



Dear **Udita Sharma**,

We are delighted to have you join our team at **UpRoar Learning**. As discussed during your interview, we are pleased to offer you the position of **Business Development Manager** in **Gurugram** starting from **8th April 2024**.

Our entire team is dedicated to achieve a common goal, and as the saying goes, **“Start by doing what is necessary, then what is possible, and in no time you will be doing the impossible!”**

Please note that your Appointment Letter will be provided on your post submission and verification of documents, subject to a reference check from your previous employer and confirmation of your medical fitness.

To process your appointment letter, kindly bring the **soft copy of** following documents on your **Date of Joining**:

- Photocopy of Aadhar and Pan Card
- Photocopy of 10<sup>th</sup> and 12<sup>th</sup> Mark sheets
- Photocopy of Graduation/ Post Graduation Final Mark sheets/Degree certificate.
- Photocopy of previous Offer Letter/ Appointment Letter, including Salary Certificate from the previous employer
- Photocopy of Resignation acceptance/ Relieving Letter from your previous employer
- Last 3 months Salary Slips and Bank Statements.
- Recent passport size photograph- 2 (original)
- Canceled Cheque (Original)
- Double Vaccination Certificate.

We would appreciate an early response to this offer. We look forward to building a mutually beneficial relationship with you during your time with us.

**Please note that this Letter of Intent (LOI) is valid for the next 24 hours; if not accepted within the period, it will be considered null and void, and you will be eligible to apply again only after 90 days.**

A handwritten signature in green ink, appearing to read "Mayank Singh", with a small circular mark to the right.

Thanks & Regards,

**Mayank Singh**

**Sr. Manager – Human Resources**



Dear Sarthak Pandey,

We are delighted to have you join our team at **UpRoar Learning**. As discussed during your interview, we are pleased to offer you the position of **Business Development Manager in Gurugram** starting from **8th April 2024**.

Our entire team is dedicated to achieve a common goal, and as the saying goes, **“Start by doing what is necessary, then what is possible, and in no time you will be doing the impossible!”**

Please note that your Appointment Letter will be provided on your post submission and verification of documents, subject to a reference check from your previous employer and confirmation of your medical fitness.

To process your appointment letter, kindly bring the **soft copy** of following documents on your **Date of Joining**:

- Photocopy of Aadhar and Pan Card
- Photocopy of 10<sup>th</sup> and 12<sup>th</sup> Mark sheets
- Photocopy of Graduation/ Post Graduation Final Mark sheets/Degree certificate.
- Photocopy of previous Offer Letter/ Appointment Letter, including Salary Certificate from the previous employer
- Photocopy of Resignation acceptance/ Relieving Letter from your previous employer
- Last 3 months Salary Slips and Bank Statements.
- Recent passport size photograph- 2 (original)
- Canceled Cheque (Original)
- Double Vaccination Certificate.

We would appreciate an early response to this offer. We look forward to building a mutually beneficial relationship with you during your time with us.

**Please note that this Letter of Intent (LOI) is valid for the next 24 hours; if not accepted within the period, it will be considered null and void, and you will be eligible to apply again only after 90 days.**

A handwritten signature in green ink that reads "Mayank Singh".

Thanks & Regards,

Mayank Singh

Sr. Manager – Human Resources

A handwritten signature in black ink that reads "Sarthak Pandey".

Offer Accepted  
(4<sup>th</sup> April, 2024)



**G.M. Pharma**

**OFFER LETTER**

To  
**Abhishek Gautam**

**Kanpur**

Date: 23 March. 2024

Dear  
**Abhishek Gautam**

We are pleased to offer you the position of Area Manager based at Kanpur at G.M Pharma ("the Company"). In this position, you shall report to Sales Execrative. This letter, together with the annexures constitutes your employment agreement with us. Your responsibilities and duties are as enumerated in the employee handbook.

Your remuneration is described in Annexure A and the terms and conditions of your employment are as in Annexure B. Please fill out the details in Annexure C and D on or before your joining date.

We expect you to join the company on or before 1 May 2024.

Please indicate your acceptance of this offer by signing and returning one copy of this letter, and Annexure A. This offer is confidential and should not be disclosed to others.  
We are very excited about you joining **G.M.Pharma** and look forward to you having a long and fruitful association with the company!

Yours Sincerely,  
**Gopal ji srivastava**  
CEO, G.M Pharma

Signature:  
Name:- **Abhishek Gautam**

ANNEXURE A

COST TO COMPANY (CTC)

Salary Component	Monthly (In. Rs.)	Annual (In Rs.)
Basic Salary	6000	72000
House Rent Allowances	3000	36000
Employer PF Contribution ***	*****	*****
Special Allowance*	*****	*****
Total Gross (A)	*****	*****
Monthly Performance Linked Pay (B)**	2000	24000
Monthly Gross including Incentive (A+B)		
Annual Performance Linked Pay (C)***		
Total Salary (A+B+C)	11000	132000

- Over and above your CTC you will be also entitled to a Daily Allowance of INR 100 /- only on days reported for work. For Outstation travel, the travel and allowances will apply as per company rules. DA will be paid on monthly basis on submission of original fuel or Private Convince bills as per the prescribed format.

In addition to the above, Medical Insurance worth INR 1 lac/- will be provided to you and your dependents (i.e. your Mother, Father, Spouse and up to 2 Children).

\*Special allowance is divided into varied Flexi Benefits. You can choose the Flexi Benefit options available with the company in order to save taxes. To avail this benefit you will be required to submit the relevant bills.

Below are the Flexi benefits:

- Medical Reimbursement up to a limit of INR-----per year
- Mobile Phone Reimbursement up to a limit of INR----per year
- Leave Travel Allowance up to a limit of INR-----per year
- Books/Periodicals/Newspapers up to a limit of INR----per year and
- Conveyance Allowance up to a limit of INR /- per year.
- \*\*The Monthly Performance Linked Pay is paid on Monthly basis based on Target achievement
- \*\*\*The Annual Performance Linked Pay is paid on Annual basis based on Target achievement and Overall Company Performance

- \*\*\* The Employer PF Contribution is kept at minimum in the offer break up structure. You are requested to fill the PF Declaration form on or before joining

- The above stated salary is subject to tax deductions, as may be applicable. To avail of the relevant deductions, it is mandatory to submit the relevant bills upon request.

Employee  
Signature.....  
Name:



## [1] EMPLOYMENT AND TERM

[1.1] The term of your employment with the Company shall commence from the date of joining the Company as set out in your offer letter (the "Employment Date") and shall continue unless terminated earlier by either Party (the "Term") in accordance with the Agreement.

[1.2] Employment with the Company is subject to the following:

[a] Employee submitting the relieving letter issued by the previous employer of the Employee, recognizing cessation of employment, fulfillment of all duties and obligations and settlement of all dues payable by the Employee with respect to the previous employment, within (15) days from the Date of Employment. Upon the Employee failing to submit the relieving letter, to the satisfaction of the Company, within 15 days from the Date of Employment, the Company may, notwithstanding anything to the contrary in this Agreement, terminate the Agreement with immediate effect without notice or any payment in lieu of notice; and

[b] Employee clearing background verification check to the satisfaction of the Company. Upon the Employee failing to clear the background verification check, the Company may, notwithstanding anything to the contrary in this Agreement, terminate the Agreement with immediate effect without notice or any payment in lieu of notice.

[1.3] The employment will be subject to a probationary period of „zero days“. If the Employee"s performance is satisfactory to the Company during this period, then the Company shall confirm the appointment in writing. The Company may, at its sole discretion, extend the probationary period for whatever period it deems appropriate. • [2.4] Depending on business needs, the Company may, at its sole discretion, change your designation and responsibilities or transfer your employment to any other office of the Company or to its Affiliates.

[1.4] In case any employee is on leave without approval for more than 2 working days, a signed letter or email from the employee is required mentioning the cause of leave. Absence of such letter or email will be treated as actionable. During such period of leave without approval, pending the receipt of the letter or email, all payments due to the employee will be suspended.

[1.6] If the company expends resources towards the benefit of the employee's i.e. towards relocation, buying out notice period, employee specific training etc. - and the employee were to terminate this employment within one year of such expense, the employee is to make good the company such cost. However, the company retains the right to waive such amount.

## [2] DUTIES AND RESPONSIBILITIES, CONFLICT OF INTERESTS, ETC.

[2.1] You hereby agree and undertake to perform various duties and undertake various responsibilities as may be required by the Company from time to time. The Company may, depending on business needs, require you to undertake other ancillary and additional duties and you shall not refuse to perform other incidental duties and shall undertake connected responsibilities as and when called upon.

[2.2] The Company may, require that you be seconded, deputed, assigned and/or transferred to any other office of Company in India or overseas or to any Affiliates of the Company or to any third parties. Further, in such case, you shall also be bound by any policy of such other office or Affiliate, in existence at the date of the Agreement or that may be subsequently framed by the Company or the Affiliate. You may also be required to make visits and travel both within India and overseas, as may be necessary for the proper discharge of his duties.

[2.3] Since it is a full-time employment arrangement with the Company, while in the employment of the Company, you are in no way allowed to be employed in or engaged with any other organization on a permanent, temporary or part time basis, or offer services with or without consideration to any Person or be occupied in his own business, without the prior written consent of the Company. You shall comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you.

[2.4] You have been requested to disclose all of your business interests in writing to the Company, if any, whether or not they are similar to or in conflict with the Business and all circumstances, in respect of which there is or there might in the future be a conflict of interest between the Company and you or any of your immediate relatives. You agree to disclose fully to the Company in writing any such interests or circumstances which may arise during your employment immediately upon accruing of such interest or occurring of any such circumstances.

### [3] EXPIRY AND TERMINATION OF EMPLOYMENT

[3.1] Termination by either Party without cause: Either Party may terminate the Agreement by giving written notice of at least 30(thirty) days to the other Party. Unless otherwise agreed in writing by the Parties, the termination would be effective only

after 30(thirty) days from the date of the receipt (by the other Party) of such notice (hereinafter referred to as the "Notice Period"). Alternatively, the Company may terminate your employment with immediate effect, upon giving you salary in lieu of notice or pro- rated salary for the balance Notice Period in case you have been permitted to work during the Notice Period. In case you have given a notice to resign or terminate your employment or resign from services, you are expected and required to diligently serve the entire notice period. Should the Employee fail to serve the notice period, he shall be liable to pay an amount equivalent to the salary in lieu of notice (for the duration of the Notice Period) or pro-rated salary for the balance Notice Period.

