



Offer Letter

Mr. Pranjal Verma,

Date: January 5, 2022

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Academic Specialist-Student Experience on following terms & conditions:

Offer Details:

Designation:	Academic Specialist
Employment Type:	Retainer
Date of Joining:	Friday, January 14, 2022
Role Location:	Kanpur, Uttar Pradesh
Retainership Amount:	6,00,000/- (Anually)

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, January 14, 2022, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resources

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorized signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current and previous companies relieving/experience letter(only forexperienced candidate)
13. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.



Sneha

Email: snehayadav00716@gmail.com

Offer Letter No: OL/00574

Date: 22nd Jan 2022

Dear Sneha,

We are pleased to offer you the position of **Business Development Executive** at **CloudShope Technologies Pvt. Ltd.** We believe that you will contribute your skills and experience to the growth of our organization.

Your joining date is confirmed as (TBD) as per the following terms and conditions:

- You are entitled to the salary of **INR 5,40,000**. Details of the same are given below

Particulars	Per Month (INR)	Per Annum (INR)
Fixed Salary	20,000	2,40,000
Variable Salary	25,000	3,00,000
Total Salary	45,000	5,40,000

- You agree to comply with Terms and Conditions of Appointment,
- You agree to submit with us a signed copy of Educational Qualification Certificates, Pan Card, Aadhaar Card, Previous Employment Certificate (if required), 2 Passport Size Photographs.
- You will be on probation period for the duration of 06 Months.

You will need to join the office at Noida Location.

Your working hours start from 9:00 AM to 6:00 PM and you are scheduled to work through Monday to Saturday.

Depending on the work you may also be called for work on Sunday.

Regular performance reviews will be done to assess your suitability. You shall receive your compensation on or before the 10th of every month.

We look forward to an enduring relationship.

Yours sincerely,

Jyoti Sharma

Manager - HR

CloudShope Technologies Private Limited



Isha Gupta

Email: Gupta.isha42@gmail.com

Offer Letter No: OL/00575

Date: 22nd Jan 2022

Dear Isha,

We are pleased to offer you the position of **Business Development Executive at Cloud Shope Technologies Pvt. Ltd.** We believe that you will contribute your skills and experience to the growth of our organization.

Your joining date is confirmed as (TBD) as per the following terms and conditions:

- You are entitled to the salary of **INR 5,40,000**. Details of the same are given below

Particulars	Per Month (INR)	Per Annum (INR)
Fixed Salary	20,000	2,40,000
Variable Salary	25,000	3,00,000
Total Salary	45,000	5,40,000

- You agree to comply with Terms and Conditions of Appointment,
- You agree to submit with us a signed copy of Educational Qualification Certificates, Pan Card, Aadhaar Card, Previous Employment Certificate (if required), 2 Passport Size Photographs.
- You will be on probation period for the duration of 06 Months.

You will need to join the office at Noida Location.

Your working hours start from 9:00 AM to 6:00 PM and you are scheduled to work through Monday to Saturday.

Depending on the work you may also be called for work on Sunday.

Regular performance reviews will be done to assess your suitability. You shall receive your compensation on or before the 10th of every month.

We look forward to an enduring relationship.

Yours sincerely,

Jyoti Sharma

Manager - HR

Cloud Shope Technologies Private Limited

09th Feb 2022

OFFER LETTER

Dear Mr. Avinash Singh,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,



Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: Avinash

Name: Avinash Singh

Date: 20/02/22

09th Feb 2022

OFFER LETTER

Dear Mr. Gul Fatima Zaidi,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,



Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: *Gul Fatima*

Name: *Gul Fatima Zaidi*

Date: *10/2/2022*

09th Feb 2022

OFFER LETTER

Dear Mr. Chirag Saxena,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

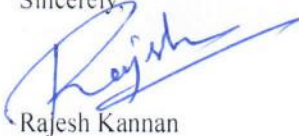
Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,


Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: 

Name: Chirag Saxena

Date: 11/2/2022

09th Feb 2022

OFFER LETTER

Dear Ms. Saumya Srivastava,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

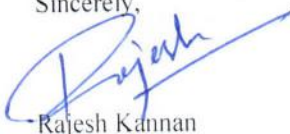
Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,


Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: Saumya

Name: Saumya Srivastava

Date: 10/02/2022

09th Feb 2022

OFFER LETTER

Dear Ms. Anjali Yadav,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.


