) if applicable, will be paid as per the incentive policy and guidelines for the process / department that the employee has been assigned to.
- \*\* Tax exemption can be availed for the Reimbursements listed above. Please note these reimbursements although paid out on a monthly basis, will be subject to Tax unless relevant bills are submitted to the finance team as per timelines.
- 1. Besides the above particulars, you will also be eligible for the following additional benefits
- a. Gratuity Eligible on completion of 5 years of employment with the organization
- b. Personal Accident Insurance Eligibility as per the BANDS control
- se and up to 2 Children (ESIC exempted) c. Mediclaim Insurance coverage if mentioned above is far Employee, Spo
- d. Term Insurance Eligibility as per the BAND, (only premplifyee)
- 2. Epicenter Technologies Pvt. Ltd. has the absolute run in its sole discerton, to Interpret, Terminate, Modify, and Amend or Revise any of the components of compensation mentioned above.
- 3. All allowance(s) applicable will be paid as per the Eligibility and Relic Guidelines

- 4. The above compensation package will be subject to Income Tax Regulations and other relevant laws applicable from time to time
- 5. Compensation figures are CONFIDENTIAL in nature and should not be disclosed to anyone except for statutory reasons.
- 6. As per ESIC guidelines an existing employee can only be removed from ESIC coverage in April or October. During your tenure if your salary is revised and the new gross monthly take home crosses the statutory limit for ESIC benefits, you will be enrolled under Mediclaim but the deduction of your ESIC contribution (0.75 % on gross salary) will continue till the next Sep / Mar whichever falls early. This amount may not be displayed in your Annexure but will show in your salary slip during the deduction period (maximum 5 months)
- 7. Probation and Confirmation: You will be on probation for a period of six months from the date of appointment and you will be confirmed at the end of the probation period if your conduct and performance in the appointed position are found satisfactory. In case of unsatisfactory performance, your probation may be extended for 3 months.
- 8. Please reach out to your HR representative in case you have questions or need clarification.

#### **Policy Certificate of Receipt**

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Name: Neeraj Chaurasiya

Date & Time: 20-Oct-2023 6:39:46 PM Email ID: neerajchaurasiya7304@gmail.com

Device: Mobile

IP Address: 112.79.140.14





Date: 09 Sep 2021

Mr Sharad Baidyanath Mishra F/1-004 Rashmi ComplexMangal Nagar Near GCC ClubMira Road East Thane Pin-401107 401107

Employee No: 2187884 Dear Mr Sharad Baidyanath Mishra

#### **Fixed Term Contract**

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

- 1. On joining, your Employee Code would be 2187884.
- 2. You are hereby appointed as Telemarketing Officer for Two Year commencing from 09 Sep 2021 to 09 Sep 2023 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter 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.
- 3. 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.
- 4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. 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.
- 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.
- You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
- 7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services for one and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice the pay in such cases.
- 8. This contract may be terminated by employing to the other not less than one month's prior written notice.

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TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to proceed on leave at the time of receiving or giving such notice of termination or at any time thereafter. TeamLease shall also be entitled to terminate your services forthwith by paying one month's salary in lieu of notice.

- 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and ESI contribution, if applicable. 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 complete 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.
- 14. 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.

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 enclosed Letter duly signed in token of you having read, agreed, fully understood and accepted the terms and conditions of appointment. 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.

#### **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: SHARAD BAIDYANATH MISHRA



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



#### Salary Annexure

Employee No: 2187884

Particulars	Amount	
Basic	5500	
House Rent Allowance	2000	
Employer PF Contribution	1308	
ESIC - Employer	420	
Insurance	63	
Works Allowance	5401	
TotalAmount	14692	
Amount In Words(Rs)	Fourteen Thousand Six Hundred Ninety Two Rupees	

#### **Net Pay Annexure**

EARNINGS	Amount
Basic	5500
House Rent Allowance	2000
Works Allowance	5401
Gross Earnings	12901
DEDUCTIONS *	Amount
Employee ESI	97
Employee PF	1308
Total Deduction	1405
Net Salary	11496

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

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



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

<sup>\*\*</sup> 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



Dated: 09 Sep 2021

The Branch Manager

HDFC BANK LTD

#### Subject: Introduction Letter for Salary Account

Dear Sir,

We hereby confirm that below mentioned employee are bonafide employees of TeamLease Services Ltd, Bangalore and we would like to confirm the below details are as per our records.

SL No.	Emp. Code	Emp. Name	Location
1	2187884	Sharad Baidyanath Mishra	Mumbai

This letter is given to the above employee towards zero balance salary account activation purpose.

This letter is given subsequent out banking arrangements with HDFC Bank, Bangalore.

Company Name: TeamLease Services Ltd

Company Code: T0559

Request you to please do the needful .If any clarifications please write to sudhir.kumarhn@hdfcbank.com

Yours sincerely,

For TeamLease Services Ltd

1.

Authorised Signatory,

Name: Hari Krishna P L

Designation: Senior General Manager - Staffing Operations



Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment

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



#### 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://connect.teamlease.com/Learning

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



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

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## BIYANI'S SUPER ist when someone said, "We are in real need of some good Education... '

## OFFER LETTER

Date: - 20th October, 2021

Dear Pranita Bansode,

We are pleased to inform you about your selection to work with Biyani's Super 30 as Test Management.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter and contract carefully and reply within 10 working days after which the offer will be terminated for the given terms.

- 1. Responsibility: To coordinate with the time management team for the academic's portion completion, procuring the test paper and notes from respective teachers and there by setting and conducting all the required test properly.
- 2. Working Days: 6 days a week as per requirement.
- Duration for daily work: 12 P.m to 9.00 P.m. unless foreseen work load.
- Joining date: 22<sup>nd</sup> October, 2021
- Remuneration INR 8,500/- per month.
- 6. Notice period to be served: 02 months
- Salary will be issued on 10th of every month.
- There shall be no remuneration/compensation in case the employee leaves the institution/terminates the employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in details and agree to the given terms with signed offer letter and contract within 7 Days.

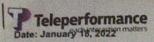
I Mr. /Ms./ Mrs. Pranita Bansode accept the offer of Biyani's Super 30 along with all details as mentioned above to work for the mentioned salary.

Signature of Employee



Authorized Signatory

Head Office: Shop No. 5, Janki Orchid, 90 Ft. Road, Opp. S. L. Porwal School, Bhayander (W), 401 101.



teleperformance.in

/company/TeleperformanceIndiaOfficial

/@TPIndiaOfficial

7 /TeleperformanceIndiaOfficial

Emp Temp Code: 2211810148873 Raghunath Tapankumar Ghosh

Room No 101 Jyoti Darshan Kharigaon Bp Road Bhayanadar East Mumbai - 401105. Maharashtra, India

#### Letter of Appointment

#### Dear Raghunath,

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- Voice. You are required to report for duties on January 18, 2022 ("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 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).

4th Floor, Landmark IT Park, Above McDonald's, Opp. Maxus Mall, Jain Mandir Road, Bhayandar (West), Thane - 401101,

Registered Office: Intelenet Towers, Plot CST No.1406 College College

Mira Road (East)



#### Offer cum Appointment Letter

Name: Rahul Bhoyalloo DOJ: 15-Sep-2023 DOB: 4-June-2002

Dear Rahul,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Zim Creator as "Creative head" on the following terms and condition with effect from 15-Sep-2023

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion. Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

#### Our Values and Culture:-

-People are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people withrespect and dignity is the cornerstone of our organization.

-Customers are the reason for our existence. We seek to add value in every transaction we have with the customer.

-Integrity will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.

-Teamwork and Togetherness will help us achieve great things and will be advanced without prejudice to reward and recognition ofindividual contribution.-We strive to instill a reengineering bent of mind across all levels of the organization to achieve Continuous Improvement, Quality and Innovation.

- 1. Promotion / Demotion: The Company has the right to Promote or Demote you to any designation at its discretion and the company willdecide your salary and allowances at the time of such change.
- 2. Working hours, holidays and leave: You will observe the working hours, holidays and leave rules as per the service rules applicable toyour category of employees.
- 3. Proof of Age: You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
- 4. Past Record: If any declaration given or information furnished by you to the company proves to be false or if you are found to havewillfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever. ee College

Mira Road (East)



14th September 2023

Sahil Shaikh

Phone No. 9653142857

Employee ID: 167

Dear Sahil,

Further to our discussion, the following is a summary of terms and conditions applicable to your association with THE PAPER KITE COMPANY. Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

You are appointed to the position of HR Recruiter.

Your appointment is effective from 4th September 2023 2.

You will be paid a salary of Rs. 10000 per month + incentives after completing your target of 8 Joiners.

You will not be entitled to take leaves in the first 6 months of your tenure. However, if you do so, the company will be entitled to deduct salary equivalent to the absence period. You have to submit medical proof in case of medical leave for more than a day.

The Company can ask you to leave in case of repeated holidays.

- You will have to give a written resignation with a notice period of 15 days before leaving to get your salary and relieving letter.
- You will have to complete your monthly target within your notice period to get your full salary post leaving the organization.

Salary will not be given if you abscond or leave without giving notice. If you leave On the spot then you will not be paid.

- Salary will be paid in FNF settlement after 45 days of leaving the organization with an experience letter only if you serve 15 days of 9. notice.
- You have to ensure that you complete at least 80% of your target every month. If you fail to do so then The Company can either 10. terminate you or deduct some part of your salary on non performing for continuous two to three months.

The company reserves the right to terminate your employment forthwith or without previous notice in the event of your absence of your work for more than 3 days, Integrity or if you do not complete your target for a longer period of time.

For The Paper Kite Company,



Geetanjali Bhatia

Date: 14th September 2023

Sahil Shaikh

Date: 14th September 2023





CALL US: 7678082311 / 7678084511

### VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 18th February, 2023

Name: BHATI JAYRAJ SINGH

Subject: Appointment Letter for the Post of Assistant teacher:

Dear Jayraj

Based on our interview that we had we are pleased to appoint you as an Assistant teacher in our Catalyst Academy with effect from 20<sup>th</sup> February, 2023 on the following terms & conditions.

Designation: Assistant teacher: Salary: Rs. 10,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

### Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.





Date: 09th August 2022

Name: KAZI ALEENA ABDUL REHMAN

Dear KAZI,

On behalf of **Mentor Academy**, we are pleased to offer you the position of <u>Assistant teacher</u>: Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 19<sup>th</sup> August 2022. Please contact us immediately if you require an alternative joining date.

Designation: Assistant teacher:

Working Hours: Your working hours will be from 10 am to 7 pm.

Salary: ₹ 9,500/month.

Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance .Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program

We welcome you to our company and wish you a long and successful career with us.

Best Wishes

-gl



Yours sincerely,

MENTOR ACADEMY

## upGrad



Offer: Marketing Executive

Date: 01/11/2022

**Upgrad** 

Dear: Simran Kishore Kanojia

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Marketing Executive'

Start Date: 02-11-2022

Your gross salary including all benefits will be `11,600/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Marketing Executive'

Sincerely,

Upgrad

Founder & CEO



# NURTURE

**COMMERCE ACADEMY** 

Develop a passion for learning...

**Appointment Letter** 

Date: 01/03/2023

Dear,

Kunal Sanjay Solanki

We Would like to congratulate you for a position in our **Nurture** as a **Receptionist.** This is a full time job of a duty of 7 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1 Lakh Per Annum, variable component of Rs.48 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 06/03/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture



Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

77384 57876 / 93237 72475

www.nurturecommerceacademy.in



## PROPERTY SERVER

"The keys to your home"

### Appointment Letter

Date: 07 July 2022

Dear,

#### NASHRA FATIMA FARHEEN MIRZA BAIG

We are pleased to inform you about your selection to work with **Property Server** as a **Maintenance Technician.** 

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Performs routine maintenance and repairs on properties & Responds to maintenance requests and emergencies.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 07 July 2022
- 5. Remuneration INR 11,500/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

R

Regards

Authorized Signatory

**Property Server** 

@ 97022 35°11-27977186795

Office No. - 4, Arihant Plaza, Ran Eleminaroku Road, Mira Road (E), Thane - 401105

## upGrad



Offer: Marketing Executive

Date: 01/11/2022

**Upgrad** 

Dear: Rakesh Mahesh Suthar

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Marketing Executive'

Start Date: 02-11-2022

Your gross salary including all benefits will be `10,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Marketing Executive'

Sincerely,

**Upgrad** 

Founder & CEO



# NURTURE

COMMERCE ACADEMY

Develop a passion for learning...

### **Appointment Letter**

Date: 05/01/2023

Dear, Mohd Faisal Shaikh

We Would like to congratulate you for a position in our **Nurture** as a **Marketing Executive.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.8 Lakh Per Annum, variable component of Rs.90 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 09/01/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture



Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

77384 57876 / 93237 72475

www.nurturecommerceacademy.in



+91 887 996 6404 wecare@supercleaners.in Mira Bhayandar, Maharashtra

#### **Greetings!**

I hope this letter finds you well. I am writing to confirm and verify my status as a self-employed individual and the owner of Super Cleaners, which I established on 29 November, 2022. I wish to provide this letter as proof of my self-employed status for any necessary documentation or verification purposes.

I, Sumit Bhandary, am the sole proprietor of Super Cleaners. In this capacity, I am responsible for all aspects of my business, including but not limited to business operations, client relations, financial management, and compliance with all relevant laws and regulations.

As a self-employed individual, I have the freedom and flexibility to manage my work schedule, make decisions regarding my business, and bear all the responsibilities and risks associated with entrepreneurship.

I trust that this information will be sufficient to establish my self-employment status.

Thank you for your attention to this matter, and I appreciate your assistance in confirming my self-employed status.