[3.2] Termination during probationary period: Notwithstanding anything contained in the Agreement, if the Employee is serving his/her probationary period, the Agreement can be terminated by the Company immediately, without giving any notice to the Employee. However, in case the Employee wishes to terminate the Agreement during the probation period, the Employee shall be given at least seven (7) days" written notice to the Company. In such an event, the Company may, at its sole discretion, permit the Employee to leave service during the period of notice without any salary in lieu of notice or pro-rated salary for the balance notice period.

[3.3] Termination by Company due to your misconduct: Notwithstanding anything contained in the Agreement, the Company may terminate your employment under the Agreement, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company"s property, (iii) insubordination or failure to comply with the directions given to you by persons so authorized, (iv) Your insolvency or conviction for any offence involving moral turpitude, (v) breach by the Employee of any terms of the Agreement or the Company"s Policies or other documents or directions of Company, or any other documents/agreement between the Company and you, (vi) irregularity in your attendance, or your unauthorized or unapproved absence from the place of work for more than seven (7) consecutive working days, (vii) You going on or abetting a strike in contravention of any law for the time being in force, (viii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or Company Policies.

[3.4] Liability: The Parties hereby agree that if the termination is found to be wrongful by an appropriate Court in India, based on a non-appealable order, the maximum liability of Company shall not exceed fifteen (15) days" salary and statutory benefits for every year of service, in case the Company does not re-instate your employment.

[3.5] Separation and Release: Upon termination of your employment with the Company for any reason, the Company may require you to sign a separation and release agreement with the Company at no additional consideration or payment.

#### [4] COMPANY POLICIES

You agree and undertake that you shall be bound by all the policies and procedures of the Company (including those contained in the Employee Handbook, if any), as may be drafted, revised, amended and/or updated from time to time by the Company.

#### [5] NOTICES

[5.1] All notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or mailed or couriered or by electronic mail to the Parties at the registered address of the Company and to your address as available in the Company"s records.

[5.2] Any change in the address of either the Company or yourself shall be notified to the other Party.

Private & Confidential

HRD / Offerlr / ATS439484

Jan 25, 2024

ABHISHEK KUMAR

Dear ABHISHEK,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: ABHISHEK KUMAR

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.



### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439483

**Jan 11, 2024**

Adarsh Srivastava

Dear Adarsh,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Adarsh Srivastava

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439463

Jan 11, 2024

Anshika Chaurasiya

Dear Anshika,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

Table I : Compensation

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to



join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Anshika Chaurasiya

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439476

Jan 11, 2024

ANSHIKA MISHRA

Dear ANSHIKA,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: ANSHIKA MISHRA

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.



### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439472

**Mar 02, 2024**

BHAVESH KUMAR SHUKLA

Dear BHAVESH KUMAR,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: BHAVESH KUMAR SHUKLA

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. Transfer: The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. Background check: The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
4. Leave: Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



VVDN Technologies Private Limited  
GLOBAL INNOVATION PARK (GIP)  
Plot No: CP-07, Sector-8,  
IMT Manesar,  
Gurgaon, Haryana - 122050



GSTIN: 06AABCE7582R1ZX  
CIN: U72200DL2007PTC162619

## Appointment Letter

### नियुक्ति पत्र

Ref. No.: HR/IND/AL/2024/11/28381

Date: 06-Nov-2024

Name of the Candidate / उम्मीदवार का नाम: Himanshu Singh

Job Location / नौकरी करने का स्थान: Manesar

Date of Joining / नियुक्ति की तिथि: 01-Nov-2024

Dear / प्रिय Himanshu Singh,

With reference to the completion of your training, we hereby appoint you as **Trainee (Quality)** at **VVDN Technologies Pvt. Ltd. (hereinafter referred to as "VVDN" or "Company")**, in **Manesar**, on the following terms and conditions:

आपके साक्षात्कार और उसके बाद हुए चयन के संदर्भ में के संदर्भ में, हम आपको VVDN Technologies Pvt Ltd (जो कि आगे "वीवीडीएन" या "कंपनी" के रूप में सम्बोधित होगी), में **Trainee (Quality)** के पद पर निम्नलिखित नियमों और शर्तों पर नियुक्त करते हैं।:

- You will be given a CTC of **₹280,000.00 per Annum** starting from the 01-Nov-2024. All payments (bonus /reimbursement /allowance, etc. agreed on or before joining) are subject to the applicable TDS/ IT, PF, ESIC and other relevant compliances as per the applicable laws.  
01-Nov-2024 से आपको **₹280,000.00** रुपये प्रति वर्ष का CTC दिया जाएगा। आपके वेतन का भुगतान आपका कानून के अनुसार होने वाली कटौती के बाद किया जाएगा।
- Working days will be **Six Days a week**. This is subject to any change, which may be enforced in the future. Such changes will supersede all the relevant clauses mentioned in this Appointment letter. Please refer to Leave Policy for more details pertaining to Leaves applicability.  
आपकी सप्ताह में **छह दिन** कार्य करना होगा और आपको एक दिन का अवकाश मिलेगा। इसमें कंपनी द्वारा भविष्य में किली भी तरह का परिवर्तन किया जा सकता है। ऐसे बदलाव होने पर, इस नियुक्ति पत्र में दिए गए प्रासंगिक खंड प्रतिस्थापित हो जायेंगे। कृपया छुट्टियों से संबंधित अधिक जानकारी के लिए अवकाश नीति देखें।
- You will be on a probation period for the first 6 months. During this period, if the Company identifies that the performance of an employee is not at a satisfactory level, services may be subjected to terminate with immediate effect. You will be eligible for the yearly performance review, upon completion of minimum 6 months of uninterrupted permanent services in VVDN. Based on assessment, the compensation will be revised.  
पहले 6 महीनों के लिए आपका कार्य परखी जायेगा। इस अवधि के दौरान, अगर आपका कार्य प्रदर्शन सतोषजनक स्तर पर नहीं हुआ, तो आपकी सेवाएं तत्काल प्रभाव से समाप्त की जा सकती हैं। वीवीडीएन में न्यूनतम 6 महीने की निरंतर सेवाओं के पूरा होने पर आप वार्षिक मूल्यांकन के योग्य होंगे एवं आपके द्वारा किये गए काम के आकलन के आधार पर आपके वेतन में वृद्धि की संभावना की जाएगी।
- Either party can terminate this employment by serving **15 Days** notice during probation period and **15 Days** notice after successful completion of probation period respectively, on the other party. Your "Full and Final Settlement" will be settled after all the clearance.

A0\_1.5



Private & Confidential

HRD / Offerlr / ATS439478

**Mar 04, 2024**

KIRAN TIWARI

Dear KIRAN,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: KIRAN TIWARI

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS468611

Feb 02, 2024

Kuldeep Pandey

Dear Kuldeep,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Kuldeep Pandey

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



Private & Confidential

HRD / Offerlr / ATS439497

Jan 11, 2024

KULSUM GULZAR

Dear KULSUM,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: KULSUM GULZAR

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439466

**Mar 05, 2024**

Meenakshi Mishra

Dear Meenakshi,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Meenakshi Mishra

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



Private & Confidential

HRD / Offerlr / ATS439460

Jan 13, 2024

RAMAN TIWARI

Dear RAMAN,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: RAMAN TIWARI

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439833

Feb 02, 2024

SACHIN SACHAN

Dear SACHIN,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: SACHIN SACHAN

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



Private & Confidential

HRD / Offerlr / ATS439480

Jan 11, 2024

SATYAM SHUKLA

Dear SATYAM,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

Private & Confidential

HRD / Offerlr / ATS439499

**May 07, 2024**

SHIVA RAJPUT

Dear SHIVA,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: SHIVA RAJPUT

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439473

Jan 11, 2024

SPARSH SINGH

Dear SPARSH,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to



join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: SPARSH SINGH

Signature & date: \_\_\_\_\_



## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

1. **Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
2. **Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
3. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
4. **Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Private & Confidential

HRD / Offerlr / ATS439482

Jan 22, 2024

Shivam Dubey

Dear Shivam,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: Shivam Dubey

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.

### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.



WINSPARK INNOVATIONS LEARNING PVT LTD.  
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002  
<http://www.planetspark.in>

## **Offer Letter**

**Date: 16/11/2023**

**To Ritik Kumar**

**Employee Code: PS18738**

**Dear Ritik**

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **19<sup>th</sup> January 2024**. You will be based out of PlanetSpark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002. You will be working from office from day one of joining.

**You will be paid gross emoluments and incentives as detailed in Annexure – A when 1 Lac revenue reflects in the sales dashboard against your name.**

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:

	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	7000	84000
<b>Gross Salary</b>	<b>32400</b>	<b>388800</b>
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
<b>Total CTC</b>		<b>6,50,400</b>

Your overall training period is for 4 weeks. you would receive a training gross of **INR 21,428 (PF will be deducted)** per month which can be extended if needed. During this period the below mentioned targets has to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	\$1500
USA	\$1500

**The trainee will be eligible to receive the Training gross only if they have 90% of daily Attendance in office and should have completed one whole month in the system.**

## 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 one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary will be processed as FNF after 90 days.

### 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. At the end of training your performance will be reviewed by the Panel, based on the review you will be eligible to be placed in the core team.

**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 and 7 annual medical leave. These are applicable for permanent employees

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of 3 days on the other. The Full and Final settlement will be processed after 90 days from the last working date.