We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,


Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: 
Name: Anjali Yadav
Date: 11/02/22

09th Feb 2022

OFFER LETTER

Dear Ms. Anuska,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended. we are pleased to shortlist and offer you the training in the functional area of "ECG Analyst" at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,


Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: Anuska

Name: Anuska

Date: 11/02/22

09th Feb 2022

OFFER LETTER

Dear Mr. Prashant Kumar,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended, we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,


Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature:


Name: Prashant Kumar

Date: 10/02/22

09th Feb 2022

OFFER LETTER

Dear Mr. Utkarsh Mishra,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

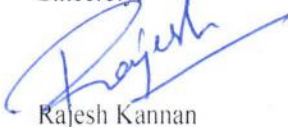
Further to your application with our organization and the subsequent interview you attended, we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely



Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: Utkarsh.

Name: Utkarsh Mishra,

Date: 11/02/2022

09th Feb 2022

OFFER LETTER

Dear Mr. Gaurav Srivastava,

Welcome to Healthwatch Telediagnosics Pvt. Limited.,

Further to your application with our organization and the subsequent interview you attended, we are pleased to shortlist and offer you the training in the functional area of “**ECG Analyst**” at our Healthwatch Telediagnosics Pvt Ltd., 26/1, East Patel Nagar, Delhi 110008 with effect from 12th Feb 2022.

During and after the work, you will undertake multiple evaluations and technical examinations conducted by our organization internally or through external certifying agencies/organizations. You are expected to meet the set standards, quality, quantity parameters and regularity in job period set by the organization from time to time, if you have failed to meet any of the set parameters set by the organization, your work would be discontinued or extended for further period on the discretion of the organization.

During your work, you will be paid Rs. 2,97,000/-, subject to leaves in the calendar month. You are entitled for one day paid leave per month during your work along with standard weekly off and holidays as per company policy. You are not entitled for any other benefits which the employees of our organization are entitled for.

We hereby inform you that you may be offered a job, post ECG Analyst, at Healthwatch Telediagnosics Pvt Ltd., based on your learning and outcome of your work.

Sincerely,



Rajesh Kannan

GM Operations

I hereby understood the above and willing to work with your organization.

Signature: *Gaurav*

Name: *Gaurav Srivastava*

Date: *11/02/2022*



Date: 6th August, 2022

Dear Sachin,

Subject : Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company (CTC) will be **Rs. 420,000** (Rupees Four Lakh Twenty Thousand Only) Per Annum and other terms of service shall be as per the discussion you had with us. The compensation details are as follows -

Components	Per Annum	Per Month
Basic Salary	210,000	17,500
HRA	105,000	8,750
Special Allowances	65,904	5,492
Employer's Contribution to EPF	21,600	1,800
Statutory Bonus	17,496	1,458
Total CTC Per Annum	420,000	35,000

We would expect you to join as early as possible but not later than **08-Aug-2022** at the office located at **Kanpur, Uttar pradesh** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Your services are transferable, with reasonable notice, to any location in India or overseas where the company conducts its businesses, or to any subsidiary, associate or group company whether now existing or yet to be formed. Such transfer / deputation will be according to the rules of the company in force at that time.

During the term of your employment, should you desire to leave the services of the Company, you will have to give to the Company **one month'** notice or salary in lieu thereof. Similarly, the Company shall be entitled to terminate your employment at any time by giving you **one month'** notice or salary in lieu thereof. However, the Company may terminate your employment with immediate effect by a notice in writing (without payment of salary) in the event of your misconduct, negligence, fraud, breach of terms of employment or Company policy, criminal conviction and prolonged unauthorized absence.



Annexure - Pre-Joining Documentation

Before your date of joining, kindly upload the below mentioned documents in the link given below -

1. Offer letter acceptance*
2. Copies of Educational Certificates – Class 10th & Class 12th and Other Certificates (if any)
3. Copy of Graduation Certificate
4. Aadhar Card
5. PAN Card
6. Form 11 & Form 2
7. Bank Account Details
8. Clearance from the previous employer
9. Passport size Photograph (in .jpeg)
10. Last Payslip received from the previous employer
11. Address Proof
12. Reference sheet form
13. Adherence to Anti-Corruption Policy

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/MTkxOTgwNDg=>

You would also need to upload a scanned copy of this letter with your acceptance.

Please feel free to reach out incase of any doubts or queries.



You agree, acknowledge, and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

A handwritten signature in black ink, appearing to be "A. S.", written over a horizontal line.

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **08-Aug-2022**.

Accepted _____



Anondita Healthcare

AN ISO 9001: 2015, CE, GMP Certified Co.
Manufacturer of Condoms & Surgical Gloves

Date: 23, MARCH, 2022

OFFER LETTER

LAIBA TABREZ KHAN

D/O Mohammad Tabrez, House No. 129-A/3 Tiwaripur, Jajmau

Kailash Nagar Kanpur -208010

Mob no.- 7007797096

Mail id- tabrezlaiba02@gmail.com

We M/s Anondita Healthcare Rubber Products India Private Ltd (Division of Anondita Healthcare) are delighted to offer you the position of **(IPQC EXECUTIVE)**.