Regards,



Sumit Bhandary
CEO



## upGrad



Offer: Marketing Executive

Date: 30/10/2022

**Upgrad** 

Dear: Sahil Bhavanand Thakur

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Marketing Executive'

Start Date: 02-11-2022

Your gross salary including all benefits will be `10,500/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Marketing Executive'

Sincerely,

Upgrad

Founder & CEO





© CALL US: 7678082311 / 7678084511

VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 25th July, 2022

Name: BHUL PRASHANT RAMSINGH

Subject: Appointment Letter for the Post of Receptionist

### Dear Prashant,

Based on our interview that we had we are pleased to appoint you as a **Receptionist** in our Catalyst Academy with effect from 1st August, 2022 on the following terms & conditions.

**Designation: Receptionist** 

Salary: Rs. 10,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

It is imperative that the targets assigned to you every month are met & exceeded and this would be a critical parameter for your appraisal for the next year.

## Your role & responsibilities are defined below:

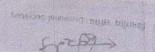
Providing excellent customer service to students, parents, and visitors by addressing their needs and concerns courteously and efficiently. Being attentive and responsive to inquiries and requests to ensure a positive experience for all. Sorting and distributing incoming mail, packages, and deliveries to the appropriate recipients.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Mira Road (East) Co

Yours Sincerely, Catalyst Academy.



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DATE-01/09/2020

TO,

MR SUNDAR SURAL DUBEY
E 6 705/706 GAURAV CITY
BEVERLY PARK NEAR CINEMAX

MIRA ROAD EAST

SUB- OFFER LETTER

DEAR MR SUNDAR'S DUBEY

WE ARE PLEASED TO APPOINT YOU AS A TELECALLER-COLLECTION SUPERVISOR IN OUR ORGANISATION. YOU WOULD BE HANDLING THE ALLOCATED CASES OF YOUR TEAM WORKING ON THE CREDIT CARDS / LOANS RECOVERY PROCESS. YOUR JOINING DATE WILL BE CONSIDERED AS 1ST SEP 2020.

YOU WILL BE REQUIRED TO REPORT THE DAILY MIS AND ALSO BE RESPONSIBLE FOR ACHIEVING. THE TARGET ASSIGNED TO YOU CO-ORDINATING VARIOUS OUTDOOR ACTIVITIES LIKE FIELD VISITS BY FOS, CUSTOMER VISITS AT VARIOUS PLACES WOULD BE YOUR RESPONSIBILTY.

THE REMUNERATION TO BE PAID TO YOU WILL BE RS 11000/(ELEVAN THOUSAD ONLY)
MONTHLY AND ADDITIONAL INCENTIVES AS DECIDED PERIODICALLY UPON ACHIEVEMENT
OF ASSIGNED TARGETS.

YOU WILL NEED TO SERVE 30 DAYS NOTICE, IN CASE YOU WISH TO LEAVE THE ORGANISATION ELSE SALARY WOULD BE ADJUSTED ACCORDINGLY. SALARY DATE WILL BE THE  $10^{14}$  OF EVERY MONTH FOR THE PREVIOUS MONTH.

WE WISH YOU THE VERY BEST AND HOPE YOU WILL EXCEL IN YOUR ENDEAVOUR AND ACHIEVE THE GOALS ASSIGNED TO YOU.

WARM REGARDS,

FOR CELLNET COMMUNICATIONS



CELLNET COMMUNICATIONS 1\* Floor, BUNGLOW NO 2., GARDENVIEW CHS., KULUPWADI,
BORIVALI EAST, MIMBAI 400 066
+91 9819891701, email: azzem@cellnetcommunications.in, azzembasit@yahoo.com



## upGrad



Offer: Graphic Designer

Date: 09/10/2022

**Upgrad** 

Dear: Sushmita Rupesh Tiruwa

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Graphic Designer'

Start Date: 11-10-2022

Your gross salary including all benefits will be `10,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 7 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Graphic Designer'.

Sincerely,

Upgrad

Founder & CEO



# NURTURE

### COMMERCE ACADEMY

Develop a passion for learning...

### **Appointment Letter**

Date: 04/01/2023

Dear,

Naaz Parvin Mohammad Nafis Shaikh

We Would like to congratulate you for a position in our **Nurture** as a **Graphic Designer.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 2.4 Lakh Per Annum, variable component of Rs. 1 Lac per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 09/01/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (F) - 401107

7384 57876 193237 72475

www.nurturecommerceacademy.in

## upGrad



Offer: Sales Executive

Date: 01/08/2022

**Upgrad** 

Dear: Anshika Sanjay Tiwari

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Sales Executive'

Start Date: 04-08-2022

Your gross salary including all benefits will be `11,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Sales Executive'.

Sincerely,

Upgrad

Founder & CEO





Date: 24th September 2022

Name: KHAN FIZA ABDULKALAM

Dear FIZA,

On behalf of Mentor Academy, we are pleased to offer you the position of Receptionist. Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 03<sup>rd</sup> October 2022. Please contact us immediately if you require an alternative joining date.

Designation: Receptionist.

Working Hours: Your working hours will be from 9 am to 8 pm.

Salary: ₹ 10,250/month.

Your role & responsibilities are defined below:

Providing excellent customer service to students, parents, and visitors by addressing their needs and concerns courteously and efficiently. Being attentive and responsive to inquiries and requests to ensure a positive experience for all. Sorting and distributing incoming mail, packages, and deliveries to the appropriate recipients. Coordinating outgoing mail and shipments as needed

We welcome you to our company and wish you a long and successful career with us.

Best Wishes

Yours sincerely,

MENTOR ACADEMY

## upGrad



Offer: Sales Executive

Date: 01/12/2022

**Upgrad** 

Dear: Deepak Lalchandra Tiwari

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Sales Executive'

Start Date: 05-12-2022

Your gross salary including all benefits will be `10,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Sales Executive'.

Sincerely,

**Upgrad** 

Founder & CEO





# **PROPERTY SERVER**

"The keys to your home"

#### Appointment Letter

Date: 11 June 2022

Dear,

MEHANK VISHAL JAIN

We are pleased to inform you about your selection to work with **Property Server** as a **Property Manager**.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Oversee all aspects of property operations & Develop and implement property management plans.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 11 June 2022
- 5. Remuneration INR 10,000/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

Regards

Authorized Signatory

**Property Server** 

@ 97022 35111 / 7977186795

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Office No. - 4, Arihant Plaza, Range Park Anad, Mira Road (E), Thane - 401105

Mira Road

# NURTURE

#### COMMERCE ACADEMY

Develop a passion for learning...

#### **Appointment Letter**

Date: 05/01/2023

Dear, Nafisa Kadar Shaikh

We Would like to congratulate you for a position in our **Nurture** as a **Marketing Executive.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.8 Lakh Per Annum, variable component of Rs.90 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 09/01/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture

Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

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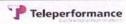
www.nurtureedningerceacademy.in



#### DOC-20230707-...







Date: July 07, 2023

Emp Temp Code: 2211810163561 Tushar Prakash Singh

8-103 unique Ourum Poonam Garden, Mira Road Thane - 401107. Maharashtra, India

Contact No: +919167064016

Letter of Appointment

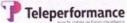
#### Dear Tushar,

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 1 and you will be designated as Customer Service Associate-Voice. You are required to report for duties on July 07, 2023 ("Joining Date") at 9:30 AM or as per the agreed time during work hours.

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.
- 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 lobs 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 While your initial place of posting will be at an agreed place/company's children and the promoters or transferred to any department/office anywhere in india/Coverseas, 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, to 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 fall to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absonding" and further disciplinary action will also be inhated against your towned the Company may at its sole discretion relieve your divides anything during the profice period. 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

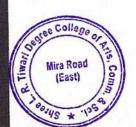


assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase 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.

You are required to always maintain the highest standard of confidentiality towards Company You are required to always maintain the highest standard or confidentiating towards company which includes but not limited to documents, files, records, customer details, project plans, developments, execution process, contracts, billing information, quality metrics, financial information. Company etc. relating to business of the Company, which is proprietary to the Company alclients and other information relating to the business of the Company which may be known, proconfided 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





21st August 2023

Usama Ansari

Phone No. 9970109751

Employee ID: 164

Dear Usama,

Further to our discussion, the following is a summary of terms and conditions applicable to your association with THE PAPER KITE COMPANY. Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

You are appointed to the position of HR Recruiter. 1.

Your appointment is effective from 21st August 2023 2.

You will be paid a salary of Rs. 11000 per month + incentives after completing your target of 8 Joiners.

You will not be entitled to take leaves in the first 6 months of your tenure. However, if you do so, the company will be entitled to deduct 4. salary equivalent to the absence period. You have to submit medical proof in case of medical leave for more than a day.

The Company can ask you to leave in case of repeated holidays. 5.

- You will have to give a written resignation with a notice period of 15 days before leaving to get your salary and relieving letter.
- You will have to complete your monthly target within your notice period to get your full salary post leaving the organization.

Salary will not be given if you abscond or leave without giving notice. If you leave On the spot then you will not be paid.

- Salary will be paid in FNF settlement after 45 days of leaving the organization with an experience letter only if you serve 15 days of 9.
- You have to ensure that you complete at least 80% of your target every month. If you fail to do so then The Company can either terminate you or deduct some part of your salary on non performing for continuous two to three months.

The company reserves the right to terminate your employment forthwith or without previous notice in the event of your absence of your work for more than 3 days, Integrity or if you do not complete your target for a longer period of time.

For The Paper Kite Company,



SGeetanjali Bhatia

Date: 21st August 2023

**Usama Ansari** 

Date: 21st August 2023



@ CALL US: 7678082311 / 7678084511

VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 24th April, 2023

Name: CHAKRABARTI AANKIT SUDIP

Subject: Appointment Letter for the Post of Marketing Executive

Dear CHAKRABARTI AANKIT,

Based on our interview that we had we are pleased to appoint you as a Sales & Marketing representative in our Catalyst Academy with effect from 29th April, 2023 on the following terms & conditions.

Designation: Marketing Executive

Salary: Rs. 10,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

It is imperative that the targets assigned to you every month are met & exceeded and this would be a critical parameter for your appraisal for the next year.

#### Your role & responsibilities are defined below:

Marketing Executives play a crucial role in driving enrollment growth and enhancing brand visibility for private academies. By developing innovative marketing strategies, leveraging digital and traditional channels effectively, and fostering relationships with stakeholders, they contribute to the academy's success in attracting and retaining students

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.

B

Yours Sincerely, Catalyst Academy.





# PROPERTY SERVER

"The keys to your home"

#### Appointment Letter

Date: 11 Nov 2022

Dear,

#### AMAN NIRAJ HANSORA

We are pleased to inform you about your selection to work with <u>Property Server</u> as a Maintenance Technician.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility:Performs routine maintenance and repairs on properties & Responds to maintenance requests and emergencies.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 11 Nov 2022
- 5. Remuneration INR 10,000/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

K.

Regards

Authorized Signatory

**Property Server** 

97022 35111 797186795

Office No. - 4, Arihant Plaza, Ramite

, Mira Road (E). Thane - 401105



© CALL US: 7678082311 / 7678084511

VIII to X

SCHOOL SECTION: SSC, CBSC & ICSC

XI & XII

Date: 7th January, 2023

Name: CHANDEL AEMAN GULSHAN

Subject: Appointment Letter for the Post of Assistant teacher:

Dear CHANDEL AEMAN,

Based on our interview that we had we are pleased to appoint you as Assistant teacher: in our Catalyst Academy with effect from 17th January, 2023 on the following terms & conditions.

Designation: Assistant teacher: Salary: Rs. 12,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

#### Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.





CALL US: 7678082311 / 7678084511

#### VIII to X

SCHOOL SECTION: SSC. CBSC & ICSC

XI & XII

Date: 20th December, 2023

Name: SAYYED NAZIYA ARIF

Subject: Appointment Letter for the Post of Marketing Executive

Dear SAYYED NAZIYA ARIF,

Based on our interview that we had we are pleased to appoint you as a Sales & Marketing representative in our Catalyst Academy with effect from 23rd December, 2023 on the following terms & conditions.

Designation: Marketing Executive Salary: Rs. 10,000 per month

Please note that your growth as well as revision in the compensation will depend upon your performance.

#### Your role & responsibilities are defined below:

Assisting teachers in grading assignments, quizzes, and exams, providing feedback to students, and maintaining accurate records of student performance. Also by providing instructional support, facilitating classroom management, and fostering a positive learning environment, they contribute to the overall effectiveness of the educational program.

We take this opportunity of wishing you a successful career with us and look forward to a period of long & mutual beneficial association.



Yours Sincerely, Catalyst Academy.





## **PROPERTY SERVER**

"The keys to your home"

#### Appointment Letter

Date: 20 June 2022

Dear,

ADHIKARI AFAK ASIF

We are pleased to inform you about your selection to work with Property Server as a Graphic designer.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Incorporate multimedia elements such as images, videos, and animations to engage the audience effectively & Continuously refine and improve design skills to deliver innovative and impactful designs.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 21 June 2022
- 5. Remuneration INR 13000/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

Regards

Authorized Signatory

**Property Server** 

7977186795 9702235

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Office No. - 4, Arihant Plaza, Rinder Road, Mira Road (E), Thane - 401105

# NURTURE

COMMERCE ACADEMY

Develop a passion for learning...

**Appointment Letter** 

Date: 02/03/2023

Dear, Sakshi Hemant Deysarkar

We Would like to congratulate you for your position in our **Nurture** has a **Social Media Handler.** This is a full time job of 8 hours. We believe your skills are suitable for our organization. The annual salary of Rs. 1.6 Lakh Per Annum, variable component of Rs.60 Thousand per annum based on performance will be paid to you. In addition to this salary, mobile, internet & local conveyance will be paid out as per the organization policy.

Your employment with Nurture will be at-will basis, which means either you or the Organization will terminate the employment for any reason at any time. This letter is not a contract or guarantee of employment for a specific period of time.

You are requested to join our company on 06/03/2023
We are pleased to have you join our organization and contribute your skills towards the growth of our organization.