**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 matters 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.

**10. Non-Compete Clause:**

During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,  
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date

*Date: 11-Dec-2023*

*Sakshi Goswami  
286 Bhabha Nagar,  
Sanigawan Road Kanpur-208021.*

*Dear Ms.Goswami,*

*Welcome to HDFC Sales Pvt. Ltd.*

*Subsequent to the campus interview dated **18-Nov-2023**, we are pleased to inform you that you have been selected for the role of "**Financial Service Associate**".*

*Your Total Fixed Cost to Company will be **Rs. 2,17,000.00 per annum** (CTC break-up will be mentioned in the appointment letter); this is subject to clearance of joining formalities with submission of all relevant documents, positive background verification & successful completion of your professional education degree with "**Kanpur Institute of Technology, A-1, UPSIDC Industrial Area, Rooma Kanpur - 208001 Uttar Pradesh**". Your appointment letter will be given to you on the date of joining.*

*You are requested to return a copy of this letter in acceptance of the above terms.*

*We look forward to you joining our team.*

*Yours sincerely,*

*For HDFC Sales Pvt. Ltd.*



*Authorised Signatory*

**Date: 11-Dec-2023**

**Kajal Mishra**  
**Arazi No 62, Plot No. 06,**  
**Mangla Vihar 2, Savitri Nagar,**  
**Kanpur - 208021**

**Dear Ms.Mishra,**

*Welcome to HDFC Sales Pvt. Ltd.*

*Subsequent to the campus interview dated **18-Nov-2023**, we are pleased to inform you that you have been selected for the role of "**Financial Service Associate**".*

*Your Total Fixed Cost to Company will be **Rs. 2,17,000.00 per annum** (CTC break-up will be mentioned in the appointment letter); this is subject to clearance of joining formalities with submission of all relevant documents, positive background verification & successful completion of your professional education degree with "**Kanpur Institute of Technology, A-1, UPSIDC Industrial Area, Rooma Kanpur - 208001 Uttar Pradesh**". Your appointment letter will be given to you on the date of joining.*

*You are requested to return a copy of this letter in acceptance of the above terms.*

*We look forward to you joining our team.*

*Yours sincerely,*

*For HDFC Sales Pvt. Ltd.*

*R Nalavala*

*Authorised Signatory*



**Mavericks**

**Date: 02/12/2023**

**Subject line: Offer of Employment: - Business Development Executive**

Dear Ayushi Dwivedi,

On behalf of the entire organization, I'd like to say that it brings me great pleasure to formally offer you the position of **Business Development Executive** at **Mavericks Edu**.

**A huge congratulations to you!**

You will receive an annualized salary of **CTC Rs. 5.00 LPA salary. (After three months if your performance is above 80% then you will be eligible for 15% increment.)** The breakup of the CTC would be mentioned on the appointment letter which would be asked to sign on the date of joining. Payment occurs on a monthly basis, on 1st week of the consecutive month.

**Job Location – Bangalore.**

Your expected starting date is **15th Jan 2024**.

**This offer is valid until 15/01/2024. To accept the offer, you need to share the below list of documents in the soft copies through email. Your appointment letter is Subject to verification and background check from your previous organization.**

**List of Documents Required:**

- Mark sheets / Degree certificate of your highest qualification
- Address proof
- Pan Card
- 2 Passport size latest photographs
- Experience Letter of last company (if Applicable)

**We look forward to welcoming you to the Mavericks team.**

**If you have any questions or need additional information, please don't hesitate to contact me by email or phone.**

**Best Regards,  
Prajwal Martis  
HR Manager  
PH No: 7483851626**

*I accept this offer letter.*

*Ayushi*





## Offer Letter

**Date: 06/12/2023**

Dear **Deepti Sharma**

With reference to your application, we are pleased to offer you an employment opportunity with Learning Routes Pvt. Ltd. on mutually agreed terms and conditions.

The details of the offer are provided below:

**Designation** : **Sales Associate**  
**Location** : **Yet to be assigned**  
**Tentative DOJ** : **Yet to be assigned**

We are confident that you would play a pivotal role in strengthening the team. This offer is being made to you on the following terms and conditions:

### SALARY

1. Your cost to the Company shall be **6.06 LPA** per annum.
2. In Hand Salary – **30,000/- p.m.**
3. Detailed structure is as mentioned below:

**Cost to the Company: Annexure –A**

<b>Fixed Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12000	144000
House Rent Allowance	9000	108000
Conveyance Allowance	2400	28800
Medical Allowance	1800	21600
Special Allowance	4800	57600
<b>Gross Total (A)</b>	<b>30,000</b>	<b>3,60,000</b>

**\*Tax will be deducted applicable as per rule.**

<b>Variable Components</b>	<b>Monthly</b>	<b>Yearly</b>
Salary Revision (Payable post the completion of monthly targets during probation period)	3000	18000
Incentives (Based on performance)	12000	144000
Performance cum Continuity Bonus	1500	18000
Punctuality Bonus	1000	12000
DTA (Meeting Travel Allowance)	4500	54000
<b>Total (B)</b>	<b>22,000</b>	<b>2,46,000</b>

<b>COST TO COMPANY(A)+(B)</b>	<b>52,000</b>	<b>6,06,000</b>
-------------------------------	---------------	-----------------

LEARNING ROUTES|

Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003





4. This offer is provisional in nature and the detailed appointment letter shall be provided to you on joining subsequent to satisfactory completion of the joining formalities.
5. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.
6. You will be on probation for a period of Six months, which may be extended further at the discretion of the Company.
7. Employment is subject to Document Verification.
8. This offer of appointment is valid until 08<sup>th</sup> December, 2023 for acceptance. If we do not hear from you by 08<sup>th</sup> December, 2023 i.e. the date on which validity of the offer expires, this offer shall be treated as withdrawn.
9. Employment is subject to Training Clearance.
10. During probation, you will be required to serve 30 days' notice or pay 30 days' Gross salary in lieu of notice. Post confirmation, your appointment can be discontinued by either party by serving 45 days' notice or by payment of 45 days' Gross salary in lieu of notice.
11. Your services are transferable anywhere in India, at any time, as per the business requirements
12. Joining shall be considered confirmed once you complete the training period for 5 days, failing to do so you shall be marked as a dropout with no paydays.
13. If you accept the above, you are required to produce the following documents on the date of joining:
  - PAN Card
  - Aadhar Card
  - Certificates & mark sheets of Highest educational qualification
  - Salary slips for Last Three Months
  - Resignation Acceptance Letter of current company
  - Two Passport Size Photographs
  - Cancelled Cheque – Bank Details



14. You hereby authorize the Company or any external agency appointed by the Company to verify:
- a) Education
  - b) Employment
  - c) Conduct other background checks prior to your joining the Company or thereafter.

Your appointment is contingent upon successful completion of the background check and the Company reserves the right to end your employment should the results of your background investigation be negative

15. The management also reserves the right to withdraw the said offer in case you are found medically unfit.

Thanks & Regards,  
*Ishita Mahajan*  
*Int. Human Resource Head*  
+91 9773838585

### **Acceptance Letter**

**I, having gone through the terms and conditions of the service being offered to me hereby, pleased to accept the offer after agreeing fully to the terms.**

**Signature-**

**Date-**

## LETTER OF INTENT

**Dear Mayank Mishra,**

With Reference to your application and the subsequent interview you've had with us, we are pleased to inform you that you have been selected to join **Hike Education Pvt Ltd** with the designation, **Business Development Manager** on the terms mutually agreed upon (terms of which shall be recorded in an employment agreement to be executed by you and the company).

You are requested to report for your duties on **15 April, 2024** and your job location will be **Gurugram**, failing which, the offer would stand withdrawn for next 90 days.

Please refer to the CTC Annexure for your Annual/ Monthly salary structure.

To process your **Appointment Letter**, please bring soft copies of the following documents, which you will need to turn in before and after training.

- Photocopy of Aadhar and Pan Card
- Photocopy of 10th and 12th Mark sheets
- Photocopy of Graduation/ Post Graduation Final Mark sheets/Degree certificate.
- Photocopy of previous Offer Letter/ Appointment Letter, including Salary Certificate from the previous employer
- Photocopy of Resignation acceptance/ Relieving Letter from your previous employer Last 3 months Salary Slips and Bank Statements.
- Recent passport size photograph- 2 (original)
- Cancelled Cheque (Original)
- Double Vaccination Certificate

We welcome you and we are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Please sign and return the duplicate copy of this offer letter for our records. We wish you a long and happy association with our company.

Your sincerely,

**Hike Education Pvt Ltd**



**Mayank Singh**  
**Sr. Manager - Human Resources**

---

**Acknowledgement**

I have read and understood the document, I hereby accept the terms mentioned above.

Sign :

Name :

Date :

15-12-2023

**Nitish Paul**  
**Noida**

Subject: **LETTER OF OFFER**

**Dear Nitish,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **CERTIFIED INTERNET CONSULTANT**. You will be on probation for a period of six months from your date of joining which will be on or before **22-01-2024**.

The annual compensation calculated on Cost to Company will be **INR 276000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.13800/-
4. Total CTC per annum - Rs. 276000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Kanpur**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Mudra Rastogi**  
**Regional Head -Human Resources**

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Nitish Paul	
Department	Sales	
Designation	CERTIFIED INTERNET CONSULTANT	
Effective Date	22-01-2024	
CTC (in INR)	276000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	11098	11098
House Rent Allowance (HRA)	4538	5549
Attire Allowance	0	1894
Field Allowance	0	1550
<b>Salary (C1)</b>	<b>15636</b>	<b>20091</b>
Statutory Components		
Employer PF Contribution	1332	1332
Employer ESIC Contribution	508	653
<b>Benefit's(C2)</b>	<b>1840</b>	<b>1985</b>
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	<b>924</b>	<b>924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18400</b>	<b>23000</b>
Deductions		
Employee PF Contribution	1332	1332
Employee ESIC Contribution	118	151
<b>Total Deductions (b)</b>	<b>1450</b>	<b>1483</b>
<b>*Net Take Home {a - b - C2}</b>	<b>15110</b>	<b>19532</b>
<b>Overall CTC</b>	<b>18400</b>	<b>23000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
**For Just Dial Limited**

**Mudra Rastogi**

**Regional Head -Human Resources**

15-12-2023

**Saurabh Singh**  
**Noida**

Subject: **LETTER OF OFFER**

**Dear Saurabh,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **CERTIFIED INTERNET CONSULTANT**. You will be on probation for a period of six months from your date of joining which will be on or before **22-01-2024**.