Job Location: Noida

Job Profile: **IPQC EXECUTIVE**

As QC EXECUTIVE you shall be responsible for following tasks as under:

- Device and establish a company's quality procedures, standards and specifications.
- Set standard for quality as well as health and safety.
- Setup and maintain control and documentation procedure.
- Define quality procedures in conjunction with operating staff.
- Review all technical quality documentation and policies, objectives SOP & STP.

Salary: Your Consolidated Salary shall be **Rs. 1,44,000/- per annum i.e 12000/- per month.**

Outstation/ Travelling expenses: As per entitlement

Performance to be reviewed after 3-Months period.

You are requested to bring the below documents/credentials at the time of joining:

- Photocopy of your Academic qualification
- Pan Card & Adhar Card
- Two passport size photographs



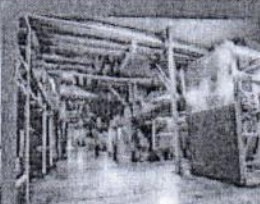
UNIT- I



UNIT- II



OFFICE



DIPPING AREA



TESTING AREA

Unit - I :D-001, Sector-80, Noida-201305, (U.P.) INDIA
Unit- II : E-4, Site - B, UPSIDC Mathura, (U.P.) INDIA Tel. : 0565-2480380
Tel.: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314
E-mail : info@anonditahealthcare.com, www.anonditahealthcare.in



Anondita Healthcare

AN ISO 9001: 2015, CE, GMP Certified Co.
Manufacturer of Condoms & Surgical Gloves

A formal letter of appointment will be issued at the time of joining. This offer is valid till **25, MARCH, 2022**. In case you do not report for duty on or before the valid date, the offer stands cancelled.

In case any particulars submitted in the application form are found false or incorrect after joining the organization, your employment in the company shall be terminated without any prior notice.

You need to sign the duplicate copy of this letter as acceptance of this offer and confirm the date by which you will be joining the organization.

We expect you to maintain discipline at all times & work as a team with your Seniors & subordinates. We look forward to you joining at M/s Anondita Healthcare.

Regards.

Accepted
[Signature]
24/03/2022



UNIT-I

UNIT-II

OFFICE

DIPPING AREA

TESTING AREA

Unit - I : D-001, Sector-80, Noida-201305, (U.P.) INDIA
Unit- II : E-4, Site - B, UPSIDC Mathura, (U.P.) INDIA Tel. : 0565-2480380
Tel.: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314
E-mail : info@anonditahealthcare.com, www.anonditahealthcare.in

Date: 19, MARCH ,2022

OFFER LETTER

GAURAV TRIPATHI,

We M/s Annodita healthcare rubber products India private Limited (Division of Annodita Healthcare) are delighted to offer you the position of **(IPQC EXECUTIVE)**.

Job Location: **Noida**

Job Profile: **IPQC EXECUTIVE**

As QC Executive you shall be responsible for following tasks as under:

- Devise and established a company quality procedure standard and specification
- Set standard for quality as a well health and safety
- Setup and maintain control and documentation procedure
- Define quality procedure in conjunction with operating staff
- Review all technical quality documentation and policies objective SOP & STP

Salary: Your Consolidated salary shall be Rs 1,44,000/- per annum i.e 12000/-per month

Outstation/Travelling expense: As per entitlement

Performance to be reviewed after 3 Month period

You are required to bring the below documents/credential at the time of joining

- Photocopy of your Academic qualification
- Pan Card & Adhar Card
- Two passport size photograph



Unit-1:D-001, Sector -80 Noida -201305 (U.P.) INDIA

Unit-II : E-4, Site- B, UPSIDC Mathura (U.P). INDIA Tel : 05565-2480380

Tel: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314

Email: info@anonditahealthcare.com, www.anonditahealthcare.in

Anondita Healthcare

A formal letter of appointment will be issued at the time of joining. This offer is valid till **22 March 2022**. In case you do not report for duty on or before the valid date The offer stands cancelled.

In case any particular submitted in the application form are found false or incorrect after joining the organization, your employment in the company shall be terminated without any prior notice.

You need to sign the duplicate copy of this letter as acceptance of this offer and confirm the date by which you will joining the organization.

We expect you to maintain discipline at all times and works as team with your seniors and subordinates. We look forward to you joining at message Annodita healthcare.