Sincerely,

Nurture



Office No.: 138, Vasudev Sky High, Kanakia Road, Opp. Commissioner Bunglow, Miraroad (E) - 401107

77384 57876 / 93237 72475

www.nurturecommerceacademy.in



# **PROPERTY SERVER**

"The keys to your home"

#### Appointment Letter

Date: 25 June 2022

Dear,

#### BHAVANA KRISHNA AMIN

We are pleased to inform you about your selection to work with **Property Server** as a Receptionist.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Provide administrative support to property management team & Answer phones, schedule appointments, and respond to inquiries.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 25 June 2022
- 5. Remuneration INR 8,000/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

Regards

Authorized Signatory

**Property Server** 

97022 3511 7977186795

Office No. - 4. Arihant Plaza, Ramdev Park Road, Mira Road (E), Thane - 401105

## upGrad



Offer: Sales Executive

Date: 07/08/2021

**Upgrad** 

Dear: Prashant Omprakash Tiwari

Sub: Letter of Offer

Thank you for exploring career opportunities with Upgrad. Your application has been carefully reviewed, and we are confident that your participation will greatly contribute to the success of the class. This offer is based on your profile and performance in the selection process. You have been selected for the position of 'Sales Executive'

Start Date: 12-08-2021

Your gross salary including all benefits will be `12,000/- per month, as per the terms and conditions set out herein. You have to render the service for a duration of 6 hours per day. The gross salary mentioned above is exclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

We are excited to have you join our team and embark on this journey together. Congratulations on your new role as a 'Sales Executive'.

Sincerely,

Upgrad

Founder & CEO





## **PROPERTY SERVER**

"The keys to your home"

#### Appointment Letter

Date: 06 June 2022

Dear,

#### ANISH VIVEK ANSURKAR

We are pleased to inform you about your selection to work with **Property Server** as a Financial Analyst.

This letter contains details related to working at the appointed position. You are requested to read the details of this letter.

- 1. Responsibility: Manage property finances, including budgeting and forecasting & Track income, expenses, and financial transactions.
- 2. Working Days: 6 days a week as per requirement.
- 3. Duration for daily work: 12 p.m. to 9.00 p.m. unless foreseen work load.
- 4. Joining date: 06 June 2022
- 5. Remuneration INR 9,500/- per month.
- 6. Notice period to be served: 02 months.
- 7. Salary will be issued on the 10th of every month.
- 8. There shall be no remuneration/compensation in case the employee leaves the institute's employment within 1 month from the date of joining.
- 9. You are liable to maintain the confidentiality of website information, business plans and data or client information or other confidential or proprietary information

You are requested to read all the points in detail and follow the same during the appointment.

K.

Regards

**Authorized Signatory** 

**Property Server** 

( 97022 351 7 7 7 86795

Office No. - 4, Arihant Plaza, Ramdey Falikird Road

Mira Road (E), Thane - 401105

#### cromā

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Date: Oct 06,2022

To, Khezar Raeen

#### Offer Letter- Apprentice

We, Infiniti Retail Ltd., a Company incorporated under the Companies Act, 1956 (as amended from time to time) vide CIN: U31900MH2005PLC158120, and having Registered Office at Unit No. 701 & 702, Wing A, 7th Floor, Kaledonia, Sahar Road, Andheri East, Mumbai 400069 (the "Company") are pleased to hire your services in the field of NAPS-Customer Service Specialist as "Apprentice" under Croma Apprentice Program Scheme as per the terms and conditions stated herein:

- 1. Place: Your place of work will be Mumbai and your reporting shall be to Assistant Department Manager or any other person as may be designated by the Company from time to time. You may be transferred from one place / branch / section / department / division of the Company to another place / branch / section / department / division of the Company at the sole discretion of the management anywhere in India or abroad. Similarly, you may also be required to work for any other group, sister concern, subsidiary, associate company either full time or part time.
- Role & Responsibilities: You will work as NAPS-Customer Service Specialist. Details of the same will be explained on the Date of Joining.
- 3. Term: The apprenticeship is for a period of commencing from Oct 03,2022 and ending on. The extension of the apprenticeship period would be based on your performance and at the discretion of the Management. However, you cannot at any time claim any employment or right of the employment, agency, partnership or continuity of apprenticeship in the Company after the completion of your apprenticeship.
- 4. Fees: During the period of the apprenticeship, you will be paid a consolidated sum of Rs.11,000/-(Eleven Thousand only) Per Month as stipend and incentives as per current Incentive Policy You will not be entitled to or claim any other benefit or allowance, facilities or bonus, which other employees of the Company are entitled to or being paid.
- Taxes: The Company will deduct applicable taxes from your above stipend as per the prevailing tax laws.
- Office timing: The working Hours and days would be as per the discussion & information shared.
- 7. Leave: You shall be entitled to weekly off and other holidays as per the guidelines of the Company. In addition, you are entitled to 12 paid Leaves during the period of 12 months apprenticeship starting post completion of one month of apprenticeship. Any leave taken by you, other than the ones communicated, would be considered leave without Pay.
- 8. Termination: Either party can terminate this Assignment by giving 14 days notice in writing or apprenticeship fees in lieu of notice, to the other party. If you fail to comply with the Company policy and procedures, the Company can terminate your apprenticeship without any notice and without any apprenticeship fees in lieu of notice.

Regal Off.: Unit No.701 & 702, 7th Floor, Kaledonia, Salor Road, Andheri (East), Mumbai 400 069, In T 91 22 6761 3600 | F 6761 3669 E : emstomeroupport@croma.com | Website : www.croms.com (CIN): U31900MH2005PLC158120

A TATA Enterprise

#### cromā



- Reporting: You will be required to submit a periodical report on the activities handled by you. This
- 10. Confidentiality: As substantial amount of Company's proprietary, technical, strategic, intellectual property and other data/information may be available with you, you shall always take all the steps person, entity, firm or Company directly or indirectly, during and after your apprenticeship period. On expiry or earlier termination of your apprenticeship, you shall return or destroy the data/information of Company available with you and on the request of Company, you shall give a management of the Company disclose or divulge or make public except on legal obligation any information regarding the Company's affairs or work carried out whether the same may be confided to you or become known to you in course of your apprenticeship or otherwise. Confidentiality shall survive forever notwithstanding the expiration or termination of this Agreement for any reason whatsoever.
  - 11. Non-Competition: During the term of this agreement, and for a period of 6 months thereafter, the Employee shall not work directly or indirectly as an employee, officer, retainer, consultant, agent, owner or engage in any other capacity with a company or firm or employer competitive with the Company's current lines of business or any business then engaged in by the Company.
  - 12. Policies: You shall always abide by and work as per the various policies of the Company including Tata Code of Conduct (TCoC) and prevailing laws of the land. You will use your best efforts in the interest of Company while providing services and shall not indulge in any activity which may jeopardise the interest of the Company or lower the image of the Company or its holding company.
  - 13. Jurisdiction: All actions arising out of this apprenticeship or relating thereto are subject to the laws of India and shall be under the jurisdiction of the court in Mumbai.
  - 14. Documents: You are requested to furnish following documents
    - All certificates relating to your education, previous employment and work experiences,
    - · Proof of your age,
    - · Proof of Residence (present & permanent),
    - Relieving letter from your immediate previous employer, and
    - Two passport size color photographs taken within last three months of the date of this letter.

Any contrary representations, letters, offers and agreements, which may have been made to you, are superseded by this offer.

Please confirm your acceptance of the terms and conditions in this communication by signing and returning one copy, for our records. We look forward to a mutually beneficial and professionally rewarding relationship.

For and on behalf of Infiniti Retail Ltd.







Bhawna Mishra Lead- Region HR- North

Acknowledged

By: Date:

IP Address:



Begil Off.: Unit No.701 & 702, 7th Floor, Keledonia, Sohar Road, Andheri (East), Mumbui 400 069, India T 9) 22 6761 3600 | F 6761 3669 E. customeruspport@cruma.com | Wrinite: voce.croms.com (CIN): U3:900MR2005PLC138120

A TATA Enterprise

#### AD REALTY

Shop No.117, KD Empire, Ramdev Park, Near LR Tiwari Engineering college, Mira Road East - 401107



5<sup>h</sup> May 2023

Ms Tulsi Saraf B/606, Nandgaon, Opp Maxus Mall Bhayander West, Thane-40101

#### Offer Letter

Dear Tulsi,

Welcome to AD REALTY Family!!!

We are pleased to inform you that, you have been selected as Digital Marketing Executive in our company.

Your Date of Joining will be 6th May 2023.

The Terms and conditions of your appointment are given below.

Fixed Cash Component. - Your FCC is Rs 1,08,000 per annum, Rs 9,000 per month.

Variable Component - It will be depending on your targets and achievements.



Dhiraj Jha | Founder & Business Head
AD REALTY
7900110514

adrealtyestate@gmail.com Website - https://adrealty.in/





20th April 2023

To, Mr.Vishal Shivshyam Upadhyay,

#### Re: Offer letter for position in Andromeda Sales & Distribution Pvt Ltd

In reference to your application we are pleased to select you as Trainee with Andromeda Sales & Distribution Pvt Ltd based at Mumbai. Your training is scheduled to start effective 20th April 2023 for a period of 6 months. Your confirmation will be subject to satisfactory completion of the contract period of 6 month.

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in company.

You will paid 12,000/- per month stipend during the contract period.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to The Andromeda Sales & Distribution Pvt Ltd family and look forward to a fruitful collaboration.

For ANDROMEDA SALES & DISTRIBUTIONS PVT LTD

Authorized Signatory Name: Sunii Dewali Designation: CO-CEO

I agree to accept Trainee on the terms and conditions above mentioned. The original of this letter is in my possession.

Accepted:

Date 20 April, 2023.

Name: Vishal Shiyshyam Upadhyay

Signature:



Home Loan • Mortgage Loan • Personal Loan • Unsecured Business Loan • Working Capital

Andromeda Sales & Distribution Pvt. Ltd.

Office: 126 Creative Industrial Premises, Sundar Nagar, Kalina, Santacruz (East), Mumbai - 400 098. Regd. Office: 158 Dani Corporate Park, C S T Road Kalina, Santacruz (East), Mumbai - 400 098.

Tel: 61075300

Email : contact@andromeda.in

CIN: U74900MH2008PTC181654 Vebsite: www.andromedaloans.com Affiliated to CBSE, New Delhi, Affiliation No.: 1130926 | UDISE No.: 27210700585

Ref. No.: OW/RISMR-CBSE/0954/2022-23

Date: 01" June, 2022.

740

To, Mr. Ashutosh Pandey, A/701, Geeta Sarover, Geeta Nagar CHS, Bhayander (E) 401105.

Subject: - Appointment for the Post of Human Resource Executive.

With reference to your application and the subsequent interview held on 30th May, 2022. We are pleased to inform you that you are hereby appointed as Human Resource Executive in Rahul International School, Mira Road on consolidated basis with effect from 01st June, 2022 or the date you join the duties, whichever is later, till the end of Academic Year 2022-23. i.e. 30th April 2023 on consolidated salary of Rs. 15,000/- (Fifteen Thousand only) per month. You will not be paid any other allowances whatsoever, which may please be noted.

You are requested to also note that your appointment is purely on consolidated basis for the period above-mentioned one period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

1. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Society/College, which is in force or which may be framed from time to time.

2. You will also submit authentic proof regarding your date of birth and educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from a registered medical practitioner.

3. You will have to give Three months' notice or Three month's salary in lieu of the notice to the College/Society, while resigning from the job.

4. Your services are transferable to any of the institutions of the society

5. Your services may be terminated without any notice and without assigning any reason, in the event, it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the College/Society.

6. Your continuous unauthorized absence from duty will be taken seriously and may cause us to terminate your services effective from the date from which you may remain absent from duties.

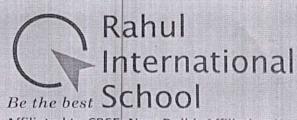
7. You are kindly requested to acknowledge this letter.

PRINCIPAL

Rahul International School, Mira Road.







321

Affiliated to CBSE, New Delhi, Affiliation No.: 1130926 | UDISE No.: 27210700585

Ref. No.: OW/RISMR-CBSE/0557/2022-23

Date: 1" August 2022

To. Ms. Sweety Jha A/101, Ram Shraddha Indralok Phase- II, Mira Road (E).

#### Subject: - Appointment for the Post of Content Writer.

With reference to your application and the subsequent interview held on 25th July 2022. We are pleased to inform you that you are hereby appointed as Content Writer in Rahul International School, Mira Road on consolidated basis with effect from 1st August 2022 or the date you join the duties, whichever is later, till the end of academic year 2022-23, i.e. 30th April 2023 on consolidated salary of Rs. 16,000/- (Sixteen Thousand only) per month. You will not be paid any other allowances whatsoever, which may please be noted.

You are requested to also note that your appointment is purely on consolidated basis for the period above-mentioned one period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

1. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Society/College, which is in force or which

may be framed from time to time. 2. You will also submit authentic proof regarding your date of birth and educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from a registered

3. You will have to give Three months' notice or Three month's salary in lieu of the notice to the College/Society, while resigning from the job.

4. Your services are transferable to any of the institutions of the society

Kanaklyn Park

5. Your services may be terminated without any notice and without assigning any reason, in the event, it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the College/Society.

6. Your continuous unauthorized absence from duty will be taken seriously and may cause us to terminate your services effective from the date from which you may remain absent from duties.