The annual compensation calculated on Cost to Company will be **INR 276000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.13800/-
4. Total CTC per annum - Rs. 276000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Kanpur**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Mudra Rastogi**  
**Regional Head -Human Resources**



**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Saurabh Singh	
Department	Sales	
Designation	CERTIFIED INTERNET CONSULTANT	
Effective Date	22-01-2024	
CTC (in INR)	276000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	11098	11098
House Rent Allowance (HRA)	4538	5549
Attire Allowance	0	1894
Field Allowance	0	1550
<b>Salary (C1)</b>	<b>15636</b>	<b>20091</b>
Statutory Components		
Employer PF Contribution	1332	1332
Employer ESIC Contribution	508	653
<b>Benefit's(C2)</b>	<b>1840</b>	<b>1985</b>
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	<b>924</b>	<b>924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18400</b>	<b>23000</b>
Deductions		
Employee PF Contribution	1332	1332
Employee ESIC Contribution	118	151
<b>Total Deductions (b)</b>	<b>1450</b>	<b>1483</b>
<b>*Net Take Home {a - b - C2}</b>	<b>15110</b>	<b>19532</b>
<b>Overall CTC</b>	<b>18400</b>	<b>23000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
**For Just Dial Limited**

**Mudra Rastogi**

**Regional Head -Human Resources**

**OFFER LETTER**

Dear **Mr. Akash Gupta**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Sep-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **NOIDA**  
Location : **Noida**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **NOIDA**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Sep-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : Akash Gupta  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Sep-2024

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15100
House Rent Allowance		7063
Advance Statuary Bonus		4481
	<b>Sub Total A</b>	<b>26644</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		4090
	<b>Sub Total B1</b>	<b>4090</b>
Gratuity****		726
	<b>Sub Total C</b>	<b>726</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
	<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

**OFFER LETTER**

Dear **Mr. Anoop Kumar Mishra**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Sep-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BHIWANDI**  
Location : **BHIWANDI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BHIWANDI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Sep-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : Anoop Kumar Mishra  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Sep-2024

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15100
House Rent Allowance		7063
Advance Statuary Bonus		4481
	<b>Sub Total A</b>	<b>26644</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		4090
	<b>Sub Total B1</b>	<b>4090</b>
Gratuity****		726
	<b>Sub Total C</b>	<b>726</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
	<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

OFFER LETTER

Dear Miss. Ayushi Awasthi  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Sep-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **NOIDA**  
Location : **Noida**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **NOIDA**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Sep-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : Ayushi Awasthi  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Sep-2024

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15100
House Rent Allowance		7063
Advance Statuary Bonus		4481
	<b>Sub Total A</b>	26644
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	0
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		4090
	<b>Sub Total B1</b>	4090
Gratuity****		726
	<b>Sub Total C</b>	726
	<b>Total Salary Package (A+B+B1+C)</b>	31460
	<b>Total Salary Package Per Annum</b>	377520

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law."Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements."

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource



**OFFER LETTER**

Dear **Mr. Gaurav Srivastava**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **15-Aug-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **GURGAON**  
Location : **GURGAON**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **GURGAON**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : Gaurav Srivastava  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 15-Aug-2024

Particulars	Amounts(Rs.)
<b>Fixed Component</b>	
Basic	15100
House Rent Allowance	7063
Advance Statuary Bonus	4481
<b>Sub Total A</b>	<b>26644</b>
<b>Reimbursement</b>	
<b>Sub Total B</b>	<b>0</b>
<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*	4090
<b>Sub Total B1</b>	<b>4090</b>
Gratuity****	726
<b>Sub Total C</b>	<b>726</b>
<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.

Arnab Kumar Das  
Human Resource

**OFFER LETTER**

Dear **Mr. Samar Dwivedi**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **03-Sep-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **GURGAON**  
Location : **GURGAON**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **GURGAON**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Sep-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : Samar Dwivedi  
 DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
 DOJ : 03-Sep-2024

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15100
House Rent Allowance		7063
Advance Statuary Bonus		4481
	<b>Sub Total A</b>	<b>26644</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		4090
	<b>Sub Total B1</b>	<b>4090</b>
Gratuity****		726
	<b>Sub Total C</b>	<b>726</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
	<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

**OFFER LETTER**

Dear **Mr. Shivam Chandra**

Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **15-Aug-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **GURGAON**  
Location : **GURGAON**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **GURGAON**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : **Shivam Chandra**  
DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
DOJ : **15-Aug-2024**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		<b>15100</b>
House Rent Allowance		<b>7063</b>
Advance Statuary Bonus		<b>4481</b>
	<b>Sub Total A</b>	<b>26644</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		<b>4090</b>
	<b>Sub Total B1</b>	<b>4090</b>
Gratuity****		<b>726</b>
	<b>Sub Total C</b>	<b>726</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
	<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



Date: 12<sup>th</sup> Dec' 2023



## Letter of Intent

Dear **Ayushi**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Relationship Executive**' on the following terms and conditions:

1. Your Posting will be at **CapitalVia FinTech Private Limited**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,50,000/-** (Details of which you can find below)

Relationship Executive		
<b>Grade: EX2</b>	<b>Level: Executive</b>	<b>Band: B1</b>
<b>Details of Remuneration</b>		<b>Annual Amount (Rs.)</b>
Basic (Includes Employee PF Contribution)		1,80,000
HRA		50,400
Statutory Bonus		12,000
Performance Allowances		36,000
<b>Gross Salary</b>		<b>2,78,400</b>
Employer's Contribution to PF		21,600
Retention Bonus		50,000
<b>CTC</b>		<b>3,50,000</b>

**Stipend of Rs. 12,000 per month with a Variable Incentive of Rs. 5,000 per month depending on targets achieved during the initial period of 3 months from date of joining and there after the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid monthly.
  - Retention Bonus 50,000 (Post completion of 6 months – 20,000 & Post completion of 1 year 30,000)
  - The notice period applicable to you would be **2 Months**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.



5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **13<sup>th</sup> Dec'23**, henceforth, the offer will be forfeited.
8. Please carry a copy of your **Vaccination Certificate Dose1/Dose2** on your day of joining.

We look forward to your joining our team for a long, successful and pleasant association.



**Regards,**  
**Director - Rahul Kumar**  
**For, CapitalVia FinTech Private Limited**

Date: 12<sup>th</sup> Dec' 2023



## Letter of Intent

Dear **Madhur**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Relationship Executive**' on the following terms and conditions:

1. Your Posting will be at **CapitalVia FinTech Private Limited**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,50,000/-** (Details of which you can find below)

Relationship Executive		
<b>Grade: EX2</b>	<b>Level: Executive</b>	<b>Band: B1</b>
<b>Details of Remuneration</b>		<b>Annual Amount (Rs.)</b>
Basic (Includes Employee PF Contribution)		1,80,000
HRA		50,400
Statutory Bonus		12,000
Performance Allowances		36,000
<b>Gross Salary</b>		<b>2,78,400</b>
Employer's Contribution to PF		21,600
Retention Bonus		50,000
<b>CTC</b>		<b>3,50,000</b>

**Stipend of Rs. 12,000 per month with a Variable Incentive of Rs. 5,000 per month depending on targets achieved during the initial period of 3 months from date of joining and there after the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid monthly.
  - Retention Bonus 50,000 (Post completion of 6 months – 20,000 & Post completion of 1 year 30,000)
  - The notice period applicable to you would be **2 Months**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **13<sup>th</sup> Dec'23**, henceforth, the offer will be forfeited.
8. Please carry a copy of your **Vaccination Certificate Dose1/Dose2** on your day of joining.

We look forward to your joining our team for a long, successful and pleasant association.



Regards,  
Director - Rahul Kumar  
For, CapitalVia FinTech Private Limited

Date: 12<sup>th</sup> Dec' 2023



## Letter of Intent

Dear **Mohammad Suhail**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Relationship Executive**' on the following terms and conditions:

1. Your Posting will be at **CapitalVia FinTech Private Limited**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,50,000/-** (Details of which you can find below)

Relationship Executive		
<b>Grade: EX2</b>	<b>Level: Executive</b>	<b>Band: B1</b>
<b>Details of Remuneration</b>		<b>Annual Amount (Rs.)</b>
Basic (Includes Employee PF Contribution)		1,80,000
HRA		50,400
Statutory Bonus		12,000
Performance Allowances		36,000
<b>Gross Salary</b>		<b>2,78,400</b>
Employer's Contribution to PF		21,600
Retention Bonus		50,000
<b>CTC</b>		<b>3,50,000</b>

**Stipend of Rs. 12,000 per month with a Variable Incentive of Rs. 5,000 per month depending on targets achieved during the initial period of 3 months from date of joining and there after the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid monthly.
  - Retention Bonus 50,000 (Post completion of 6 months – 20,000 & Post completion of 1 year 30,000)
  - The notice period applicable to you would be **2 Months**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **13<sup>th</sup> Dec'23**, henceforth, the offer will be forfeited.
8. Please carry a copy of your **Vaccination Certificate Dose1/Dose2** on your day of joining.

We look forward to your joining our team for a long, successful and pleasant association.



Regards,  
Director - Rahul Kumar  
For, CapitalVia FinTech Private Limited

Date: 12<sup>th</sup> Dec' 2023



## Letter of Intent

Dear **Sneha**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Relationship Executive**' on the following terms and conditions:

1. Your Posting will be at **CapitalVia FinTech Private Limited**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,50,000/-** (Details of which you can find below)

<b>Relationship Executive</b>		
<b>Grade: EX2</b>	<b>Level: Executive</b>	<b>Band: B1</b>
<b>Details of Remuneration</b>		<b>Annual Amount (Rs.)</b>
Basic (Includes Employee PF Contribution)		1,80,000
HRA		50,400
Statutory Bonus		12,000
Performance Allowances		36,000
<b>Gross Salary</b>		<b>2,78,400</b>
Employer's Contribution to PF		21,600
Retention Bonus		50,000
<b>CTC</b>		<b>3,50,000</b>

**Stipend of Rs. 12,000 per month with a Variable Incentive of Rs. 5,000 per month depending on targets achieved during the initial period of 3 months from date of joining and there after the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid monthly.
  - Retention Bonus 50,000 (Post completion of 6 months – 20,000 & Post completion of 1 year 30,000)
  - The notice period applicable to you would be **2 Months**.
3. This appointment will be subject to you being found medically fit.
  4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **13<sup>th</sup> Dec'23**, henceforth, the offer will be forfeited.
8. Please carry a copy of your **Vaccination Certificate Dose1/Dose2** on your day of joining.

We look forward to your joining our team for a long, successful and pleasant association.