Regards,



Unit-1 :D-001, Sector -80 Noida -201305 (U.P.) INDIA

Unit-II : E-4, Site- B, UPSIDC Mathura (U.P). INDIA Tel : 05565-2480380

Tel: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314

Email: info@anonditahealthcare.com, www.anonditahealthcare.in

Date: 19, MARCH ,2022

OFFER LETTER

SADIYA AKHTAR ANSARI,

We M/s Annodita healthcare rubber products India private Limited (Division of Annodita Healthcare) are delighted to offer you the position of (**QUALITY ASSURANCE**).

Job Location: **Noida**

Job Profile: **QUALITY ASSURANCE**

As QC Executive you shall be responsible for following tasks as under:

- Device and established a company quality procedure standard and specification
- Set standard for quality as a well health and safety
- Setup and maintain control and documentation procedure
- Define quality procedure in conjunction with operating staff
- Review all technical quality documentation and policies objective SOP & STP

Salary: Your Consolidated salary shall be Rs 1,44,000/- per annum i.e 12000/-per month

Outstation/Travelling expense: As per entitlement

Performance to be reviewed after 3 Month period

You are required to bring the below documents/credential at the time of joining

- Photocopy of your Academic qualification
- Pan Card & Adhar Card
- Two passport size photograph



Unit-1 :D-001, Sector -80 Noida -201305 (U.P.) INDIA

Unit-II : E-4, Site- B, UPSIDC Mathura (U.P). INDIA Tel : 05565-2480380

Tel: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314

Email: info@anonditahealthcare.com, www.anonditahealthcare.in



A formal letter of appointment will be issued at the time of joining. This offer is valid till **22 March 2022**. In case you do not report for duty on or before the valid date The offer stands cancelled.

In case any particular submitted in the application form are found false or incorrect after joining the organization, your employment in the company shall be terminated without any prior notice.

You need to sign the duplicate copy of this letter as acceptance of this offer and confirm the date by which you will joining the organization.

We expect you to maintain discipline at all times and works as team with your seniors and subordinates. We look forward to you joining at message Annodita healthcare

Regards,



Unit-1 :D-001, Sector -80 Noida -201305 (U.P.) INDIA

Unit-II : E-4, Site- B, UPSIDC Mathura (U.P). INDIA Tel : 05565-2480380

Tel: 0120-4520300/1/2/3 till 99 (100 Lines) Fax : 0120-4520314

Email: info@anonditahealthcare.com, www.anonditahealthcare.in



WINSPARK INNOVATIONS LEARNING PVT LTD.
Plot No. 76 D, Udyog Vihar Phase -4, Sector-18, Gurugram, Haryana-122001
<http://www.planetspark.in>

Offer Letter

Date: 06/06/2022

To Aqsa Saeed

Employee Code: _ PS10874

Dear Aqsa,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **30th August, 2022**. You will be working from home.

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.
Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY
Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 21428 INR, including PF and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**

You will be in probation period of 21 days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. **Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. **Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights

of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**

You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. **Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other.

9. **Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I confirm that I have signed out of the placement process"

Aapa
Signature

16/06/2022
Date

Ref ID: 1667307338502-11-2022

01-Nov-2022

To,

Rajani Maurya

Chiraigaon Varanasi

Domanpur

Uttar Pradesh - 221112

Dear **Rajani Maurya**,

Letter of Appointment

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you as Territory Manager Trainee in our Division GG India - Recura Titans based at Varanasi.

Your Target Total Compensation, including benefits will be INR 2,60,000 (Rupees Two Lakh Sixty Thousand only) per annum. The detailed breakup of the same is enclosed herewith in Annexure I

We believe people seek to work with us not only for money or the job opportunity, but also for the culture and the overall work environment we offer. In this context, we are happy to let you know that the following are the key tenets of our employee value proposition:

- Become a part of a team that cares
- Enjoy professional freedom to create impact
- Learn continually, excel and grow
- Expect to be treated with respect

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. Because **Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before **27-Oct-2022.**

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

For Dr.Reddy's Laboratories Ltd.

Shibu Singh

Lead - Business Talent Acquisition

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)



Annexure-I

Name	Rajani Maurya
Designation	Territory Manager Trainee
Role Band	PSR Trainee
HQ	Varanasi

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	3,467	41,600
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
Total Guaranteed Compensation	19,867	2,38,400
Provident Fund	1,800	21,600
Total Fixed Compensation	21,667	2,60,000
Target Total Compensation		2,60,000

Note:

- All your earnings are subject to tax deduction at source in accordance with applicable laws.
- Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
- You will be entitled to statutory benefits such as Provident Fund, Gratuity etc., as per the applicability of the respective Acts.
- You and your family will be covered under the Group Medclaim Insurance for hospitalization with a sum insured as per the prevailing norms of the Group Medclaim Insurance Policy. A nominal amount by way of premium is recovered from your total salary, as per the company policy.
- You will be covered under the Employee Benevolent Fund, Term Life Insurance & Group Personal Accident policy. For the Employee Benevolent Fund; a nominal amount by way of contribution is recovered from your total salary, as per the company policy.
- The Bonus/Ex-Gratia is an annual salary component.