7. You are kindly requested to acknowledge this letter,

PRINCIPAL

Rahul International School, Mira Road.

rismr@rahuleducation.com 🚷 0829

844858W OV

1609369 📵 www.rahulinternational.org

6 Shree L. R. Tiwari Educational Campus, Mira Road (East), Thane - 401 107. Maharashtra.

Mira Road



# RAHUL EDUCATION PRIVATE LIMITED

Plot No. 10, Rahul Bunglow, Jessal Park, Bhayander (E), Dist. Thane - 401 105. Email Id: info@rahuleducation.com Contact: 022-28151122 / 33

Ref No .: REPL-23/259 C

Date: 03/07/23

To, Ms. Sreya Bablu Karmakar G-1, Puja Niwas, Achole Road, Nallasopara (East)

#### Sub: Appointment for the post of Site Supervisor

With reference to your application and the subsequent interview held on 01<sup>st</sup> July 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post Site Supervisor in **Rahul Education Pvt Ltd**. On ad hoc basis with effect 03<sup>rd</sup> July 2023

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- 1. You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- 2. If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- 8. Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

ror RAHL, EDUCATION PVT LID For Rahul Education Pvt Ltd

Authorized Signatory

Director





#### RAHUL GRIH NIRMAN PVT. LTD.

CIN No. U45202MH1992PTC064772 | GST No.27AAACR3862L1Z2

Ref. No. RGNPL-23/21/88A

Date: 26/06/23

To, Mr. Saud Salim Shaikh Rm No. 85, Indira Nagar, Kalina, P&T Colony, Santacruz, Mumbai.

#### Sub: Appointment for the post of EPR Assistant.

With reference to your application and the subsequent interview held on 23<sup>rd</sup> June 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of ERP Assistant in **Rahul Griha Nirman Pvt. Ltd.** on ad hoc basis with effect 26th June 2023.

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- 1. You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

For RAHUL GRIH NIRMAN PVT. LTD. For Rahul Griha Nirman Pvt. Ltd

Authorized Signatory

DIRECTOR

Mira Road
(East)



### **UTSAV ENTERPRISES**

GSTIN: 27ABZPT0791R2Z7

Ref. No. 02/23/24/265A

Date: 05/06/23

To, Mr. Swapnil Anil Salvi A/109, Shree Sai Sawali Apt, Achole Road, Nr Navneet Hospital, Nallasopara (East),

#### Sub: Appointment for the post of ERP Assistant.

With reference to your application and the subsequent interview held on 2<sup>nd</sup> June, 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of Asst. Digital Marketing Executive in Utsav Enterprises. On ad hoc basis with effect 5<sup>th</sup> June, 2023.

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- 1. You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- 2. If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- 8. Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

For UTSAV ENTERPRISES

Authorized Signatory





205, Kasturi Park, Navghar Road, Bhayandar (East), Dist. Thane - 401 105. 2815 1122 / 33

utsaventerprises38@gmail.com





# RAHUL EDUCATION PRIVATE LIMITED

Plot No. 10, Rahul Bunglow, Jessal Park, Bhayander (E), Dist. Thane - 401 105. Email Id: info@rahuleducation.com Contact: 022-28151122 / 33

Ref No .: REPL-23/259 B

Date: 03/07/23

To, Ms. Sania Rohit Shah 101, Unique Orbit-01, Beveraly Park, Mira Rd (E)

#### 'Sub: Appointment for the post of Accountant Assistant.

With reference to your application and the subsequent interview held on 01<sup>st</sup> July 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of Accountant Assistant in **Rahul Education Pvt. Ltd.** On ad hoc basis with effect 03<sup>rd</sup> July 2023

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- 1. You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- While joining the duties, you will have to give an undertaking that you agree to the terms and conditions
  mentioned in the appointment order and that you will abide by the rules and regulations of the Company,
  which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- 8. Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

For Rahul Education Pvt. Ltd

**Authorized Signatory** 





# RAHUL EDUCATION PRIVATE LIMITED

Plot No. 10, Rahul Bunglow, Jessal Park, Bhayander (E), Dist. Thane - 401 105. Email Id: info@rahuleducation.com Contact: 022-28151122 / 33

Ref No.: REPL-23/24/259 A

Date: 03 07 23

To, Ms. Alina Feroz Shaikh B/1002, Anjani Paradise Chs Ltd, Salasar Balaji, Phase-II, Mira Rd (East)

Sub: Appointment for the post of Accountant Assistant.

With reference to your application and the subsequent interview held on 01st July 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of Accountant Assistant in **Rahul Education Pvt. Ltd.** On ad hoc basis with effect 03rd July 2023.

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- 1. You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- 2. If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- 8. Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

Mira Road

For Rahul Education Pvt. Ltd

**Authorized Signatory** 

Director



### **UTSAV ENTERPRISES**

GSTIN: 27ABZPT0791R2Z7

Ref. No. UE 23/26/2651

Date: 05/06/23

To, Mr. Vishnu Radheshyam Soni 003, H Wing, Sonam Avenue, Old Golden Nest, Phase - 1, Mira Road (East)

#### Sub: Appointment for the post of Site Supervisor.

With reference to your application and the subsequent interview held on 2<sup>nd</sup> June, 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of Site Supervisor in **Utsav Enterprises**. On ad hoc basis with effect 5<sup>th</sup> June, 2023.

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

FOR UTSAY ENTERPRISES

For Utsav Enterprises

Proprieto





#### RAHUL GRIH NIRMAN PVT. LTD.

CIN No. U45202MH1992PTC064772 | GST No.27AAACR3862L1Z2

Ref. No. RGNPL-23/4(1881)

Date: 26/06/23

To, Mr. Amaan Javed Sumra A/403, Anwar Apt, Adani Electrcity Office, Bhayandar (East)

#### Sub: Appointment for the post of Office Assistant.

With reference to your application and the subsequent interview held on 23<sup>rd</sup> June 2023 by the staff Selection Committee, we have pleasure to inform you that you are hereby appointed for the post of Office Assistant in Rahul Griha Nirman Pvt. Ltd on ad hoc basis with effect 26<sup>th</sup> June 2023.

You are requested to also note that your appointment is purely on ad hoc basis for the period of above mentioned period and at the end of which it will stand terminated automatically without any notice in writing or so. Following are the terms & conditions:

- You will be paid a consolidate salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will not be eligible to get any other allowances.
- 2. If your acceptance in accordance with this letter is not received up to 7 working days, your appointment shall stand cancelled without any intimation to you.
- 3. While joining the duties, you will have to give an undertaking that you agree to the terms and conditions mentioned in the appointment order and that you will abide by the rules and regulations of the Company, which are in force or which may be framed from time to time.
- 4. Your overall performance will be evaluated/reviewed periodically through appraisal by your seniors.
- 5. You will require submitting authentic proof regarding your date of birth, educational qualification and three copies of passport size photograph, while reporting duty. You will also have to submit a physical fitness certificate from the medical practitioner who shall be registered with the Maharashtra State as a Medical practitioner having with valid registration number being clearly visible on its medical certificate.
- 6. You would be needed to provide one month's notice period from either side while resigning/leaving from the job only after completing 30 days of continuous service. Unless you complete these relieving formalities, you will not get any relieving/experience certificate together with forfeiture of salary, which you may please note.
- Your services may be terminated without any notice or without assigning any reason, in the event, it is
  observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of
  the Company.
- 8. Your continuous unauthorized absence from duty will be taken seriously and may cause/reason us to terminate your services effective from the date from which you may remain absent from duties.

You are hereby requested to acknowledge the receipt of this letter and accept the appointment by signing on the office copy, failing which the appointment offered to you shall stand cancelled.

For RAHUL GRIH NIRMAN PVT. LTD. For Rahul Griha Nirman Pvt. Ltd

Authorized Signatory

Mira Road (East)



#### APPOINTMENT LETTER

Date 06-12-2023

From, MM Traders

To, Isha Kavita Desai

Sub- Appointment letter for Post of Accountant.

Dear Isha Kavita Desai,

This is the context of the interview taken on Dec 6<sup>th</sup>, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Accountant with effect from **December 11<sup>th</sup>**, 2023.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 6 days & timing from 11:00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Record all transactions accurately
  - Prepare Monthly and Annually Financial statements and reports.
  - Manage payroll functions
  - Manage budgets and cash flows.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080



# Mishra and Associates Elevating Your Business Strategies

Date: 16th November, 2022.

Ananya Amarkumar Ganguly.

Mira Road.

Subject: Job Offer – HR Executive.

Dear Ananya,

Congratulations! We are pleased to confirm that you have been selected to work for Mishra and Associates. We are delighted to make you the following job offer.

The position we are offering you is that of HR Executive at a monthly salary of RS. 9,333/ Per month. This position reports to Mr. Sahil Vishwakarma. Your working hours will be from 10 AM to 6 PM, Monday to Saturday.

#### Benefits for the position include:

• Casual Leave of 12 days per annum

• Employer State Insurance Corporation ESIC Coverage

#### HR Executive Role and Responsibilities:

- Recognizing the manpower needs and taking them to the HR manager for approval
- Creating job descriptions for various roles and advertising them on various platforms
- Managing HR activities like meetings, interviews, and other schedules
- Assisting the recruitment process by reviewing CVs and shortlisting candidates
- Managing and handling the orientation of new employees
- Assessing the training needs and coordinating the training and development programs for employees
- Managing the employee's data of each department
- Overlooking the daily operations of the HR department.

We would like you to start work on 26<sup>th</sup> November, 2022 at 10 AM. Please report to Mr. Sahil Vishwakarma for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 24<sup>th</sup> November, 2022 to indicate your acceptance of this offer.

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

Sincerely,

Mishra and Associates.



#### **Appointment Letter**

Date-: 12th July,2023

Dear FAIZAN ALI GOAR,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Sales & Marketing Executive** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Sales & Marketing Executive. The working hours from 10.00am to 5pm and joining date is 19th July, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include -:

- ✓ Collaborate with our marketing team to implement effective sales floor promotions.
- ✓ Contributing to the development of marketing strategies.
- ✓ Maintaining client relations.
- ✓ Tracking sales data to ensure the company meets sales quotas.
- ✓ Creating and presenting sales performance reports.
- ✓ Focus on the outcome of tasks.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the on boarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

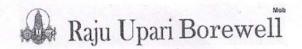
Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





#### Letter of Appointment

Date-: 12th December, 2023

#### Dear KUNAL JADHAV,

We are delighted to extend this offer of employment for the position of **Accountants** at Raju Upari Borewell. We look forward to welcoming you aboard.

Below are the details of your employment:

Working Hours: 10am to 5pm Start Date: 20<sup>th</sup> December,2023. Salary: Rs 1,04,000/Annual

Your responsibilities will include -:

- 1) Update accounts receivable and issue invoices
- Update accounts payable
   Assist senior accountants in the preparation of monthly/yearly closings
- 3) Assist with reviewing expenses, payroll records etc.

Kindly sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Raju Upari Borewell. (9664045309)







Date-: 07th July,2023

#### **Appointment Letter**

Subject: Letter of Employment for the Position of Sales & Marketing Executive.

Dear Aniket Jaiswal,

The interview that we had we are pleased to appoint you as a Sales & Marketing Executive in our HEMAJ RARECHEM with effect from 12th July, 2023 on the following terms & conditions.

Your responsibilities will include -:

- Working with the sales team to develop targeted sales strategies.
- · Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports.
- Contributing to the development of marketing strategies.

Your starting salary will be Rs 1,08,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

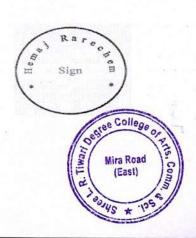
The growth as well as revision in the compensation will depend upon your performance. As an employee of HEMAJ RARECHEM, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

HEMAJ RARECHEM +919323228510





#### **Appointment Letter**

Date-: 6th June, 2023

#### Dear NIDHI JOSHI,

We are pleased to offer you the position of **Marketing Executive** at Bronte Technology. After reviewing your qualifications and conducting interviews, we believe that you are an excellent fit for our team.

The details of your employment offer will be position Marketing Executive. The working hours will be 5 days a week from 10.00pm to 5pm starting 09th June, 2023. Salary package is Rs 1,64,000 INR per annum.

Responsibilities will include -:

- 1) Engaging with customers through various channels.
- 2) Collaboration with Other Departments.
- 3) Focuses, develops, and maintains a brand image in the market.
- 4) Looks for the price strategy to gain maximum profit out of the sales while maintaining customer satisfaction.

As part of the onboarding process, please ensure that you provide all necessary documents.

Review this offer carefully. If you accept, please sign, and return a copy of this letter. If you have any questions or require further clarification about any aspect of this offer, please do not hesitate to contact us.

We look forward to working with you and helping you grow in your career with M/s Bronte Technology.

Your Sincerely, ForBronte Technology

Authorised Signatory +91 9869179982





Date:03rd January,2023

To,

Kadiwala Bushra Mohammed.

Sub: An Appointment Letter for the Role of Marketing Executive.

Dear Bushra,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Marketing Executive.

On 13th January, 2023, you have to report to Mr. Abhishek Yadav. Your shift timing will be from 10 am to 6 pm.

You will be on probation for a period of 2 months.

Your remuneration will be ₹15000/month.

Your job role primarily be,

- Contributing ideas to marketing campaigns.
- Coordinating promotional activities, events and interviews.
- Managing social media campaigns.
- Monitoring performance of marketing campaigns.
- Maintaining websites and tracking data analytics.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





#### **Appointment Letter**

Date-: 1st Sept,2023

Dear ALBANA PARWEZ KHAN,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Data Analyst** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Data Analyst. The working hours from 10.00am to 5pm and joining date is 04th Sept, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include -:

- ✓ Ensuring that the data is accurate and high-quality.
- Developing and managing data systems and databases.
- ✓ Proficiency in spread sheet programs like MS Excel.
- ✓ Strong communication skills.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the on boarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely, rakatel

For Glacier Journal (+91 9253543322)



## In Mishra and Associates Elevating Your Business Strategies

Date: 6<sup>th</sup> September, 2022. Memon Faizan Dilawar.

Mira Road.

Subject: Job Offer - Tele Caller.

Dear Faizan,

We are delighted to extend a job offer to you for the position of **Tele Caller** at **Mishra and Associates**. After a thorough evaluation of your qualifications, experience, and skills, we firmly believe that you possess the leadership capabilities and expertise required to drive operational excellence and contribute significantly to our organization's success.

Position: Tele Caller.

Start Date: 15th September, 2022.

Reports to: Mr. Viraj. Location: Borivali.