Regards,  
Director - Rahul Kumar  
For, CapitalVia FinTech Private Limited



**OL No: AM8996****Date : 23-January-2024**Dear **Kajal Sonker**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **7-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 7-February-2024**Training Period : **7-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **7-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**OL No: AM8997****Date : 23-January-2024**Dear **Shruti Omar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **06-May-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 06-May-2024**Training Period : **06-May-2024 to 15-May-2024 - (Unpaid)**On the Job Training Start Date: **16-May-2024**On the Job Training End Date: **15-November-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **06-May-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

OL No: AM8998

Date : 23-January-2024

Dear **Gauri Devi**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **06-May-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 06-May-2024**Training Period : **06-May-2024 to 15-May-2024 - (Unpaid)**On the Job Training Start Date: **16-May-2024**On the Job Training End Date: **15-November-2024**

Location of Training: Bangalore

Stipend: **INR 18000** Per MonthIncentives : **INR 12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **06-May-2024**.

SIGNATURE: *Gauri*DATE: 25/03/2024

(Candidate's Signature)

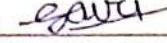
**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.


SIGNATURE:   
(Candidate's Signature)

DATE: 25/03/2024

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:   
(Candidate's Signature)

DATE: 25/03/2024

**Bajaj Capital Insurance Broking Limited**

[CIN: U67200DL2002PLC117625]

Registered Office: Bajaj House, 97, Nehru Place, New Delhi -110019, India

Correspondence Address: Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

www.bajajcapitalinsurance.com

Toll Free: 1800 - 212 - 123 - 123

Date: **01-Jan-2024****Mr./Ms. POOJA MISHRA**Subject: Offer Letter for the Post of **SR CLIENT RELATIONSHIP OFFICER**Dear **POOJA MISHRA,**

This has reference to your application for the above position and the subsequent discussions thereof. We are pleased to inform you that you have been offered the position of **SR CLIENT RELATIONSHIP OFFICER** and will be posted at **KANPUR 2 - IPC** office. You shall join your duties on or before **01-Jan-2024**.

Your compensation details are as per the Annexure attached. The offer letter is valid, subject to the authenticity and correctness of information, preliminary documents (if any) provided by you about your education, experience etc. The Offer (including the appointment) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/incorrect.

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (which may be carried out in-house by the HR team or by a third party) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company. In any of the above event(s), you agree to pay back to the Company the amount(s) paid to you, without any objection.

Completion of additional employment forms (joining documentation) are a part of this offer and will need to be completed by you as part of pre/post joining process. Till such time that the joining documentation is completed, this Offer letter will be considered provisional. During the tenure of your employment at Bajaj Capital, you may be at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment.

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and a fruitful association with you in the transformational growth journey at Bajaj Capital.

For &amp; on behalf of

**For Bajaj Capital Insurance Broking Limited.****Sunaina Mattoo Khanna****Authorised Signatory****Read, Agreed and Accepted****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement &amp; Estate Planning | Employee Benefits &amp; Group Insurance

Bajaj Capital Insurance Broking Limited (BCIBL) is an IRDA Licensed Composite Broker bearing license No. 241, Licence Code, CB 042/02, Licence dated 09/01/2022 Valid till 08/01/2025 (Originally Licensed by IRDA on 09/01/2004 and renewed thereafter)

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

**Bajaj Capital Insurance Broking Limited**

[CIN: U67200DL2002PLC117625]

Registered Office: Bajaj House, 97, Nehru Place, New Delhi -110019, India

Correspondence Address: Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

www.bajajcapitalinsurance.com

Toll Free: 1800 - 212 - 123 - 123

**SALARY ANNEXURE**

Annexure		
EARNING	Monthly	Yearly
BASIC	6400	76800
HRA	3200	38400
Other	3720	44640
<b>Gross</b>	<b>13320</b>	<b>159840</b>
COMPLIANCES	Monthly	Yearly
Employer ESI	433	5196
EPF	1214	14568
EPF ADMIN CHARGE	51	612
EDLIS	51	612
Gratuity	308	3696
Bonus	533	6396
Uniform Contribution	100	1200
<b>Total Compliances</b>	<b>2690</b>	<b>32280</b>
<b>Total CTC</b>	<b>16010</b>	<b>192120</b>

Note (general):

- Income tax will be applicable as per prevailing tax laws.

- Professional tax & LWF will be applicable as per prevailing state laws.

- Petrol and Mobile reimbursements will be as per the company policy.

• **C1, B4 & B4+** grade employees will receive Medclaim Allowance amount in their monthly salary for the first six months so that they can cover them self and their family in personal Medclaim policy, after six months of successful completion of probation, employee will be added in our Group Medclaim policy, and Medclaim Allowance amount will be paid as premium.

---

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement & Estate Planning | Employee Benefits & Group Insurance

Bajaj Capital Insurance Broking Limited (BCIBL) is an IRDA Licensed Composite Broker bearing license No. 241, Licence Code, CB 042/02, Licence dated 09/01/2022 Valid till 08/01/2025 (Originally Licenced by IRDA on 09/01/2004 and renewed thereafter)

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



To,

Ms. Sakshi Dwivedi

Mail Id: 223220@kit.ac.in

Mob No: +919696858388

## **Letter of Intent**

Dear **Ms. Sakshi**,

This has reference to the interview and discussion you had with us, we intent to offer you the position of “**Assistant Manager- Admissions**” to be based at Gurgaon.

### **KRA as discussed and defined during interview**

Your CTC would be **5.46 Lac** (Breakup as per the company policies). You will be on probation for 6 months after successful completion of which you will receive a confirmation letter. All other terms and condition basis company policy.

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

We congratulate and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Your date of joining will be updated soon.

On joining please carry the following original documents for verification.

- Educational Certificates Copy (10<sup>th</sup> Onwards).
- Pan Card / Driving License / Voter Card Copy.
- 4 Passport Size Photographs.
- Address Proof – Present and Permanent
- Bank Account Detail

Please return a signed copy of this letter to the undersigned, as a token of your acceptance.

Thanking You,

HUMAN RESOURCE  
SRVA EDUCATION

SIGNATURE OF CANDIDATE

**Bajaj Capital Insurance Broking Limited**

[CIN: U67200DL2002PLC117625]

Registered Office: Bajaj House, 97, Nehru Place, New Delhi -110019, India

Correspondence Address: Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

www.bajajcapitalinsurance.com

Toll Free: 1800 - 212 - 123 - 123

Date: **01-Jan-2024****Mr./Ms. APOORVA YADAV**Subject: Offer Letter for the Post of **SR CLIENT RELATIONSHIP OFFICER**Dear **APOORVA YADAV**,

This has reference to your application for the above position and the subsequent discussions thereof. We are pleased to inform you that you have been offered the position of **SR CLIENT RELATIONSHIP OFFICER** and will be posted at **KANPUR 2 - IPC** office. You shall join your duties on or before **01-Jan-2024**.

Your compensation details are as per the Annexure attached. The offer letter is valid, subject to the authenticity and correctness of information, preliminary documents (if any) provided by you about your education, experience etc. The Offer (including the appointment) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/incorrect.

By accepting this offer, you agree, acknowledge, and authorize the Company to carry out necessary verifications, background checks on you from (which may be carried out in-house by the HR team or by a third party) your institution, college, previous employer/s, etc. In case of any negative feedback during the verification process, the Company reserves its right to withdraw/terminate this offer (including your appointment) without any legal liability on the Company. In any of the above event(s), you agree to pay back to the Company the amount(s) paid to you, without any objection.

Completion of additional employment forms (joining documentation) are a part of this offer and will need to be completed by you as part of pre/post joining process. Till such time that the joining documentation is completed, this Offer letter will be considered provisional. During the tenure of your employment at Bajaj Capital, you may be at the sole discretion of Management be transferred to any other location and/or transferred to any other group company of Bajaj Capital. The changes if done would be without prejudice to the terms of employment.

We at Bajaj Capital are excited to have you as part of our team and are confident that it will be a mutually rewarding and fulfilling journey for you. We look forward to a long and a fruitful association with you in the transformational growth journey at Bajaj Capital.

For &amp; on behalf of

**For Bajaj Capital Insurance Broking Limited.****Sunaina Mattoo Khanna****Authorised Signatory****Read, Agreed and Accepted****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement &amp; Estate Planning | Employee Benefits &amp; Group Insurance

Bajaj Capital Insurance Broking Limited (BCIBL) is an IRDA Licensed Composite Broker bearing license No. 241, Licence Code, CB 042/02, Licence dated 09/01/2022 Valid till 08/01/2025 (Originally Licensed by IRDA on 09/01/2004 and renewed thereafter)

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



**Bajaj Capital Insurance Broking Limited**

[CIN: U67200DL2002PLC117625]

Registered Office: Bajaj House, 97, Nehru Place, New Delhi -110019, India

Correspondence Address: Novus Tower, 1st Floor (East wing), Plot No. 18, Sector-18, Gurugram, Haryana 122015

email: info@bajajcapital.com

www.bajajcapitalinsurance.com

Toll Free: 1800 - 212 - 123 - 123

**SALARY ANNEXURE**

Annexure		
EARNING	Monthly	Yearly
BASIC	6400	76800
HRA	3200	38400
Other	3720	44640
<b>Gross</b>	<b>13320</b>	<b>159840</b>
COMPLIANCES	Monthly	Yearly
Employer ESI	433	5196
EPF	1214	14568
EPF ADMIN CHARGE	51	612
EDLIS	51	612
Gratuity	308	3696
Bonus	533	6396
Uniform Contribution	100	1200
<b>Total Compliances</b>	<b>2690</b>	<b>32280</b>
<b>Total CTC</b>	<b>16010</b>	<b>192120</b>

Note (general):

- Income tax will be applicable as per prevailing tax laws.

- Professional tax & LWF will be applicable as per prevailing state laws.

- Petrol and Mobile reimbursements will be as per the company policy.

• **C1, B4 & B4+** grade employees will receive Medclaim Allowance amount in their monthly salary for the first six months so that they can cover them self and their family in personal Medclaim policy, after six months of successful completion of probation, employee will be added in our Group Medclaim policy, and Medclaim Allowance amount will be paid as premium.

---

Advice on: Corporate Risk Management | Insurance Planning | Claim Advisory | Retirement & Estate Planning | Employee Benefits & Group Insurance

Bajaj Capital Insurance Broking Limited (BCIBL) is an IRDA Licensed Composite Broker bearing license No. 241, Licence Code, CB 042/02, Licence dated 09/01/2022 Valid till 08/01/2025 (Originally Licenced by IRDA on 09/01/2004 and renewed thereafter)

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



## Letter of Intent- Final Placement

December 28, 2023

Dear Arjun Kumar,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive– Client Servicing (FSF)

**CTC:** 4,00,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Mediclaim, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART InterMesh Ltd.