Annexure – II

Benefits

Dr. Reddy's extends various benefits to its employees, which are subject to change from time to time as per Company policy.

Leave Benefit

We encourage you to plan some time off from work to recharge. For this you have 30 days of paid leave in a year. A year, in this context, is the financial year starting April and concluding on March of the next year.

Leave Entitlement

Two and a half days are added to your leave credit every month to make a bank of 30 days a year. You can prefix, suffix and include weekends and holidays when taking off because these holidays and weekly offs are not counted as leave. If you join mid- year, the calculations are on a pro-rata basis. If you join between the 1st and 15th of a month, you are credited 2.5 days of leave for that month. If you join after 15th, then you get 1.5 days credited for that month. Leave is automatically credited to your account for the year. You can check your leave credit on the portal. You can use the portal to mark attendance, apply for leave, check leave credit and leave approval status.

Leave Encashment

You will be eligible for leave encashment as per the company policy applicable.

Paid Leave

Maternity benefits

All permanent women employees get 26 weeks of paid maternity leave. It can be taken pre- and post - delivery. In the case of pre - delivery leave, you can take up to eight weeks. Holidays and weekly offs falling in - between are counted as part of maternity leave. In case of an emergency such as a miscarriage, you can take six weeks of leave immediately following the date of the incident. You get an additional month of leave for illnesses arising out of pregnancy, delivery, premature birth of a child, or a miscarriage. If you adopt a child less than 3 years old, you can take up to 4 months of paid leave. If you adopt a child greater than 3 years, you may take up to 2 months of paid leave. Leave is sanctioned by your immediate supervisor, in consultation with the HR facilitator. Since the company will need to make replacement arrangements while you are on maternity leave, you need to inform in advance the period you plan to go on leave.

Time offs and Work from Home

Once you have had a baby, and are back to work, you can take up to two hours off every day for a year from the date of birth of the baby, in case you need to come in late or leave early to look after the baby. In case the nature of work assigned to you is of such nature that you may work from home, you may do so after availing of the maternity benefit and for such period and on such conditions as you and your supervisor may mutually agree.

Child-care

Most Dr.Reddy's Laboratories Ltd offices have a child-care facility where you can enrol your baby free of cost. It is staffed with competent care givers to look after your baby while you are at office.

Paternity benefits

New fathers can take up to 5 days of paid paternity leave within three months of a child's birth or adoption. You could combine this with regular leave and prefix or suffix it with weekends or declared holidays.

Medical Benefit

Everyone, with the exception of employees covered by the Employees State Insurance (ESI) Scheme, is covered under the Medical Insurance scheme. You are automatically enrolled into this scheme as soon as you become a permanent employee of the company.

Medical insurance

Your spouse, dependent children and dependent parents/in-laws and you are covered under our Group Medclaim Policy. A nominal premium shall be recovered from you for covering your family. This policy is renewed on 1st September every year and is valid up to 31st August of the subsequent year. You will find specific information on this policy under Medclaim policy in our portal www.mydrreddys.com. This policy covers you for almost all eventualities of health emergencies that can arise so you get essential medical and financial support on time with least worries.

Accident and life insurance covers

You are also covered under our Group Personal Accident (GPA) and Group Term Life Insurance (GTLI) schemes. GPA covers you in cases of permanent and partial disablement or death by accident whereas the GTLI is a life insurance cover. This is provided over and above the TCC, the premium for which is paid by the company.

Salary Advance Entitlements & Repayment

You can take an interest-free salary advance from the company for a personal or professional eventuality. You can take up to one month's gross Total Cost to Company (TCC) as an advance. Taxes as applicable will be borne by you. You need to have a gap of six months from the date of repayment of the previous salary advance to take another one. You can repay the advance in a maximum of six equal, interest-free, monthly instalments. These will be automatically deducted from your salary once you choose the number of instalments you would like to repay in.