Salary and Benefits: As a Tele Caller, you will be offered a competitive compensation package, including a base salary of Rs. 9,333 p.m. Additionally, you will be eligible for **Mishra and Associates** comprehensive benefits package, which includes health insurance, retirement plans, paid time off, and other applicable perks and allowances.

Key Responsibilities: Your key responsibilities will include but are not limited to:

- As a Tele Caller, your primary role involves making outbound calls to prospective or existing customers with the objective of promoting products or services, generating leads, scheduling appointments, conducting surveys, or providing customer support.
- You will be responsible for effectively communicating information about the offerings, addressing inquiries or concerns, updating databases with relevant information, and adhering to established scripts or guidelines.

To formally accept this offer, please sign and return a copy of this letter by 27th September, 2022. If you have any questions or require further clarification regarding the terms and conditions of employment, please do not hesitate to contact us.

We eagerly anticipate your positive response and look forward to welcoming you to our team. Congratulations once again on your appointment as Digital Marketer at Mishra and Associates.

Sincerely,

Mishra and Associates



Date:5th January,2023

To,

Mendonca Triston Tolchar

Sub: An Appointment Letter for the Role of Sales Executive.

Dear Triston,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Sales Executive.

On 16th January, 2023.you have to report Mr. Abhishek Yadav. Your shift timing will be from 10 am to 6 pm.

You will be on probation for a period of 2 months.

Your remuneration will be ₹15000/month.

Your job role primarily be,

- Achieve growth and hit sales target by successfully managing the sales team
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Present sales, revenue and expenses reports and realistic forecasts to the management team.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





Date-: 17st July,2023

Dear SUSHMA NAYAK,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Human Resources Executive** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Human Resources Executive. The working hours from 10.00am to 5pm and joining date is 21st July, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include-:

- Creating job descriptions for various roles and advertising them on various platforms.
- ✓ Managing the employees' data of each department.
- ✓ Overlooking the daily operations of the HR department.
- ✓ Managing HR activities like meetings, interviews, and other schedules
- ✓ Developing and managing data systems and databases.
- ✓ Proficiency in spreadsheet programs like MS Excel.
- ✓ Strong communication skills.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





## **APPOINTMENT LETTER**

Date 15-09-2023

From, MM Traders

To, Qazi Rahil Niyazoddin,

Sub- Appointment letter for Post of Sales Executive.

#### Dear Qazi Rahil Niyazoddin,

This is the context of the interview taken on September 14th, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Sales Executive with effect from **September 18**th, **2023**.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 6 days & timing from 11:00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Achieve and exceed monthly, quarterly, and annual sales targets.
  - Coordinate with internal teams to deliver excellent service to clients.
  - Assess client needs and present suitable products, service, and solutions.
  - Negotiate pricing and contracts to close sales deals.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080



## Mishra and Associates Elevating Your Business Strategies

Date: 16th November, 2022.

Qureshi unaid Mansur,

Mira Pad.

Subject: Job Offer - Digital Marketer.

Dear Junaid Mansur,

We are delighted to extend a job offer to you for the position of **Digital Marketer** at **Mishra** and **Associates**. After a thorough evaluation of your qualifications, experience, and skills, we firmly believe that you possess the leadership capabilities and expertise required to drive operational excellence and contribute significantly to our organization's success.

Position: Digital Marketer.

Start Date: 21th November, 2022.

Reports to: Mr. Viraj. Location: Borivali.

Salary and Benefits: As an Digital Marketer, you will be offered a competitive compensation package, including a base salary of Rs. 9333 p.m. Additionally, you will be eligible for **Mishra and Associates** comprehensive benefits package, which includes health insurance, retirement plans, paid time off, and other applicable perks and allowances.

Key Responsibilities: Your key responsibilities will include but are not limited to:

- Engaging with the target audience through online channels.
- Executing and supervising digital marketing campaigns.
- Allocating budgets for paid marketing.
- Coordinating between teams.

To formally accept this offer, please sign and return a copy of this letter by 27<sup>th</sup> November, 2022. If you have any questions or require further clarification regarding the terms and conditions of employment, please do not hesitate to contact us.

We eagerly anticipate your positive response and look forward to welcoming you to our team. Congratulations once again on your appointment as Digital Marketer at Mishra and Associates.

Mira Road

Sincerely.

Mishra and Associates



Date: 02<sup>nd</sup> August,2022

To,

Rathore Harsit Bhagwansingh,

Subject: An Appointment Letter for the Role of Project Manager

Dear Harsit,

With reference to the interview we had with you, we are pleased to inform you that you have been selected in our company for the position of Project Manager. As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. Your remuneration will be Rs. 15,000/- per month. You have agreed to join the duties on or before 25th August, 2022. In case you fail to join on the above-mentioned date, the offer will automatically stand cancelled.

Your job responsibilities include:

- Creating detailed schedules and timelines for different phases of the project, coordinating with various teams and subcontractors to ensure alignment.
- Developing and managing project budgets, tracking expenses, and ensuring that the project stays within budget constraints.
- Managing change requests and variations to the project scope, schedule, or budget.
- Identifying potential cost overruns or discrepancies and implementing corrective measures to keep the project financially viable.
- Developing risk mitigation strategies and contingency plans to address potential issues and minimize disruptions.
- Providing regular updates to stakeholders on project status, milestones achieved, and any issues or concerns that may arise.

Please sign and return the duplicate copy of this Job offer letter.

We wish you all the best.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





Date-: 22<sup>nd</sup> August,2023

Dear UJJAL SARKAR,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Project Executive** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Project Executive. The working hours from 10.00am to 5pm and joining date is 25<sup>th</sup> August, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include-:

- ✓ Provide administrative coordination support to assigned projects.
- ✓ Develop and maintain project pending lists and meeting agendas.
- ✓ Coordinate communications material management, printing.
- ✓ In collaboration with Senior Project Officer, assist in tracking and documenting project deliverables.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)



# Mishra and Associates Elevating Your Business Strategies

Date: 01st December, 2022.

Mr. Tejas Rajesh Shetty.

Mira Road.

Subject: Job Offer - Marketing Incharge.

Dear Tejas,

Congratulations! We are pleased to confirm that you have been selected to work for Mishra and Associates. We are delighted to make you the following job offer.

The position we are offering you is that of Marketing In charge at a monthly salary of RS. 9,333/ Per month. This position reports to Mr. Sahil Vishwakarma. Your working hours will be from 10 AM to 6 PM, Monday to Saturday.

## Benefits for the position include:

• Casual Leave of 12 days per annum.

• Employer State Insurance Corporation ESIC Coverage.

## Marketing Executive Role and Responsibilities:

Create awareness and develop brand marketing.

• Communicate with target audiences and build and develop customer relationships.

Help with marketing plans, advertising, direct marketing and campaigns.

- Work closely with in-house or external creative agencies to design marketing materials such as brochures and adverts.
- Produce creative content, including videos and blog posts.

Run social media channels.

Organize and attend events such as conferences, seminars, receptions and exhibitions.

We would like you to start work on 12<sup>th</sup> December, 2022 at 10 AM. Please report to Mr. Sahil Vishwakarma for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10<sup>th</sup> December, 2022 to indicate your acceptance of this offer.

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

Sincerely.

Mishra and Associates



Date: 26th Oct,2022

To,

Singal Hitesh Pradeep.

Sub: An Appointment Letter for the Role of Administration.

Dear Singal,

Vikas Construction is delighted to offer you the full-time position of Administrative Officer with an anticipated start date of 7<sup>th</sup> November, 2022. Your shift timing will be 9:30 am to 6:00 pm.

As an Administrative Officer, you will be responsible for:

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required

The starting salary for this position is Rs 15, 000/- per month.

Please confirm your acceptance of this offer by signing and returning this letter by 6<sup>th</sup> November, 2022.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





## **APPOINTMENT LETTER**

Date 05-08-2023

From, MM Traders

To, Ritesh Kumar Singh

Sub- Appointment letter for Post of Marketing Executive.

Dear Ritesh Kumar Singh,

This is the context of the interview taken on August 4<sup>th</sup>, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Marketing Executive with effect from August 7<sup>th</sup>, 2023.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 6 days & timing from 11:00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Develop and share marketing plans that help the business reach its goals
  - Conduct market research to find out customers' interest and requirements.
  - Work with sales teams to help succeed the marketing efforts.
  - Evaluate and improve marketing efforts constantly using data and feedback.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080



## Mishra and Associates Elevating Your Business Strategies

Date: 07th October 2022

Upadhyay Neha Vinod, Mira Road.

Subject: Job Offer - Operations Manager.

Dear Neha,

We are delighted to extend a job offer to you for the position of Operations Manager at Mishra and Associates. After a thorough evaluation of your qualifications, experience, and skills, we firmly believe that you possess the leadership capabilities and expertise required to drive operational excellence and contribute significantly to our organization's success.

Position: Operations Manager Start Date: 10<sup>th</sup> October, 2022. Reports to: M/s Nandini. Location: Borivali.

Salary and Benefits: As an Operations Manager, you will be offered a competitive compensation package, including a base salary of Rs. 9333 p.m. Additionally, you will be eligible for **Mishra and Associates** comprehensive benefits package, which includes health insurance, retirement plans, paid time off, and other applicable perks and allowances. Key Responsibilities: Your key responsibilities will include but are not limited to:

Developing and implementing operational strategies to enhance efficiency and productivity.
Monitoring and managing day-to-day operations, ensuring compliance with policies

and procedures.

Analysing operational processes and identifying areas for improvement to streamline workflows.

 Establishing and maintaining strong relationships with suppliers, vendors, and other external partners.

To formally accept this offer, please sign and return a copy of this letter by 17<sup>th</sup> October, 2022. If you have any questions or require further clarification regarding the terms and conditions of employment, please do not hesitate to contact us.

We eagerly anticipate your positive response and look forward to welcoming you to our team. Congratulations once again on your appointment as an Operations Manager at Mishra and Associates.

Mira Road

Sincerely,

Mishra and Associates





Date-: 4th June,2023

#### Dear GAURAV VISHWAKARMA,

#### Congratulations!

We thank you for your interest in discussing an opportunity with us as **Retail Sales Executive** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Retail Sales Executive. The working hours from 10.00am to 5pm and joining date is 7<sup>th</sup> June, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include -:

- ✓ Greet and assist customers with their requirements
- ✓ Conduct feature and price comparisons to facilitate purchasing
- ✓ Ensure the store racks are fully stocked
- ✓ Inform customers about special offers and discounts
- ✓ Cross-sell products and services.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)



## Mishra and Associates Elevating Your Business Strategies

Date: 15th September 2022

Yadav Kajal Ramchandra.

Mira Rou.

Subject: Job Offer - Back Office.

Dear Kajal,

We are delighted to extend a job offer to you for the position of Back-Office Executive at Mishra and Associates. After a thorough evaluation of your qualifications, experience, and skills, we firmly believe that you possess the leadership capabilities and expertise required to drive operational excellence and contribute significantly to our organization's success.

Position: Back-Office Executive. Start Date: 28th September, 2022.

Reports to: Mr. Viraj. Location: Borivali.

Salary and Benefits: As a Back-Office Executive, you will be offered a competitive compensation package, including a base salary of Rs. 9,333 p.m. Additionally, you will be eligible for **Mishra and Associates** comprehensive benefits package, which includes health insurance, retirement plans, paid time off, and other applicable perks and allowances.

Key Responsibilities: Your key responsibilities will include but are not limited to:

As a Back-Office Executive, your primary role involves making outbound calls to
prospective or existing customers with the objective of promoting products or
services, generating leads, scheduling appointments, conducting surveys, or
providing customer support.

• You will be responsible for effectively communicating information about the offerings, addressing inquiries or concerns, updating databases with relevant information, and adhering to established scripts or guidelines.

 Additionally, maintaining accurate records of interactions, following up on leads or inquiries, and collaborating with team members to achieve sales or organizational goals are integral parts of your responsibilities.

To formally accept this offer, please sign and return a copy of this letter by 10th October, 2022. If you have any questions or require further clarification regarding the terms and conditions of employment, please do not hesitate to contact us. We eagerly anticipate your positive response and look forward to welcoming you to our team.

Mira Road

Sincerely

Mishra and Associates



### **APPOINTMENT LETTER**

Date 27-07-2023

From,
MM Traders

To, Ganesh Kadam,

Sub- Appointment letter for Post of Sales Executive.

Dear Ganesh Kadam,

This is the context of the interview taken on July 27<sup>th</sup>, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Sales Executive with effect from **August 1st**, **2023**.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 6 days & timing from 11:00 am to 5.00pm
- 4. The Roles and responsibilities you will be handling-:
  - Listen to customer requirements and present appropriately to make a sale.
  - Maintain and develop relationships with existing customers in person and via calls.
  - Check the quantities of goods on display and in stock
  - Make accurate, rapid cost calculations and provide customers with quotations.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080





Date:5<sup>th</sup> January,2023

To,

Khorate Shubham Arun,

Sub: An Appointment Letter for the Role of Sales Executive.

Dear Shubham,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Sales Executive.

On 16th January, 2023 you have to report to Mr. Abhishek Yadav, at the time of 9.00 am.

You will be on probation for a period of 3 months.

Your remuneration will be ₹ 15,000/ Monthly.

Your job role primarily be,

- · Achieve growth and hit sales target by successfully managing the sales team
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs

We hope you will prove yourself to be a very cooperative and efficient worker for our organization. We hope that your experience and hard work will help us feel content all the time and will be very beneficial for our clients.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation, we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely,

For Vikas Construction

Vikas Jadhav (9867669426)



## In Mishra and Associates Elevating Your Business Strategies

Date: 01st December, 2022.

Ayushi Jayanti Parmar.

Mira Road.

Subject: Job Offer - Sales In charge.

Dear Ayushi,

Congratulations! We are pleased to confirm that you have been selected to work for Mishra and Associates. We are delighted to make you the following job offer.

The position we are offering you is that of Sales In Charge at a monthly salary of RS. 9,333/ Per Month. This position reports to Mr. Sahil Vishwakarma. Your working hours will be from 10 AM to 6 PM, Monday to Saturday.