Perna Hajela  
AVP - Human Resources



### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card (*Please apply, if do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply, if you do not possess one and share acknowledgement with us*)
3. 10<sup>th</sup> Marksheet and 12<sup>th</sup> Marksheet
4. Final Marksheet for Graduation (*in case of any backlog, please share all semester-wise marksheets*)
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

*Please note that:*

1. *Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.*
2. *Any relocation/transfer will be allowed post completion of a minimum 12 months.*
3. *The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal @7404570907.

(Candidate's Signature)

Name and Date



**Greetings from Bajaj Capital Ins.Broking Ltd.!**

**Dear Abhijeet,**

**Many Congratulations!**

With reference to your interview & telephonic discussion, we are pleased to inform you that you have been selected for the position of SR CLIENT RELATIONSHIP OFFICER with Bajaj Capital Ins.Broking Ltd..

The detailed Employment Offer letter is attached for your reference. In case of any query kindly revert to the undersigned.

You are requested to confirm your acceptance by responding within 2 days of receiving this mail

You are required to confirm your joining at the KANPUR 2 - IPC office on or before at 10:00 am with all your documents as mentioned in the attached offer letter.

[Accept](#) [Reject](#)

Welcome to Bajaj Capital Ins.Broking Ltd.!

Regards

**Bajaj Capital Ins.Broking Ltd.!**

Bajaj Capital Ins.Broking Ltd.

Annexure		
EARNING	Monthly	Yearly
BASIC	6400	76800
HRA	3200	38400
Other	3720	44640
<b>Gross</b>	<b>13320</b>	<b>159840</b>
COMPLIANCES	Monthly	Yearly
Employer ESI	433	5196

EPF	1214	14568
EPF ADMIN CHARGE	51	612
EDLIS	51	612
Gratuity	308	3696
Bonus	533	6396
Uniform Contribution	100	1200
<b>Total Compliances</b>	<b>2690</b>	<b>32280</b>
<b>Total CTC</b>	<b>16010</b>	<b>192120</b>

Click [here](#) to visit your portal.



Ref Code: OPAR66822  
28-Mar-2024  
Ms.Akanki Singh  
49A shivshankar puram ahirwan kanpur

### Letter of Appointment

Dear Akanki,

This is with reference to the discussion you had with us. The Management is pleased to appoint you in the role of Business Development Executive, 1D Senior Executive based at Kanpur 2Agra.

Your date of joining will be on or before 01-Apr-2024. You are requested to join on or before the aforementioned joining date. Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be paid to a Total Fixed Pay of Rs.300,000/- per annum (Three Lac) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Remuneration Policy.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete onboarding Induction (OBI), Functional Induction, IT Security & Compliance training during the probation period, which will be an important factor while confirming your services with the Bank.
6. During probation, the period of notice required for cessation of employment is 30 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of 90 days. Any leave taken during the notice period will result in its extension by the number of days of absence.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Kanpur 2] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited.
9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

paise ki kadar



10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
11. At no time, will you remove any Confidential Information from the office without permission.
12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.
13. Without prejudice to any other provisions, your employment with the company may be terminated at any time on any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your resume, at the time of **your interview** and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
15. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks
16. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.
17. You will be eligible for leave and benefits as per prevailing Company's policy.
18. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.
19. You will automatically retire from the service of the company on attaining the age of 60 years.
20. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.
21. You are required to execute the confidentiality and secrecy bond as part of your employment with JSFB.
22. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within **7 working days**, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

paise ki kadar

**Registered Office:**

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.janabank.com





## Non-Solicitation:

Please note that during the term of your employment with the Bank and for a period of ONE (1) YEAR thereafter, you shall not, either directly or indirectly, induce or attempt to induce any employee of the Bank, to leave the employment of the Bank or in any way adversely interfere with the relationship between the Bank and any employee thereof. Further, you shall not induce or attempt to induce any customer, supplier, licensee, licensor, franchisee or other business relation of the Bank to cease its association with the Bank, or in any way adversely interfere with the relationship between any such customer, supplier, licensee or business relation and the Bank. Breach of the terms of this clause shall be treated as a material breach and the Bank shall be entitled to take any stringent action against you, that may be available to the Bank under equity, law, justice, this offer letter or otherwise.

**Please note that “as an employee of Jana Small Finance Bank Ltd. (“Company”) your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee” During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank’s policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future. In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.**

We look forward to your fruitful and long association with the company.

Yours Sincerely,

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
**Chief Human Resources Officer**

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

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

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

paise ki kadar



## Annexure I

**Name** : Ms.Akanki Singh  
**Job Role** : Business Development Executive  
**Job Grade** : 1D  
**Designation** : Senior Executive  
**Function** : Branch Banking

Component	Yearly value	Monthly value
Basic	120,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	103,398	8,617
Statutory Bonus	7,002	584
<b>Gross Salary</b>	<b>278,400</b>	<b>23,200</b>
Employer PF Contribution	21,600	1,800
<b>Total Fixed Pay</b>	<b>300,000</b>	<b>25,000</b>

### PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

### Malus & Clawback:

In the event of negative contributions to the Bank or any material breach, the payment of any variable compensation including ESOPs, if any, in that year will be subject to malus & clawback arrangements. In addition, in the event of any material breach of conduct by you, such compensation, if any, would be subject to malus & clawback arrangements. This is applicable even after the employee leaves the bank and such instances come to light.

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



## Annexure II

### Flexible Benefits Plan Policy (FBP)\*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- \*the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



**Annexure III**

**Name** : Ms.Akanki Singh  
**Job Role** : Business Development Executive

**Jana Small Finance Bank – Bonus Structure**

The potential variable pay for Band 1 is up to 10% of the Total Fixed Pay (TFP), subject to satisfactory Individual performance and Bank's performance.

Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



### Annexure IV

#### COLA – Cost of Living Allowance

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HR representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400

Yours sincerely,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar

Ref: RSPL/OFR/ HR/2024/33336

Date:25/01/2024

To,

**Mr. Vineet Mishra**

C/O Krishna Murari Mishra

Salempur , Block – Sarsaul

Kanpur Nagar, Uttar Pradesh -209402

**Subject: - Offer Letter For The Post of Sales Audit Executive**

Dear Vineet Mishra,

Thank you for meeting us to pursue on employment opportunity with our company. Based on your resume and subsequent interview, we are pleased to make you an offer of an appointment as **Sales Audit Executive, at RSPL LTD** We are sure that RSPL will provide you with a satisfying and challenging work environment along with a successful growth path.

As agreed, your annual **CTC** will be **Rs. 2,35,392/- (Two lakhs thirty-five thousand three hundred ninety-two only)**. A detailed salary structure is enclosed as Annexure- I. We are looking forward to a long and productive relationship between you and the RSPL team. In case you have any queries or require specific clarifications please do feel free to contact the undersigned.

You are requested to accept this offer by **1<sup>st</sup> February 2024** failing which this offers stands withdrawn and cancelled. You are requested to join RSPL on or before **27<sup>th</sup> January 2024**. Formal appointment letter will be issued at the time of your joining. All joining documents as mentioned in Annexure II would need to be submitted on the date of joining.

Your initial place of posting will be at **Kanpur**. However, Management reserves right to utilize your services many of our group companies, located elsewhere in India either in existence or which may come into existence. You will be required to report at the following address and complete the joining formalities.

**Head Office: Plot No. 119-121, Block P&T, Kalpi Road, Fazalganj, Kanpur – 208012 (Uttar Pradesh)**

In the meantime, we request your confirmation of acceptance of this offer by returning as a signed copy of this letter.

Yours Sincerely,

For RSPL Limited,

Received & accepted



**Ayush Verma**  
**(General Manager-HR)**

Signature with date  
Actual date of Joining

**Annexure I: Compensation Break-up**

<b>Name</b>		<b>Mr. Vineet Mishra</b>	
<b>Designation</b>		<b>Sales Audit Executive</b>	
<b>Division/ Location</b>		<b>Kanpur – HO</b>	
<b>Department</b>		<b>RSPL S&amp;D Sales Audit</b>	
<b>Grade</b>		<b>Associate IVth</b>	
<b>Salary components</b>		<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
<b>A</b>	<b>Basic</b>	12,700	1,52,400
	<b>Total A</b>	<b>12,700</b>	<b>1,52,400</b>
<b>B</b>	<b>House Rent Allowance</b>	2,850	34,200
	<b>Conveyance Allowance</b>	1,425	17,100
	<b>I - Gross monthly salary (A+B)</b>	<b>16,975</b>	<b>2,03,700</b>
<b>C</b>	<b>PF (Employer Contribution)</b>	1,524	18,288
	<b>GRATUITY (Employer Contribution)</b>	611	7,332
	<b>ESIC (Employer Contribution)</b>	506	6,072
	<b>II - Total C</b>	<b>2,641</b>	<b>31,692</b>
	<b>Cost To Company (I + II)</b>	<b>19,616</b>	<b>2,35,392</b>

**\*Payment of Gratuity will be as per the rule of “Payment of Gratuity Act, 1972”.**

\*Incidence of Income Tax shall be borne by you and hence any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961. Tax computation shall be subject to investment declaration and proofs submitted by you.

**Additional Benefits apart from the CTC:**

- You will be covered under Term insurance & Medical Insurance as per company policy. \*
- You will also be entitled to receive Bonus/ Ex-Gratia as defined by the organization. \*



**Ayush Verma**  
**(General Manager-HR)**

Acceptance signature of Mr. Vineet Mishra



## Annexure II

**Please carry the following documents with you at the time of your joining.**

Sr.No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Covid Vaccine Certificate (Both Doses)
3	Five passport size colour photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII mark sheet and certificate
8	Graduation / Degree certificate
9	Post Graduation Certificate
10	Last salary-slip from the previous employer
11	Relieving letter from the previous employer or an approved copy of the employee's resignation to his/her reporting manager.
12	PAN Card
13	Experience Certificate (Till Date)
14	Blood Group (Pathological Proof)

**Note: Certificates / Documents: (To be verified from original documents by HR, and HR shall make initial along with date, on the photocopy of the certificate).**





Ref Code: OPAR66821  
28-Mar-2024  
Mr.Dhanraj Singh  
388 B Shivkatra Harjinder Nagar Kanpur

### Letter of Appointment

Dear Dhanraj,

This is with reference to the discussion you had with us. The Management is pleased to appoint you in the role of Business Development Executive, 1DSenior Executive based at Kanpur 2Agra.