Annexure – III

Terms of employment

1. Your effective date of joining will be considered based on the joining report filled by you while reporting for joining at the company.
2. You will be on probation for a period of Twelve (12) months which will not be extended beyond Twelve (12) months by the Company.
3. Your confirmation will be governed by the "GG India Confirmation Policy". You will be mandatorily go through a performance appraisal process during your probation period. If your performance levels are assessed as satisfactory basis the appraisal criteria and the management is fully satisfied with your progress, only then you will be confirmed in your designation in writing. On successful completion of probation period, your current Total Fixed Compensation will be revised as per the confirmation policy.
4. During the period of probation, your services may be terminated at any time by the Company without assigning any reason or non-suitability to the job by giving 30 days' notice or paying you 30 days stipend/salary in lieu thereof. Should you desire to leave the Company's services, you will be required to give 30 days' notice. However, the Company reserves the right to waive your notice period and relieve you earlier at its convenience.
5. On successful completion of your probation, your services will be confirmed in the Company in writing at the end of Twelve (12) months with the terms and conditions for the employment. However, your confirmation depends on your performance, conduct, attitude and your suitability of the job or other criteria as deemed fit by the management for these Twelve (12) months. Unless confirmation of services is communicated in writing, you shall continue to be on probation.
6. On confirmation, your employment may be terminated with or without any reason by either party by giving the requisite period of notice in writing which shall be 15 days if you desire to leave the company, however it will be 30 days in case your service is being terminated by the company. The company reserves the right to pay or recover pay-off in lieu of notice period and relieve you on such date as it may deem fit even prior to the expiry of the notice period. However, the company reserves the right to waive your notice period and relieve you earlier at its convenience.
7. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
8. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company
9. You shall commit yourself to the implementation of any measure introduced or that may be introduced by the management as in its sole discretion/ judgment considers expedient in the conduct of its business. Such measures shall include inter alia changes in work organization, work methods, procedures and systems, reporting systems, marketing plans and strategies and all other activities required for the efficient management of the business of the Company.
10. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE
11. You shall extend your full assistance and cooperation to the management in maintaining discipline in the Company.

12. You shall adhere to the Code of Business Ethics and any other rules and regulation specified by the Company from time-to-time.

13. Your working days will be as per the applicable organization policy and may include Saturdays, whether in the head quarter, ex-headquarters or outstation.

14. The working day shall ordinarily consist of morning and evening work and you should make the number of calls to doctors, hospital, chemists, stockiest, dealers and other purchasing agencies as per standards, norms, rules and regulation of the Company and any other appropriate standards applicable to the same.

15. As fixed by the Company and communicated individually from time to time, you shall strictly adhere to the norms, rules and regulation of the Company. Any deviation from or failure to adhere to the same will be misconduct.

16. You will be eligible to thirteen paid holidays in a calendar year to be fixed and declared by the management.

17. Leave and the procedure thereof shall be in accordance with the Company Policy.

18. Subject to the provisions of any law for the time being in force, leave cannot be availed of as a matter of right, and must be sanctioned by the management. The management may at its discretion refuse, revoke, or curtail leave, subject to the exigencies of work in the Company.

19. In case, the Company is not satisfied about the authenticity of the medical certificate produced, the management may get you examined by the medical officer of its choice at its cost and you shall not refuse to subject yourself and fully cooperate with the Company for such medical examination.

20. If you remain absent without leave for eight (8) consecutive days or beyond the period of leave originally granted or subsequently extended, you shall be deemed to have abandoned the service of the Company, unless you return to duty within three (3) days of remaining absent or the expiry of the leave granted or extended as the case may be and explain to the entire satisfaction of the management, reasons for absence or overstay of leave.

21. While proceeding on leave, you shall intimate to your department/manager your contact address during the leave period. Any communication sent to such contact address shall be deemed to have been personally served on you.

22. As per the Company's policy, the age for superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.

23. In case you leave the organization within a period of one year from the date of joining, the company reserves the right to recover all the relocation expenses incurred on at the time of joining.

24. That your promotion will be at the sole discretion of the Company depending upon your performance, potential and on competencies demonstrated by you as assessed by the Management from time to time.

25. You will devote your whole time and full attention exclusively to the duties entrusted to you to the best of your power, ability, skill and experience and shall not do any other work for any remuneration, nor shall hold any private business, directly or indirectly.

26.All property, products, promotion materials and any other documents entrusted to you shall be the exclusive property of the Company and you shall be responsible for their safe custody. You shall use/distribute such property strictly according to the instructions of the Company and shall maintain proper accounts and records for the same.

27.You will not borrow or collect any money on the Company's account from any dealer or doctor or other party

28.Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is 10-Jan-1998. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.

29.If any declaration or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to dismissal from services of the Company without any notice.

30.Your services are liable to be terminated in case the Company loses confidence in you as a result of your conduct due to commission or omission of any act subversive of discipline and good behavior leading to loss of image of the Company through any act involving moral turpitude, any instructions, routine and practices, working and the traditions common for your role in general.

31.On termination/separation/retirement from the services of the Organization, you shall immediately return the Company, all correspondence, Company property, specifications, formula books, documents, market data, cost data, drawings effects or records etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items.