## Benefits for the position include:

- Casual Leave of 12 days per annum.
- Employer State Insurance Corporation ESIC Coverage.

## Sales Executive Role and Responsibilities:

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- · Reviewing sales performance.
- Negotiating contracts and packages.

We would like you to start work on 12<sup>th</sup> December, 2022 at 10 AM. Please report to Mr. Sahil Vishwakarma for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10<sup>th</sup> December, 2022 to indicate your acceptance of this offer.

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

Sincerely,

Mishra and Associates.



### **APPOINTMENT LETTER**

Date 26-10-2023

From, MM Traders

To, Simran Rana,

Sub- Appointment letter for Post of Human Resources Executive.

Dear Simran Rana,

This is the context of the interview taken on October 25<sup>th</sup>, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Human Resources Executive with effect from **November 1st, 2023.** 

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 5 days & timing from 11:00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Develop fair HR policies and ensure employees understand and comply with them.
  - Monitor HR department budgets.
  - Manage employees' grievances.
  - -Oversee daily operations of the HR department.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.



Best Regards,



MM Traders Call – 9819680080



Date:02<sup>nd</sup> January,2023

To,

Saini Khushboo Arvind,

Sub: An Appointment Letter for the Role of Marketing Executive.

Dear Khushboo,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Marketing Executive.

On 13th January, 2023 you have to report to Mr. Abhishek Yadav, at the time of 9.00 am.

You will be on probation for a period of 3 months.

Your remuneration will be ₹ 15,000/ Monthly.

Your job role primarily be,

- Achieve growth and hit sales target by successfully managing the sales team
- Design and implement a strategic business plan that expands company's customer base and ensure its strong presence
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs

We hope you will prove yourself to be a very cooperative and efficient worker for our organization. We hope that your experience and hard work will help us feel content all the time and will be very beneficial for our clients.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation, we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)



# Mishra and Associates Elevating Your Business Strategies

Date: 16th November, 2022.

Falaq Shabnoor Mohammedi Sayyed. Mira Road.

Subject: Job Offer - HR Executive.

Dear Shabnoor,

Congratulations! We are pleased to confirm that you have been selected to work for Mishra and Associates. We are delighted to make you the following job offer.

The position we are offering you is that of HR Executive at a monthly salary of RS. 9,333/ Per month. This position reports to Mr. Sahil Vishwakarma. Your working hours will be from 10 AM to 6 PM, Monday to Saturday.

## Benefits for the position include:

Casual Leave of 12 days per annum.

Employer State Insurance Corporation ESIC Coverage.

## HR Executive Role and Responsibilities:

- Recognizing the manpower needs and taking them to the HR manager for approval.
- Creating job descriptions for various roles and advertising them on various platforms
- Managing HR activities like meetings, interviews, and other schedules.
- Assisting the recruitment process by reviewing CVs and shortlisting candidates
- Managing and handling the orientation of new employees.
- Assessing the training needs and coordinating the training and development programs for employees.
- Overlooking the daily operations of the HR department.

We would like you to start work on 26<sup>th</sup> November, 2022 at 10 AM. Please report to Mr. Sahil Vishwakarma for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 24th November, 2022 to indicate your acceptance of this offer.

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

Mira Road

Sincerely,

Mishra and Associates



## **APPOINTMENT LETTER**

Date 19-09-2023

From, MM Traders

To, Jasir Shaikh,

Sub- Appointment letter for Post of Telecaller.

Dear Jasir Shaikh,

This is the context of the interview taken on September 18<sup>th</sup>, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Telecaller with effect 3<sup>rd</sup> October, 2023.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,20,000 INR per annum.
- 3. Your working days will 6 days & timing from 11:00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Initiating sales with potential customers over the phone.
  - Listening to the customers has to generate repeat sales.
  - Gathering and documenting client info, payment ways, purchases, and reactions to products.
  - Meeting sales quotas.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Bes: Regards,



MM Traders Call – 9819680080





Date -: 13th July, 2023

Subject: Letter of Employment for the Position of Quality Assurance Specialist.

Dear PAL ANJALI,

Based on our interview that we had we are pleased to appoint you as a **Quality Assurance Specialist** in our Seth Computers with effect from 17th July, 2023 on the following terms & conditions.

Your responsibilities will include -:

1) Report bugs and errors to development teams.

2) Work with cross-functional teams to ensure quality throughout the software development lifecycle.

3) Help troubleshoot issues.

4) Review and analyse system specifications.

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

War.

For Seth Computers Hitesh jain (+91 9323544741)





Date-: 10<sup>th</sup> September,2023

## Dear Amit Pandey,

We are pleased to offer you the position of **Technical Support Associate** at **Micro IT Solutions**, effective **18th August,2023**. Your Salary will be **Rs 1,80,000/-annually** and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include-:

- Identifying hardware and software solutions.
- Resolving network issues.
- Supporting the roll-out of new applications.
- Following up with clients to ensure the problem is resolved.
- Diagnosing and repairing faults.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

Sanjay Sethiya (+91 9320611699)





## LETTER OF APPOINTMENT

Date-: 1st June,2023

Dear PANDEY DEEPIKA CHANDRAPRAKASH,

We are delighted to extend this offer of employment for the position of **Computer Hardware Assistant** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:

Position: Hardware Assistant Working Hours: 10am to 5pm Start Date: 7<sup>th</sup> June,2023 Salary: Rs 1,68,000/annum

Your responsibilities will include -:

- Support and maintain computer systems, desktops, and peripherals.
- 2) Troubleshooting and diagnosing technical issues.
- 3) Collaborating with software developers to ensure the hardware functions for its intended purpose.
- 4) Testing hardware components individually and in tandem with external computer systems
- 5) Analysing systems data in order to make changes to the hardware configuration.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date: 10th February, 2022

To,

**Rutik Patil** 

Subject: Appointment Letter for the post of Sales Executive

Dear Rutik,

We are happy to extend our heartfelt congratulations on your selection for the position of Graphic Designer at Kaizen integrated systems. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Sales Executive

Department: control and Management

Location: Mumbai

Compensation Package: 1,92,000 CTC Your Roles and Responsibilities:

- · Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- · Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Srujan Rane

Employment Status: You will join us as a Full-Time employee.

**Probationary Period:** As part of your onboarding process, you will be on a probationary period lasting 16<sup>th</sup> March to 16 September,2022. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 am to 6 pm, six days of week, with scheduled breaks as per company policy.

**Joining Formalities:** On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the Kaizen Integrated Systems team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.



Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

**Performance Evaluation**: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Benefits Eligibility: You will become eligible for our employee benefits program after the completion of the probation period.

Vacation and Leave: Your employment entitles you to 12 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

**Acceptance:** To formally accept this appointment, please sign and return a copy of this letter by 5<sup>th</sup>March, 2022. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you in our team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

We congratulate you on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Kaizen Integrated Systems

JA.

Sanjay Jain Founder (9820132015)





Date-: 20th July,2023

Dear Altabh Shah,

We are pleased to offer you the position of **Repair Technician** at **Micro IT Solutions**, effective **24th July,2023**. Your Salary will be **Rs 1,80,000/- annually** and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include-:

- Provide technical support.
- Manage software in computers and networks.
- Manage network components (servers, lps, etc.)
- Create records of repairs and fixes.
- Manage and implement security solutions.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

g-.

Sanjay Sethiya (+91 9320611699)





Date-: 19th May,2023

Subject: Letter of Employment for the Position of Technical Support Associate.

Dear SHAIKH AMMAR,

Based on our interview that we had we are pleased to appoint you as a **Technical Support Associate** in our Seth Computers with effect from 22nd May, 2023 on the following terms & conditions.

Your responsibilities will include -:

1) Provide accurate information on IT products or services

2) Serve as the first point of contact for customers seeking technical assistance over the phone or email.

3) Diagnose and resolve basic technical issues.

4) Identify and suggest possible improvements on procedures

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

For Seth Computers Hitesh jain (+91 9323544741)





#### LETTER OF APPOINTMENT

Date-: 4<sup>th</sup> July,2023 Dear **ASHNA SHAIKH**,

We are delighted to extend this offer of employment for the position of **Computer Hardware network Engineer** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:

Position: Computer technician Working Hours: 10am to 5pm Start Date: 10<sup>th</sup> July,2023 Salary: Rs 1,68,000/annum

Your responsibilities will include -:

1) Select and implement security tools.

2) Perform network maintenance and system upgrades including service packs, patches.

3) Troubleshoot performance issues.

4) Monitor performance and ensure system availability and reliability.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date-: 13th September, 2023

Dear Tohid Shaikh,

We are pleased to offer you the position of Computer Hardware Assistant at Micro IT Solutions, effective 16th September,2023. Your Salary will be Rs 1,80,000/- annually and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include-:

- Testing hardware components individually and in tandem with external computer systems.
- Troubleshooting and diagnosing technical issues.
- Analysing systems data in order to make changes to the hardware configuration.
- Support and maintain computer systems, desktops, and peripherals.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

Sanjay Sethiya (+91 9320611699)





#### LETTER OF APPOINTMENT

Date-: 5<sup>th</sup> September,2023 Dear **AKANSHA SINGH**,

We are delighted to extend this offer of employment for the position of **Computer Hardware Assistant** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:

Position: **Hardware Assistant**Working Hours: 10am to 5pm
Start Date: 15<sup>th</sup> September,2023
Salary: Rs 1,68,000/annum

Your responsibilities will include -:

- Testing hardware components individually and in tandem with external computer systems.
- 2) Collaborating with software developers to ensure the hardware functions for its intended purpose.
- 3) Analysing systems data in order to make changes to the hardware configuration.
- 4) Troubleshooting and diagnosing technical issues.
- 5) Support and maintain computer systems, desktops, and peripherals.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date -: 14th June, 2023

Subject: Letter of Employment for the Position of Repair Technician.

#### Dear SINGH HIMANSHU,

Based on our interview that we had we are pleased to appoint you as a **Repair Technician** in our Seth Computers with effect from 19th June, 2023 on the following terms & conditions.

Your responsibilities will include -:

- 1) Determine the best solution based on the issue and details provided by customers.
- 2) Perform remote troubleshooting through diagnostic techniques.
- 3) Walk the customer through the problem-solving process.
- 4) Record events and problems and their resolution in logs.

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

For Seth Computers
Hitesh jain

(+91 9323544741)





Date: 24th July, 2023

To,

Gauray Vishwakarma

## Subject: Appointment Letter for the post of Marketing Executive

Dear Gaurav,

We are happy to extend our heartfelt congratulations on your selection for the position of Graphic Designer at Kaizen integrated systems. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Marketing Executive

Department: Control and Management

Location: Mumbai

Compensation Package: 1,92,000 CTC Your Roles and Responsibilities:

Contributing ideas to marketing campaigns

- Conducting research and analysing data to identify and define audiences
- Compiling, distributing and presenting ideas, information and strategies
- Coordinating promotional activities, events and interviews
- Managing production and performance of multimedia content

Writing and proofreading creative copy

Maintaining websites and tracking data analytics

**Benefits:** You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Srujan Rane

Employment Status: You will join us as a Full-Time employee.

**Probationary Period:** As part of your onboarding process, you will be on a probationary period lasting 16<sup>th</sup> August to 16<sup>th</sup> January,2024. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 am to 6 pm, six days of week, with scheduled breaks as per company policy.

Joining Formalities: On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the Kaizen Integrated Systems team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.



Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

**Performance Evaluation:** We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Benefits Eligibility: You will become eligible for our employee benefits program after the completion of the probation period.

Vacation and Leave: Your employment entitles you to 12 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

**Acceptance:** To formally accept this appointment, please sign and return a copy of this letter by 5<sup>th</sup> August, 2023. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you in our team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

We congratulate you on your appointment, and we eagerly anticipate your start date.

Sincerely, For Kaizen Integrated Systems

JA.

Sanjay Jain Founder (9820132015)





Date-: 18th July,2023

Subject: Letter of Employment for the Position of Technical Support Associate.

Dear YADAV SONAM,

Based on our interview that we had we are pleased to appoint you as a **Technical Support Associate** in our Seth Computers with effect from 24th July, 2023 on the following terms & conditions.

Your responsibilities will include -:

1) Escalate unresolved issues to the appropriate internal teams.

2) Master the use of a helpdesk software

3) Research and identify solutions to software and hardware issues

4) Diagnose and resolve basic technical issues.

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

War.

For Seth Computers Hitesh jain (+91 9323544741)





Date-: 20th June,2023

## Dear Shaikh Inamul Hasan,

We are pleased to offer you the position of **Technical Support Associate** at **Micro IT Solutions**, effective **23rd June,2023**. Your Salary will be **Rs 1,80,000/- annually** and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include -:

- Diagnosing and repairing faults.
- Identifying hardware and software solutions.
- Resolving network issues.
- Supporting the roll-out of new applications.
- Following up with clients to ensure the problem is resolved.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

Sanjay Sethiya (+91 9320611699)





### LETTER OF APPOINTMENT

Date-: 13<sup>th</sup> July,2023.

Dear MOHD UBAID SHAIKH,

We are delighted to extend this offer of employment for the position of **Computer Software Application Technician** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:
Position: **Software Application Technician** 

Working Hours: 10am to 5pm Start Date: 18<sup>th</sup> July,2023 Salary: Rs 1,44,000/annum

Your responsibilities will include -:

- 1) Install well-functioning LAN/WAN and other networks.
- 2) Perform troubleshoot activities.
- 3) Manage software in computers and networks.
- 4) Manage and implement security solutions.
- 5) Perform regular upgrades.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date: 04th August,2023

To,

**Roshan Sutar** 

# Subject: Appointment Letter for the post of Graphic Designer

Dear Roshan,

We are happy to extend our heartfelt congratulations on your selection for the position of Graphic Designer at Kaizen integrated systems. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Graphic Designer

Department: Creative Location: Mumbai

Compensation Package: 1,80,000 CTC

Your Roles and Responsibilities:

Creating visual designs for print and digital media.