Your date of joining will be on or before 01-Apr-2024. You are requested to join on or before the aforementioned joining date. Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be paid to a Total Fixed Pay of Rs.300,000/- per annum (Three Lac) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Remuneration Policy.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete onboarding Induction (OBI), Functional Induction, IT Security & Compliance training during the probation period, which will be an important factor while confirming your services with the Bank.
6. During probation, the period of notice required for cessation of employment is 30 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of 90 days. Any leave taken during the notice period will result in its extension by the number of days of absence.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Kanpur 2] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited.
9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

paise ki kadar



10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
11. At no time, will you remove any Confidential Information from the office without permission.
12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.
13. Without prejudice to any other provisions, your employment with the company may be terminated at any time on any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your resume, at the time of **your interview** and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
15. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks
16. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.
17. You will be eligible for leave and benefits as per prevailing Company's policy.
18. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.
19. You will automatically retire from the service of the company on attaining the age of 60 years.
20. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.
21. You are required to execute the confidentiality and secrecy bond as part of your employment with JSFB.
22. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within **7 working days**, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

p a i s e   k i   k a d a r

**Registered Office:**

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.janabank.com



## Non-Solicitation:

Please note that during the term of your employment with the Bank and for a period of ONE (1) YEAR thereafter, you shall not, either directly or indirectly, induce or attempt to induce any employee of the Bank, to leave the employment of the Bank or in any way adversely interfere with the relationship between the Bank and any employee thereof. Further, you shall not induce or attempt to induce any customer, supplier, licensee, licensor, franchisee or other business relation of the Bank to cease its association with the Bank, or in any way adversely interfere with the relationship between any such customer, supplier, licensee or business relation and the Bank. Breach of the terms of this clause shall be treated as a material breach and the Bank shall be entitled to take any stringent action against you, that may be available to the Bank under equity, law, justice, this offer letter or otherwise.

**Please note that “as an employee of Jana Small Finance Bank Ltd. (“Company”) your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee” During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank’s policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future. In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.**

We look forward to your fruitful and long association with the company.

Yours Sincerely,

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
**Chief Human Resources Officer**

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

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

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

paise ki kadar

## Registered Office:

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.ianabank.com



## Annexure I

**Name** : Mr.Dhanraj Singh  
**Job Role** : Business Development Executive  
**Job Grade** : 1D  
**Designation** : Senior Executive  
**Function** : Branch Banking

Component	Yearly value	Monthly value
Basic	120,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	103,398	8,617
Statutory Bonus	7,002	584
<b>Gross Salary</b>	<b>278,400</b>	<b>23,200</b>
Employer PF Contribution	21,600	1,800
<b>Total Fixed Pay</b>	<b>300,000</b>	<b>25,000</b>

### PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

### Malus & Clawback:

In the event of negative contributions to the Bank or any material breach, the payment of any variable compensation including ESOPs, if any, in that year will be subject to malus & clawback arrangements. In addition, in the event of any material breach of conduct by you, such compensation, if any, would be subject to malus & clawback arrangements. This is applicable even after the employee leaves the bank and such instances come to light.

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



## Annexure II

### Flexible Benefits Plan Policy (FBP)\*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- \*the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



**Annexure III**

**Name** : Mr.Dhanraj Singh  
**Job Role** : Business Development Executive

**Jana Small Finance Bank – Bonus Structure**

The potential variable pay for Band 1 is up to 10% of the Total Fixed Pay (TFP), subject to satisfactory Individual performance and Bank’s performance.

Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

pa i s e k i k a d a r





## Annexure IV

### COLA – Cost of Living Allowance

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HR representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400

Yours sincerely,

**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar

Ref Code: OPAR66825  
28-Mar-2024  
Mr.Raj Kumar Gupta  
19/5, HAL colony ramadevi kanpur 208007

### Letter of Appointment

Dear Raj Kumar,

This is with reference to the discussion you had with us. The Management is pleased to appoint you in the role of Business Development Executive, 1D Senior Executive based at Kanpur-Branch Agra.

Your date of joining will be on or before 01-Apr-2024. You are requested to join on or before the aforementioned joining date. Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be paid to a Total Fixed Pay of Rs.300,000/- per annum (Three Lac) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Remuneration Policy.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete onboarding Induction (OBI), Functional Induction, IT Security & Compliance training during the probation period, which will be an important factor while confirming your services with the Bank.
6. During probation, the period of notice required for cessation of employment is 30 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of 90 days. Any leave taken during the notice period will result in its extension by the number of days of absence.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Kanpur-Branch] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited.
9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

paise ki kadar



10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
11. At no time, will you remove any Confidential Information from the office without permission.
12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.
13. Without prejudice to any other provisions, your employment with the company may be terminated at any time on any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your resume, at the time of **your interview** and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
15. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks
16. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.
17. You will be eligible for leave and benefits as per prevailing Company's policy.
18. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.
19. You will automatically retire from the service of the company on attaining the age of 60 years.
20. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.
21. You are required to execute the confidentiality and secrecy bond as part of your employment with JSFB.
22. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within **7 working days**, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

p a i s e   k i   k a d a r

**Registered Office:**

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.janabank.com



## Non-Solicitation:

Please note that during the term of your employment with the Bank and for a period of ONE (1) YEAR thereafter, you shall not, either directly or indirectly, induce or attempt to induce any employee of the Bank, to leave the employment of the Bank or in any way adversely interfere with the relationship between the Bank and any employee thereof. Further, you shall not induce or attempt to induce any customer, supplier, licensee, licensor, franchisee or other business relation of the Bank to cease its association with the Bank, or in any way adversely interfere with the relationship between any such customer, supplier, licensee or business relation and the Bank. Breach of the terms of this clause shall be treated as a material breach and the Bank shall be entitled to take any stringent action against you, that may be available to the Bank under equity, law, justice, this offer letter or otherwise.

**Please note that “as an employee of Jana Small Finance Bank Ltd. (“Company”) your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee” During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank’s policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future. In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.**

We look forward to your fruitful and long association with the company.

Yours Sincerely,

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
**Chief Human Resources Officer**

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

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

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

pa i s e k i k a d a r

## Registered Office:

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.ianabank.com



## Annexure I

**Name** : Mr.Raj Kumar Gupta  
**Job Role** : Business Development Executive  
**Job Grade** : 1D  
**Designation** : Senior Executive  
**Function** : Branch Banking

Component	Yearly value	Monthly value
Basic	120,000	10,000
House Rent Allowance	48,000	4,000
Special Allowance	103,398	8,617
Statutory Bonus	7,002	584
<b>Gross Salary</b>	<b>278,400</b>	<b>23,200</b>
Employer PF Contribution	21,600	1,800
<b>Total Fixed Pay</b>	<b>300,000</b>	<b>25,000</b>

### PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

### Malus & Clawback:

In the event of negative contributions to the Bank or any material breach, the payment of any variable compensation including ESOPs, if any, in that year will be subject to malus & clawback arrangements. In addition, in the event of any material breach of conduct by you, such compensation, if any, would be subject to malus & clawback arrangements. This is applicable even after the employee leaves the bank and such instances come to light.

For Jana Small Finance Bank Limited,

**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



## Annexure II

### Flexible Benefits Plan Policy (FBP)\*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- \*the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar



**Annexure III**

**Name** : Mr.Raj Kumar Gupta  
**Job Role** : Business Development Executive

**Jana Small Finance Bank – Bonus Structure**

The potential variable pay for Band 1 is up to 10% of the Total Fixed Pay (TFP), subject to satisfactory Individual performance and Bank's performance.

Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

For Jana Small Finance Bank Limited,



**Amit Raj Bakshi**  
Chief Human Resources Officer

pa i s e k i k a d a r

**Registered Office:**

**Jana Small Finance Bank Ltd.**

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.ianabank.com





### Annexure IV

#### COLA – Cost of Living Allowance

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HR representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400

Yours sincerely,



**Amit Raj Bakshi**  
Chief Human Resources Officer

paise ki kadar

Ref: RSPL/OFR/ HR/2024/33333

Date:25/01/2024

To,  
**Mr. Mohammad Imran**  
C/O Mohammad Firoj  
112/217 B-1, Swaroop Nagar  
Kanpur, Uttar Pradesh -208002

**Subject: - Offer Letter For The Post of Sales Audit Executive**

Dear Mohammad Imran,

Thank you for meeting us to pursue on employment opportunity with our company. Based on your resume and subsequent interview, we are pleased to make you an offer of an appointment as **Sales Audit Executive, at RSPL LTD** We are sure that RSPL will provide you with a satisfying and challenging work environment along with a successful growth path.

As agreed, your annual **CTC** will be **Rs. 2,35,392/- (Two lakhs thirty-five thousand three hundred ninety-two only)**. A detailed salary structure is enclosed as Annexure- I. We are looking forward to a long and productive relationship between you and the RSPL team. In case you have any queries or require specific clarifications please do feel free to contact the undersigned.

You are requested to accept this offer by **1<sup>st</sup> February 2024** failing which this offers stands withdrawn and cancelled. You are requested to join RSPL on or before **27<sup>th</sup> January 2024**. Formal appointment letter will be issued at the time of your joining. All joining documents as mentioned in Annexure II would need to be submitted on the date of joining.

Your initial place of posting will be at **Kanpur**. However, Management reserves right to utilize your services many of our group companies, located elsewhere in India either in existence or which may come into existence. You will be required to report at the following address and complete the joining formalities.

**Head Office: Plot No. 119-121, Block P&T, Kalpi Road, Fazalganj, Kanpur – 208012 (Uttar Pradesh)**

In the meantime, we request your confirmation of acceptance of this offer by returning as a signed copy of this letter.