32.You shall not at any time, without the express consent from the management, except under legal process, divulge or make public any of the information, secrets, accounts, transactions, or dealings of the Company which ought not to be made public or disclosed, during and after termination of the probation period.

33.The management may at its discretion transfer you from one location to another location in India or abroad or to associate companies or to the factory or to the head office or any other office in the country. Refusal to obey such transfer order will be misconduct and you will be liable for disciplinary proceedings. Management has the sole right and discretion to lay off, transfer and promotion.

34.In regard to any terms and conditions of service or any rules and regulations of the Company which are not covered herein, the Company may from time to time give effect to such terms and conditions, rules or regulations affecting the employees or any particular group of the employees by publishing them on the notice board of the establishment and or personally servicing the same on employee by post and you shall be bound by all such terms and conditions, rules and regulations.

35. In case you leave the organization within a period of one year from the date of joining, the company reserves the right to recover all the relocation expenses incurred on at the time of joining.

36.Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.

Annexure – IV

Acceptance of Appointment

I confirm that I have read, understood and hereby accept the terms and conditions mentioned in this Appointment Letter together with its annexures. I hereby declare that details furnished by me in all the documents (hard and soft copy/copies) including but not limited to my resume, job application form and all supporting documents ("Documents") to Dr. Reddy's are true and correct to the best of my knowledge.

It is hereby understood that Dr. Reddy's only hires candidates from universities and institutes recognized by the University Grants Commission, All India Council for Technical Education or equivalent certifying bodies. Further, I understand that Dr. Reddy's may at its discretion, conduct a background check (including criminal history and identity check) to verify information, qualification and Documents furnished by me, and that this Appointment Letter is subject to a successful outcome of such background check.

I hereby authorize Dr. Reddy's (or a third party agent duly appointed by Dr. Reddy's) to contact any former employers as indicated in the Documents and carry out all background checks as deemed appropriate through this selection procedure. I authorize all persons who may have information relevant to the verification to make required disclosures to Dr. Reddy's or its representatives/agents.

I acknowledge and agree that providing any false information may result in a decision not to hire me or if hired, may result in termination of my employment without any further enquiry, payment or liability on Dr. Reddy's. Further, I understand that Dr. Reddy's may at its sole discretion publish any false information furnished by me.

In addition, I understand and agree that Dr. Reddy's has rights to seek any legal remedies including indemnification and damages incurred due to my actions/Documents furnished by me, for any loss caused to Dr. Reddy's as a result of any such false information. I understand that this Appointment Letter is subject to a successful background check and my medical fitness (for which I am required to undergo a medical examination as per the tests prescribed by Dr. Reddy's).

I also agree that any discussion related to compensation is to be taken up only with the authorised undersigned. I undertake that there would be no breach of the confidentiality provisions hereunder. I hereby accept the employment subject to the terms and conditions of this Appointment Letter.

My expected date of joining the organization would be 27-Oct-2022 . Any change in my expected date of joining would be informed and shall be duly approved by Dr. Reddy's.

Name : Rajani Maurya

Date : 01-Nov-2022

Place : Chiragaon Varanasi, Domanpur, Uttar Pradesh - 221112

Note : -- Please return one (1) duly signed copy of this offer to Dr. Reddy's through scan or hard copy as a token of your acceptance on or before ten (10) days from the date of receipt of Appointment Letter, failing which, this offer will stand automatically withdrawn.

Address: _____

Sub: Letter of Intent

Dear Shivangi dixit,

Congratulations!

We are happy to inform you that we have decided to offer you the position of **"Associate Recruiter"** at our **Noida** office for our US Staffing Operations.

Please accept this as a formal offer letter from **Artech Infosystems Pvt. Ltd.**

You will be required to join us on **18th April , 2022**. Your total cost to the company would be **INR 4,68,000 (Four Lakhs Sixty Eight Thousand Only- Including Benefits) Per Annum**. You are entitled for a monthly gross salary of **INR 30,000**.

During your traineeship period of initial two months, you will be designated as "Trainee – RPO" and post successful completion of training as an "Associate Recruiter".

You will be governed by the rules and regulation and such other practices, systems, procedures, and policies framed by the company from time to time. You will also be governed by the statutory laws enacted by the Local Authority/State or Central Government as applicable to you from time to time. You are advised to make yourself familiar with the company's rules and policies.

We would request you to make necessary arrangements in your organization and complete all the formalities before that since your joining date will not be extended in any case.

Please carry all the original documents as listed below at the time of joining, along with one set of photocopies:

1. Copies of Certificates in support of your Qualifications
2. 5 Passport size photographs
3. Photo ID Proof, like (PAN Card, Driving License, Voter ID, Passport, Credit Card with Photo)
4. Permanent and Local Address Proof
5. Pan Card Number and Copy
6. Aadhar Card Number

In case any documents/references don't correspond to the claimed information, the offer extended would stand null & void and would lead to withdrawal of the offer.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

Your appointment letter will be handed over to you once the background check is completed satisfactorily.