Collaborating with clients and decision-makers to understand project requirements

Design brand kits to ensure branding consistency

Using design software in a way to produce visually appealing designs.

Creating visual elements like logos and illustrations

Revising designs based on client feedback

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Srujan Rane

Employment Status: You will join us as a Full-Time employee.

Probationary Period: As part of your onboarding process, you will be on a probationary period lasting 05th September to 05th February,2024. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 am to 6 pm, six days of week, with scheduled breaks as per company policy.

Joining Formalities: On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the Kaizen Integrated Systems team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.



Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

**Performance Evaluation**: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Benefits Eligibility: You will become eligible for our employee benefits program after the completion of the probation period.

Vacation and Leave: Your employment entitles you to 12 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

**Acceptance:** To formally accept this appointment, please sign and return a copy of this letter by  $2^{nd}$  September, 2023. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you in our team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

We congratulate you on your appointment, and we eagerly anticipate your start date.

Sincerely,

For Kaizen Integrated Systems

1

Sanjay Jain Founder (9820132015)





#### LETTER OF APPOINTMENT

Date-: 2<sup>nd</sup> August,2023 Dear **MEHAK JAIN**,

We are delighted to extend this offer of employment for the position of **Graphical Designer** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:

Position: Graphical Designer Working Hours: 10am to 5pm Start Date: 14<sup>th</sup> August,2023 Salary: Rs 1,44,000/annum

Your responsibilities will include -:

1) Create and design various materials for digital and print.

2) Work with a wide range of media and graphic design software.

3) Select colors, fonts, images, and layouts.

4) Creating images and layouts by hand or using design software.

5) Collaborate with fellow designers to develop new approaches.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date-: 4th August,2023

#### Dear GURAV KAPIL CHANDRASHEKHAR,

We are pleased to offer you the position of **Hardware network Engineer** at **Micro IT Sclutions**, effective **9th August,2023**. Your Salary will be **Rs 1,80,000/-annually** and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include -:

- Ensure system availability and reliability.
- Troubleshoot performance issues.
- Installing and configuring various network devices and services (e.g., routers, switches, firewall).
- Configure security systems and monitor the networks.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

Sanjay Sethiya (+91 9320611699)





Date: 11th September, 2023

To,

Tarun Kalwar

# Subject: Appointment Letter for the post of Graphic Designer

Dear Tarun,

We are happy to extend our heartfelt congratulations on your selection for the position of Graphic Designer at Kaizen integrated systems. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: Graphic Designer

Department: Creative Location: Mumbai

Compensation Package: 1,80,000 CTC Your Roles and Responsibilities:

Creating visual designs for print and digital media.

Collaborating with clients and decision-makers to understand project requirements

Design brand kits to ensure branding consistency

Using design software in a way to produce visually appealing designs.

Creating visual elements like logos and illustrations

Revising designs based on client feedback

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Srujan Rane

Employment Status: You will join us as a Full-Time employee.

**Probationary Period:** As part of your onboarding process, you will be on a probationary period lasting 15<sup>th</sup> October to 15<sup>th</sup> March,2024. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 am to 6 pm, six days of week, with scheduled breaks as per company policy.

**Joining Formalities:** On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the Kaizen Integrated Systems team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.





Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

**Performance Evaluation:** We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Benefits Eligibility: You will become eligible for our employee benefits program after the completion of the probation period.

Vacation and Leave: Your employment entitles you to 12 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

**Acceptance:** To formally accept this appointment, please sign and return a copy of this letter by 5<sup>th</sup> October, 2023. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you in our team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

We congratulate you on your appointment, and we eagerly anticipate your start date.

Sincerely, For Kaizen Integrated Systems

JL.

Sanjay Jain Founder (9820132015)





#### LETTER OF APPOINTMENT

Date-: 14th July,2023

Dear MOHD. MUKAMMIL KHAN,

We are delighted to extend this offer of employment for the position of **Computer technician** at Orno Computers. We are confident that your skills and experience will contribute greatly to our team, and we look forward to welcoming you aboard.

Below are the details of your employment:

Position: Computer technician Working Hours: 10am to 5pm Start Date: 24<sup>th</sup> July,2023 Salary: Rs 1,44,000/annum

Your responsibilities will include -:

1) Performing regular tests, upgrades, and backups.

- 2) Setting up and installing new hardware and software systems.
- 3) Upgrading firmware, software, and outdated hardware systems.
- 4) Diagnosing and troubleshooting computer issues.

Kindly review this offer carefully and let us know if you have any questions or concerns. If the terms are acceptable to you, sign and return a copy of this letter to indicate your acceptance of the offer.

We are excited about the prospect of you joining our team and are confident that you will make valuable contributions to our organization.

Your Sincerely, For Orno Computers

Padam Mehta (+91 9819954990)





Date-: 7th August, 2023

Subject: Letter of Employment for the Position of Technical Support Associate.

Dear QURESHI DANISH,

Based on our interview that we had we are pleased to appoint you as a **Technical Support Associate** in our Seth Computers with effect from 14th August, 2023 on the following terms & conditions.

Your responsibilities will include-:

- 1) Research and identify solutions to software and hardware issues.
- 2) Master the use of a helpdesk software
- 3) Escalate unresolved issues to the appropriate internal teams.
- 4) Diagnose and resolve basic technical issues.

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

War.

For Seth Computers Hitesh jain (+91 9323544741)





Date-: 13<sup>th</sup> September,2022

Dear Saud Shaikh,

We are pleased to offer you the position of **Software Application Technician** at **Micro IT Solutions**, effective **15 September,2022**. Your Salary will be **Rs 1,80,000/-annually** and Working Hours: 10am to 5pm.

After careful consideration of your qualifications, we believe that your skills align well with the requirements of the role.

Roles & responsibilities will include-:

- Install well-functioning LAN/WAN and other networks
- Perform regular upgrades to ensure systems remain updated.
- Setting up hardware and installing and configuring software and drivers.
- Checking computer hardware (HDD, mouses, keyboards etc.) to ensure functionality.

We look forward to your positive response and to a mutually rewarding working relationship.

If you have any questions or need further clarification, kindly contact us. Once again, congratulations and welcome aboard!"

Kindly indicate your acceptance of this offer by signing and returning a copy of this letter.

Your Sincerely, For Micro IT Solutions

Sanjay Sethiya (+91 9320611699)





Date-: 12th September, 2023

Subject: Letter of Employment for the Position of Technical Support Associate.

Dear MOHD. FAHAD,,

Based on our interview that we had we are pleased to appoint you as a **Technical Support Associate** in our Seth Computers with effect from 18th September, 2023 on the following terms & conditions.

Your responsibilities will include -:

1) Escalate unresolved issues to the appropriate internal teams.

2) Master the use of a helpdesk software

3) Diagnose and resolve basic technical issues.

4) Research and identify solutions to software and hardware issues.

Your starting salary will be Rs 1,44,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

Kindly note that your growth as well as revision in the compensation will depend upon your performance. As an employee of Seth Computers, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

W.

For Seth Computers Hitesh jain (+91 9323544741)





Date: 24th January,2023

To,

Mohammed Siddiqui

# Subject: Appointment Letter for the post of Technician

Dear Mohammed,

We are happy to extend our heartfelt congratulations on your selection for the position of Graphic Designer at Kaizen integrated systems. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Iob Title: Technician

Department: Control and Management

Location: Mumbai

Compensation Package: 1,44,000 CTC Your Roles and Responsibilities:

- Inspecting, analysing, and troubleshooting systems and equipment.
- Reading repair manuals and liaising with other professionals.
- Running tests and interpreting results to make effective recommendations.
- Writing up reports, safety regulations, and preventative maintenance plans.
- Sourcing replacement parts.

Negotiating with suppliers and clients.

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Srujan Rane

Employment Status: You will join us as a Full-Time employee.

**Probationary Period:** As part of your onboarding process, you will be on a probationary period lasting 16<sup>th</sup> February to 16<sup>th</sup> July,2023. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 am to 6 pm, six days of week, with scheduled breaks as per company policy.

**Joining Formalities:** On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the Kaizen Integrated Systems team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.



Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

**Performance Evaluation**: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Benefits Eligibility: You will become eligible for our employee benefits program after the completion of the probation period.

Vacation and Leave: Your employment entitles you to 12 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

**Acceptance:** To formally accept this appointment, please sign and return a copy of this letter by 5<sup>th</sup> February, 2023. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you in our team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR.

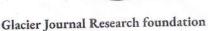
We congratulate you on your appointment, and we eagerly anticipate your start date.

Sincerely, For Kaizen Integrated Systems

Sanjay Jain Founder

(9820132015)







Date-: 27th June,2023

Dear PRAGATI MISHRA,

Congratulations!

We thank you for your interest in discussing an opportunity with us as Content Writer at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Content Writer. The working hours from 10.00am to 5pm and joining date is 29<sup>th</sup> June, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include -:

- ✓ Research industry-related topics
- ✓ Prepare well-structured drafts using Content Management Systems
- ✓ Submit work to editors for input and approval.
- ✓ Promote content on social media
- ✓ Ensure all-around consistency (style, fonts, images, and tone)

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





# Letter of Appointment

Date-: 12<sup>th</sup> September,2023

#### Dear Divya Nair,

We are pleased to appoint you as a **Graphic Designer** in Cetsetfly Media with the joining date on 14th September, 2023 on the following terms & conditions.

- Your starting salary will be Rs 2,00,000/-annually and subject to regular review as per company policies. The working time will be from 10am to 5pm, 5 days a week.
- 2) Roles and responsibilities which include, Create and design various materials for digital and print. Ensure projects are completed in a timely manner with a quality product. Work with a wide range of media and graphic design software. Implement feedback and changes whenever possible. Determine voice and messaging for graphic design pieces.
- 3) As part of our on boarding process, please ensure that you provide all necessary documentation.
- 4) Kindly sign, and return a copy of this letter.
- 5) We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely, For Getsetfly Media.

Authorised Signatory (+91 8097847170)







Date-: 7<sup>th</sup> August,2023

Dear AAYAT ALI NAQVI,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Graphic Designer** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Graphic Designer. The working hours from 10.00am to 5pm and joining date is 9<sup>th</sup> August, 2023. Your annual compensation package is Rs 1,44,000 INR per annum.

The Job Description role will include -:

- ✓ Study design briefs and determine requirements.
- ✓ Conceptualize visuals based on requirements.
- ✓ Develop illustrations, logos and other designs using software or by hand.
- ✓ Amend designs after feedback.
- ✓ Ensure all-around consistency (style, fonts, images, and tone).

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





#### Strength in Unity

#### LETTER OF APPOINTMENT

Dear Parihar Shivani,

Hind networks is delighted to offer you the full-time position of Social Media Marketer with an anticipated start date of 09th February 2022, contingent upon background check, drug screening, etc..

As the Social Media Marketer, you will be responsible for:

- · Creating content, including text posts, video and images for use on social media
- Promoting products, services and content over social media, in a way that is consistent
  with an organization's brand and social media strategy
- Scheduling social media posts using applications such as Hootsuite and TweetDeck
- Interacting with customers and dealing with customers' enquiries
- Developing new social media strategies and campaigns
- Managing a budget to be spent on promoting social media posts and pay-per-click (PPC)
   advertising
- Keeping track of data and analyzing the performance of social media campaigns
- Collaborating with colleagues from across marketing departments to ensure branding is consistent
- Meeting with clients and other stakeholders (such as social media influencers). These
  meetings may involve pitching potential marketing campaigns.

You will report directly to the manager/supervisor. Working hours are from 9 hours a day, 5days of week with Saturday half day and Sunday holiday

The starting salary for this position is Rs. 12,000 /- Payment is on a Monthly basis by direct deposit. In addition, you will be eligible to receive compensation [If applicable].



Hind networks offers a comprehensive benefits program, which includes medical insurance, incentives, paid time off, etc..

Your employment with Hind networks will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter within a week.

By Sincerely, For Hind networks

Authorized Signatory.





Date-: 25th May, 2023

# **Appointment Letter**

Dear

Aman Poddar,

We are delighted to extend this Letter of Employment for the position of <u>Graphic Designer</u> at Think and Buy Fashion Ltd. We were impressed with your qualifications and believe that your skills and enthusiasm will be a valuable asset to our team.

Below are the details of your Employment:

Position: Graphical Designer

Working Hours: 10:00 am to 4:00 pm

Start Date: 30<sup>th</sup> May,2023 Salary: Rs 1,44,000/annum

Your responsibilities will include:

- 1) Work with a wide range of media and graphic design software
- 2) Create and design various materials for digital and print.
- 3) Ensure projects are completed in a timely manner with a quality product.
- 4) Determine voice and messaging for graphic design pieces.
- 5) Implement feedback and changes whenever possible.

As part of our onboarding process, please ensure that you provide all necessary documentation

We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,
For Think and Buy Fashion Ltd.



**Authorised Signatory** 





Glacier Journal Research foundation

# **Appointment Letter**

Date-: 8th September, 2023

Dear QURESHI SAHIL MEHTAB,

Congratulations!

We thank you for your interest in discussing an opportunity with us as **Digital Marketing Executive** at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Digital Marketing Executive. The working hours from 10.00am to 5pm and joining date is 18<sup>th</sup> September, 2023. Your annual compensation package is Rs 1,64,000 INR per annum.

The Job Description role will include-:

- ✓ Provide creative ideas for content marketing and update websites.
- ✓ Collaborate with designers to improve user experience.
- Maintain partnerships with media agencies and vendors.
- ✓ Plan and monitor the ongoing company presence on social media (Twitter, Facebook etc.).

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





Date-: 18th September, 2023

# **Appointment Letter**

Dear

Sagar Rana,

We are delighted to extend this Letter of Employment for the position of <u>Digital Marketing Executive</u> at M/s Think and Buy Fashion Ltd. We were impressed with your qualifications and believe that your skills and enthusiasm will be a valuable asset to our team.