You are expected to serve the organization for a minimum period of 18 months or else a retribution amount of Rupees One Lakh (INR 1,00,000) would be imposed to recover the tangible and intangible cost incurred on you.

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

We welcome you to the Artech family and look forward to a long-term fruitful relationship.

Wishing you all the best!

Thanking You,
Yours Sincerely,
For Artech Infosystems Pvt. Ltd.
Chandra Mohan Ratra
(Deputy General Manager - Human Resources)

Acknowledgment Letter

Company Profile:

Artech is the largest Women & Minority owned IT staffing firm in the US, with US\$ 725 million in annual revenues and a footprint across the globe. Artech was formed almost 3 decades ago and today, with

commitment to providing best in class workforce solutions based on applied human intelligence, Artech works with over 85 Fortune 500 clients across USA, Canada, India, and China.

At Artech, we value human intelligence.

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

I am very pleased to accept the position of **Associate Recruiter - US IT Recruitment**.

I have attended the pre-placement presentation by Artech and have clearly understood the roles and responsibilities of the position along with the company's policies & benefits.

I am aware of the fact, that the job profile is in **Night shift** from **7:00 PM till 4:00 AM or 9:00 PM till 6:00 AM**.

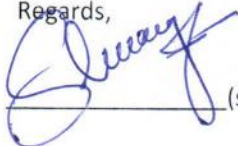
I acknowledge the fact that at the time of joining Artech, I will have to sign a **Service level agreement (SLA)** for a period of **18 months**.

I am excited to join Artech & look forward to a rewarding career ahead.

I accept the term & conditions stated above.

Thanking you,

Regards,



(sign here)

Date: College: _____



DATE:

09 June

Dear Mr. Abdul Rahman

Welcome to Pregrad family!

It's an exciting time for us. As we continue to grow, we strive to remain as adaptable, motivated and responsive to our new employees, as we are to our customers. Pregrad prides itself on ensuring that it always puts customers first, and for us our employees are Family. Hence ensuring their success is our priority.

Our values include 'Hard Work', 'Humility' & 'Curiosity'. These values are the DNA behind how we work. Through our interactions we know you represent these values and shall fit right in

We are glad to have you on board with us during this time of change and growth.

In closing, it's our privilege to welcome you to be part of this growing family of creators. We look forward to our journey together in the times to come.

Welcome aboard!

Regards
Team Pregrad



Phone.

8384068969



Email.

madiav.chaturvedi@pregrad.in



Address.

D-Block, Sector 10, Noida

Offer Letter

DATE:

09 June 2022

Dear Mr. Abdul Rahman

We are pleased to offer you a 7 days Training that will be extended as 3 Months Internship with Pregrad . Please find the following confirmation of your Internship.

Start Date: 14/06/2022

Your job title will be "Human Resource Intern" your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your superiors. By accepting this Internship offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

During the internship period, the company will have all the rights to terminate your service without offering any reason and you are required to give 15 days notice.

By accepting this offer of Internship, you acknowledge that you will keep all of the company's information confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of Company. In addition, you agree that, upon conclusion of your tenure, you will immediately return to the company all its property, equipment and documents including electronically stored information.



Phone.

8384068969



Email.

madhav.chaturvedi@pregrad.in



Address.

D-Block, Sector 10, Noida



By accepting this internship offer letter, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. Official communication either within the company or outside the company should be through the company email of your manager only.

Working Hours: 9 Hours a day (Inc. Lunch Break)

Revenue – 30+ Enrollments

Stipend: INR 15000 + Incentives up to 10k(Incentives Will be Given After 30+ Enrollments)

After Internship PPO will be there on Performance Based - 4-5 LPA

Location: In Office(Noida)

Acceptance of the Candidate:

I have read and Understood the above terms and conditions and I accept this offer, as set forth above, with Pregrad, and will report on or before 14/06/2022

Signatures _____

(Candidate's Signature)

Date :-

Cheers,

Madhav Chaturvedi

Co-Founder, Pregrad



Phone.

8384068969



Email.

madhav.chaturvedi@pregrad.in



Address.

D-Block, Sector 10, Noida

Annexure-1

- 1. Digital Photograph**
- 2. Pan Card/Voter ID/Driving License/passport scanned copy**
- 3. 10th/12th/Graduation Certificate**



Phone.
8384068969



Email.
madhav.chaturvedi@pregrad.in



Address.
D-Block, Sector 10, Noida