Below are the details of your employment: Position: Digital Marketing Executive Working Hours: 10:00 am to 4:00 pm Start Date: 21st September,2023 Salary: Rs 1,44,000/annum

Your responsibilities will include-:

- 1) Conduct market research and analyze trends to identify new opportunities.
- Collaborate with cross-functional teams, including creative, content, and web.
- 3) Provide creative ideas for content marketing and update websites.
- 4) Plan and monitor the ongoing company presence on social media.

As part of our onboarding process, please ensure that you provide all necessary documentation

We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely, For Think and Buy Fashion Ltd.



**Authorised Signatory** 





Glacier Journal Research foundation

### Appointment Letter

Date-: 12th July,2023

Dear RAWAL MAYURI BALWANT,

Congratulations!

We thank you for your interest in discussing an opportunity with us as Content Writer at Glacier Journal. We believe that your skills and enthusiasm will be a valuable asset to our team.

The employment offered will be for the position as Content Writer. The working hours from 10.00am to 5pm and joining date is 20<sup>th</sup> July, 2023. Your annual compensation package is Rs 1,96,000 INR per annum.

The Job Description role will include-:

- ✓ Promote content on social media
- ✓ Prepare well-structured drafts using Content Management Systems
- ✓ Submit work to editors for input and approval.
- ✓ Ensure all-around consistency (style, fonts, images, and tone)
- ✓ Research industry-related topics.

We expect you to bring your best efforts and dedication to your role, contributing positively to our company's objectives and culture. As part of the onboarding process, please ensure that you provide all necessary documents.

Please take the time to review this offer thoroughly. If you decide to accept our offer, please sign, and return a copy of this letter.

Welcome you to our team and believe that your contributions will greatly benefit our company. We look forward to your positive response and to working together to achieve our shared goals.

Your Sincerely,

rapatel

For Glacier Journal (+91 9253543322)





## APPOINTMENT LETTER

Date 06-02-2023

From, MM Traders

To, Nasir Jahid Ansari,

Sub- Appointment letter for Post of Telecaller.

Dear Nasir Jahid Ansari,

This is the context of the interview taken on February 6th, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Telecaller with effect from **February 9th, 2023**.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,80,000 INR per annum.
- 3. Your working days will 6 days & timing from 10.00 am to 5.00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Answering customers' queries on the product.
  - Initiating sales with potential customers over the phone.
  - Listening to the customers has to generate repeat sales.
  - Keeping up thus far on all products and informing customers of recent products.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080





Date-: 12<sup>th</sup> July,2023

#### Dear AISHWARYA GAWDE,

We are pleased to offer you the position of **Accountant** at Bronte Technology. After reviewing your qualifications and conducting interviews, we believe that you are an excellent fit for our team.

The details of your employment offer will be position Accountant. The working hours will be 6 days a week from 10.00 pm to 5pm starting 20th July, 2023. Salary package is Rs 1,50,000 INR per annum.

Responsibilities will include-:

- 1) Preparing accounting entries and reconciling general ledgers.
- 2) Records Financial transactions
- 3) Prepare journal entries for the month end close.
- 4) Reconcile general ledger accounts.
- 5) Create budgets and financial plan's needs.

As part of the onboarding process, please ensure that you provide all necessary documents.

Review this offer carefully. If you accept, please sign, and return a copy of this letter. If you have any questions or require further clarification about any aspect of this offer, please do not hesitate to contact us.

We look forward to working with you and helping you grow in your career with M/s Bronte Technology.

Your Sincerely, ForBronte Technology

Authorised Signatory (+91 9869179982)





Date:21st September,2022

To.

Gupta Shubham Ramcharan,

Sub: An Appointment Letter for the Role of Tele Caller.

Dear Shubham,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Tele Caller.

On 10<sup>th</sup> October 2022 you have to report to Mr. Abhishek Yadav. Your shift timing will be from 9 am to 6 pm.

You will be on probation for a period of 3 months.

Your remuneration will be ₹ 12,000/ Monthly.

Your job role primarily be,

- As a Tele Caller, your primary role involves making outbound calls to prospective or existing customers with the objective of promoting products or services, generating leads, scheduling appointments, conducting surveys, or providing customer support.
- You will be responsible for effectively communicating information about the offerings, addressing inquiries or concerns, updating databases with relevant information, and adhering to established scripts or guidelines.
- Your success in this role will be measured by your ability to engage customers, meet targets, and contribute to the overall efficiency and effectiveness of the tele calling process.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation, we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





Date-: 11th August, 2023

# Appointment Letter

Subject: Letter of Employment for the Accountant Executive.

Dear Neha Jaiswal,

The interview that we had, we are pleased to appoint you as an **Accountant Executive** in our HEMAJ RARECHEM with effect from 18th August, 2023 on the following terms & conditions.

Your responsibilities will include -:

Develop and maintain strong relationships with all key internal partners.

Document account and contact knowledge as well as activities in a thorough and timely manner.

 Determine opportunities for upsells, expansions, and maximizing opportunities for revenue growth

Serve as account strategist for assigned accounts both internally and externally.

Your starting salary will be Rs 96,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 5 days a week.

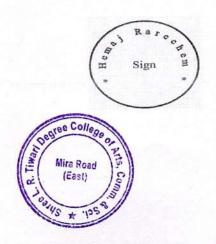
The growth as well as revision in the compensation will depend upon your performance. As an employee of HEMAJ RARECHEM, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

HEMAJ RARECHEM +919323228510





Date-: 20th June, 2023

## **Appointment Letter**

Subject: Letter of Employment for the Tele caller.

#### Dear Faizan Khan,

The interview that we had we are pleased to appoint you as a **Tele caller** in our HEMAJ RARECHEM with effect from 27th June, 2023 on the following terms & conditions.

Your responsibilities will include -:

- Identify customer needs and provide solutions through the company's products and services.
- Meet and exceed sales targets set by the organization.
- Build and maintain positive relationships with future prospects.
- Keep record of every customer interaction and sales activities.
- Conducting each function with the utmost respect, regardless of the behavior of the other.

Your starting salary will be Rs 1,00,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 6 days a week.

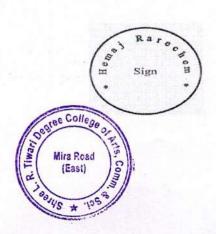
The growth as well as revision in the compensation will depend upon your performance. As an employee of HEMAJ RARECHEM, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

HEMAJ RARECHEM +919323228510





Date-: 30th May,2023

#### Dear KUNAL MAHENDRAKAR,

We are pleased to offer you the position of **Tele Caller** at Bronte Technology. After reviewing your qualifications and conducting interviews, we believe that you are an excellent fit for our team.

The details of your employment offered will be position Tele Caller. The working hours will be 6 days a week from 10.00pm to 5pm starting 1st June, 2023. Salary package is Rs 1,50,000 INR per annum.

Responsibilities will include-:

- 1) Answering calls and resolving queries about products or companies.
- 2) Conveying verbal acknowledgments of offers to our Sales group for closing.
- 3) Keeps up quality service by adhering to organization guidelines.
- 4) Acquiring and updating an individual's contact details.
- 5) Calling active or old customers to encourage the purchase of items.

As part of the onboarding process, please ensure that you provide all necessary documents.

Review this offer carefully. If you accept, please sign, and return a copy of this letter. If you have any questions or require further clarification about any aspect of this offer, please do not hesitate to contact us.

We look forward to working with you and helping you grow in your career with M/s Bronte Technology.

Your Sincerely, ForBronte Technology

Authorised Signatory (+91 9869179982)





# **APPOINTMENT LETTER**

Date 13-03-2023

From, MM Traders

To.

Amanpreet Singh,

Sub- Appointment letter for Post of Sales Executive.

Dear Amanpreet Singh,

This is the context of the interview taken on March 11th, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Sales Executive with effect from March 15th, 2023.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,80,000 INR per annum.
- 3. Your working days will 6 days & timing from 10:00 am to 5:00 pm
- 4. The Roles and responsibilities you will be handling-:
  - Record sales and order information, send copies to the sales office, or enter figures into a computer system.
  - Negotiate on price, cost, delivery, and specification with buyer's managers.
  - Gather market and customer information
  - Cold call to arrange meetings with potential customers to prospect for new business.
  - Respond to incoming email and phone enquiries.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.



Best Regards,



MM Traders Call – 9819680080



Date: 14th June,2021

To,

Mali Vilas Parkash,

Sub: An Appointment Letter for the Role of Back Office Executive

Dear Vilas,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of a Back Office Executive.

On 7th July 2021 you have to report Mr. Rahul Jain. Your shift timing will be from 9 am to 6 pm.

You will be on probation for a period of 2 months.

Your remuneration will be ₹12,000/month.

Your job role primarily be,

- Handle internal and external communications, including phone calls, emails, and correspondence.
- Assist in various administrative tasks such as data entry, filing, maintaining records, and organizing documents.
- Maintain and update databases, ensuring that information is accurate and up-to-date.
- Coordinate with different departments within the company to ensure smooth workflow and communication.
- Assist with financial tasks such as invoicing, billing, and processing payments.
- Managing inventory, including ordering supplies and maintaining stock levels.
- Quality assurance processes, ensuring that procedures are followed and standards are met.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely, For Vikas Construction

Vikas Jadhav (9867669426)





Date-: 21st July,2023

## **Appointment Letter**

Subject: Letter of Employment for the Tele caller.

#### Dear Ananda Muneeswaran,

The interview that we had we are pleased to appoint you as a **Tele caller** in our HEMAJ RARECHEM with effect from 26th July, 2023 on the following terms & conditions.

Your responsibilities will include -:

- Contact potential or existing customers to inform them about a product or service.
- Handle grievances to preserve the company's reputation.
- Keep records of calls and sales and note useful information.
- Direct prospects to the field sales team when needed.

Your starting salary will be Rs 1,00,000/-annually and subject to regular review as per company policies. The working hours will be from 10am to 5pm, 6 days a week.

The growth as well as revision in the compensation will depend upon your performance. As an employee of HEMAJ RARECHEM, you will be required to abide by all company policies and procedures.

Kindly acknowledge that you have read and understood the terms and conditions & accept this offer letter by signing and returning one copy.

We look forward to welcoming you aboard and to a mutually beneficial association.

Your Sincerely,

HEMAJ RARECHEM +919323228510





Date:02<sup>nd</sup> August,2022

To,

Pailkar Anushka Shridhar,

Sub: An Appointment Letter for the Role of Accountant.

Dear Anushka,

In regards to all our last discussions, with pleasure we are offering you an appointment for the role of Accountant.

On 16th August 2022 you have to report to Mr. Rahul Jain. Your shift timing will be from 9 am to 6 pm.

You will be on probation for a period of 2 months.

Your remuneration will be ₹12,000/month.

Your job role primarily be,

- Maintain accurate and up-to-date financial records for the organization, including accounts payable, accounts receivable, and general ledger entries.
- Prepare timely and accurate financial reports, including monthly, quarterly, and annual financial statements, for management review and regulatory compliance.
- Assist in the development and monitoring of annual budgets and forecasts, providing analysis and insights to support decision-making.
- Ensure compliance with all applicable tax regulations and assist in the preparation of tax returns and filings.
- Conduct thorough financial analysis to identify trends, variances, and opportunities for improvement, and provide recommendations to management.
- Identify opportunities to streamline financial processes and improve efficiency and effectiveness.

Read this appointment letter carefully, sign with date & return the duplicate copy of this letter to us as a token of your acceptance of the appointment.

With great pleasure and expectation, we welcome you to the organization Vikas Constructions and hope to have a very successful relationship.

Yours Sincerely,

For Vikas Construction

Vikas Jadhav (9867669426)





Date-: 10<sup>th</sup> July,2023

#### Dear SHUBHAM PANDEY,

We are pleased to offer you the position of **Sales Executive** at Bronte Technology. After reviewing your qualifications and conducting interviews, we believe that you are an excellent fit for our team.

The details of your employment offer will be position Sales Executive. The working hours will be 5 days a week from 10.00pm to 5pm starting 14 July, 2023. Salary package is Rs 1,50,000 INR per annum.

Responsibilities will include -:

- 1) Set up meetings with potential clients and listen to their wishes and concerns.
- 2) Create frequent reviews and reports with sales and financial data.
- 3) Ensure the availability of stock for sales and demonstrations.
- 4) Participate on behalf of the company in exhibitions or conferences.
- 5) Collaborate with team members to achieve better results.

As part of the onboarding process, please ensure that you provide all necessary documents.

Review this offer carefully. If you accept, please sign, and return a copy of this letter. If you have any questions or require further clarification about any aspect of this offer, please do not hesitate to contact us.

We look forward to working with you and helping you grow in your career with M/s Bronte Technology.

Your Sincerely, ForBronte Technology

Authorised Signatory (+91 9869179982)





# APPOINTMENT LETTER

Date 08-06-2023

From, MM Traders

To, Huzefa Panhalkar,

Sub- Appointment letter for Post of Accountants.

Dear Huzefa Panhalkar,

This is the context of the interview taken on June 12th, 2023. We are happy to share with you that you have been selected in the interview and we are sending you an offer letter for the position of Accountants with effect from June 15th, 2023.

Given below are the Terms & conditions.

- 1. You will be on a probation period of 6 months, beginning from the date of your joining.
- 2. Your remuneration during this period will be Rs 1,80,000 INR per annum.
- 3. Your working days will be 6 days & timing from 10:00 am to 5:00 pm.
- 4. The Roles and responsibilities you will be handling-:
  - Reconcile invoices and identify discrepancies.
  - Create and update expense reports.
  - Process reimbursement forms.
  - Review and file payroll documents.
  - Participate in quarterly and annual audits.

If you agree with the above-mentioned terms and conditions then express your appointment confirmation by kindly signing and sending the duplicate copy of this appointment letter and retain the original copy for your records.

We look forward to your positive response and to working together to achieve our shared goals.

Best Regards,



MM Traders Call – 9819680080