Yours Sincerely,

For RSPL Limited,

Received & accepted



**Ayush Verma**  
**(General Manager-HR)**

Signature with date  
Actual date of Joining

**Annexure I: Compensation Break-up**

<b>Name</b>		<b>Mr. Mohammad Imran</b>	
<b>Designation</b>		<b>Sales Audit Executive</b>	
<b>Division/ Location</b>		<b>Kanpur – HO</b>	
<b>Department</b>		<b>RSPL S&amp;D Sales Audit</b>	
<b>Grade</b>		<b>Associate IVth</b>	
<b>Salary components</b>		<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
<b>A</b>	<b>Basic</b>	12,700	1,52,400
	<b>Total A</b>	<b>12,700</b>	<b>1,52,400</b>
<b>B</b>	<b>House Rent Allowance</b>	2,850	34,200
	<b>Conveyance Allowance</b>	1,425	17,100
	<b>I - Gross monthly salary (A+B)</b>	<b>16,975</b>	<b>2,03,700</b>
<b>C</b>	<b>PF (Employer Contribution)</b>	1,524	18,288
	<b>GRATUITY (Employer Contribution)</b>	611	7,332
	<b>ESIC (Employer Contribution)</b>	506	6,072
	<b>II - Total C</b>	<b>2,641</b>	<b>31,692</b>
	<b>Cost To Company (I + II)</b>	<b>19,616</b>	<b>2,35,392</b>

**\*Payment of Gratuity will be as per the rule of “Payment of Gratuity Act, 1972”.**

\*Incidence of Income Tax shall be borne by you and hence any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961. Tax computation shall be subject to investment declaration and proofs submitted by you.

**Additional Benefits apart from the CTC:**

- You will be covered under Term insurance & Medical Insurance as per company policy. \*
- You will also be entitled to receive Bonus/ Ex-Gratia as defined by the organization. \*



**Ayush Verma**  
**(General Manager-HR)**

Acceptance signature of Mr. Mohammad Imran

## Annexure II

**Please carry the following documents with you at the time of your joining.**

Sr.No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Covid Vaccine Certificate (Both Doses)
3	Five passport size colour photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII mark sheet and certificate
8	Graduation / Degree certificate
9	Post Graduation Certificate
10	Last salary-slip from the previous employer
11	Relieving letter from the previous employer or an approved copy of the employee's resignation to his/her reporting manager.
12	PAN Card
13	Experience Certificate (Till Date)
14	Blood Group (Pathological Proof)

**Note: Certificates / Documents: (To be verified from original documents by HR, and HR shall make initial along with date, on the photocopy of the certificate).**



Private & Confidential

HRD / Offerlr / ATS439476

Jan 11, 2024

ANSHIKA MISHRA

Dear ANSHIKA,

Congratulations!

With reference to your application and subsequently clearing the selection process, we are pleased to offer you the position of Unit Mgr - Busi. Dev. in 1. Your initial posting will be at Rai Bareilly.

We look forward to your contribution towards our Company's vision i.e. "to build an enduring institution that serves the protection and long-term saving needs of customers with sensitivity". All our employees are guided in their actions by our values, and we encourage you to exemplify and role model our Values of Customer First, Humility, Passion, Integrity and Boundarylessness.

We offer our employees a long-term career through various opportunities to learn and grow and provide a work environment that is supportive, fair and meritocratic. The three pillars of our career proposition are explained in Annexure I.

Your compensation details are mentioned below in Table I.

**Table I : Compensation**

Components	Monthly (in ₹)	Annual (in ₹)
Basic Salary	6,250	75,000
Flexible Compensation Plan	3,150	37,795
Supplementary Allowance	8,750	1,05,000
Minimum Statutory Bonus	583	7,000
<b>Total [A]</b>	<b>18,733</b>	<b>2,24,795</b>
Employer's Contribution to PF	1,800	21,600
Gratuity	300	3,605
<b>Retirals [B]</b>	<b>2,100</b>	<b>25,205</b>
<b>Annual Guaranteed Pay (AGP) [A+B]</b>	<b>20,833</b>	<b>2,50,000</b>
Conveyance Allowance	2,000	24,000
Mobile Reimbursement*	750	9,000

\*Mobile reimbursements are done as per the mobile reimbursement policy of the organisation. The amount will be directly paid to the vendor and will not be credited along with the salary.

Other benefits applicable to 1 of the Company are mentioned in Annexure II and the terms and conditions are mentioned in Annexure III of the offer letter for your reference.

The offer is extended relying upon the information furnished and representations made by you and is valid subject to your acceptance of the terms and conditions of the employment with us. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned herein.

1. Please provide your acceptance to the offer letter within 5 days from its receipt failing which the offer shall stand revoked. Upon acceptance of this offer, you are mandatorily required to

join the Company within 60 days of your acceptance, failing which the offer and acceptance shall stand automatically revoked.

2. Upon acceptance of the offer and subsequent to joining the Company you will be bound by the Company's Code of Conduct, Employee Service Rules or any applicable Anti-Bribery Law, Anti-Corruption and Bribery Policy and other policies of the Company.
3. Your appointment and continuation in employment is subject to reference checks, qualifications, past employment details, successful completion of your course-graduation / post-graduation and submission of certificates / marksheets at the time of joining. You are required to submit the requisite documents and proof of successful completion of your respective qualification within 3 months of joining the organization.
4. If any information or representation furnished by you is found to be incorrect or if any material information is suppressed / misrepresented by you, the offer and / or the acceptance provided shall stand invalid and revoked. The Company reserves its right to initiate appropriate civil / criminal action against you.

Post joining your services with the Company are liable to be terminated as per applicable notice period policy at any time without assigning any reason in the event of:

- a. Any breach of the conditions mentioned in this letter on your part or
- b. Any incorrect information furnished by you like:
  - i. Mismatch in your previous employment date even for a day or
  - ii. Mismatch in your previous pay slip or
  - iii. Fake qualification certificates etc or
- c. Suppression of any material information by you

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

For ICICI Prudential Life Insurance Co. Ltd.



**Subhashish Banerji**  
**Executive Vice President - Human Resources**

I understand that the digital acceptance of this offer shall be construed as acceptance to all the terms and conditions therein.

Name: ANSHIKA MISHRA

Signature & date: \_\_\_\_\_

## Annexure I: Our Cornerstones

In achieving our Vision, harmony in outcomes for the Company's three key stakeholders – namely, our customers, employees and shareholders – is essential. To enable this, the Company has articulated the commitment and promise made to our employees through our Cornerstones. In addition to communicating our Cornerstones to all employees and prospective employees, we also endeavor to proactively listen, empathise and respond to the needs and expectations of employees.

The three pillars of our Cornerstones are explained below:

- 1. Learning & Growth: We hire for attitude and train for skills and we give growth to our employees by offering challenging roles and diverse experiences
- 2. Supportive Environment: We provide a healthy, safe and secure workplace and enable superior performance by providing the required technology and infrastructure support; we always stand by our colleagues in their hour of need
- 3. Fairness & Meritocracy: We are an equal opportunity employer and all our people decisions are based on policies and rules; performance rewards and career progression is based on merit

The Company has consistently invested in delivering on these promises, which has created the edge that makes our people a key source of strength and a key competitive advantage

## Annexure II: Benefits

Benefits applicable	Eligibility limits	Applicability
Group Term Life Insurance	₹ 15,00,000*	Employee
Group Personal Accident Insurance	₹ 30,00,000*	Employee
Group mediclaim policy	₹ 4,00,000 for a policy year**	Employee and enrolled dependents-spouse / same sex partner (includes non-cisgender partner) and children upto the age of 25 years (based on tenure)**
Education assistance policy	Reimbursement of fees for defined courses upto specified limit, as per policy	Employee
Leave (in a financial year)***	<ul style="list-style-type: none"> <li>• Privilege Leave (PL): 28 days (21 days during the first year of service)</li> <li>• Sick Leave (SL): 15 days</li> <li>• Maternity leave (ML): 180 days</li> <li>• Paternity Leave: 5 days</li> <li>• Adoption / Surrogacy Leave: 90 days</li> </ul>	Employee

\*Additional coverage is provided after completion of defined number of years for completed services at the Company, as per policy.

\*\* Detailed eligibility, policy clauses, limits and processes as defined in the HR Policy.

\*\*\* PLs and SLs are applicable for one complete financial year. Detailed eligibility, policy clauses as defined in the HR Policy.



### Other Benefits:

In addition to the above policies, we have other policies linked to the tenure of employees that support the employee & his/her family members in times of need and enable them to meet various life stage needs. These policies include: Executive Health Check-up, Employee's Children with Special Needs, Employee Children's Education Scholarship Scheme, Employee Children's Sports Scholarship Scheme etc.

Learning and growth is delivered through challenging assignments, role changes including movements to different functions / channels and locations and by providing opportunity for employees to apply for various roles through the Internal Job Posting process. In addition, opportunities for skill enhancement are provided through training and certifications, which may be a mix of mandatory, self-paced, behavioral and virtual programs.

These policies will be applicable as per the eligibility criteria and limits defined in the HR policies. These benefits and policies are subject to change as per the business requirements from time to time and such changes will supersede the relevant clauses mentioned in offer letter and appointment letter.

### Annexure III: Terms and Conditions of Employment

- 1. Transfer:** The Company shall have the right to transfer you to any of its departments / offices or depute you to Group companies, anywhere in India. In case of deputation to a Group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable, unless a revised letter is provided to you.
- 2. Background check:** The Company reserves the right to conduct background checks including your antecedent, education, employment, CIBIL and criminality check. By accepting the terms and conditions of your employment with the Company, you also consent to the right of the Company to share your information with its affiliates, government authorities and third parties as deemed appropriate by the Company. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.
- 3. Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- 4. Leave:** Any unauthorized (without prior appropriate approval) leave of absence for a period as defined in the Company's policies may lead to termination of employment.

The detailed terms and conditions of employment will be outlined in the letter of appointment which will be issued to you separately.

Ref: RSPL/OFR/ HR/2024/33334

Date:25/01/2024

To,  
**Mr. Ritik Tripathi**  
C/O Kuldeep Tripathi  
Daudpur Post Takrupur, Sabdalpur  
Etawah, Uttar Pradesh -206127

**Subject: - Offer Letter For The Post of Sales Audit Executive**

Dear Ritik Tripathi,

Thank you for meeting us to pursue on employment opportunity with our company. Based on your resume and subsequent interview, we are pleased to make you an offer of an appointment as **Sales Audit Executive, at RSPL LTD** We are sure that RSPL will provide you with a satisfying and challenging work environment along with a successful growth path.

As agreed, your annual **CTC** will be **Rs. 2,35,392/- (Two lakhs thirty-five thousand three hundred ninety-two only)**. A detailed salary structure is enclosed as Annexure- I. We are looking forward to a long and productive relationship between you and the RSPL team. In case you have any queries or require specific clarifications please do feel free to contact the undersigned.

You are requested to accept this offer by **1<sup>st</sup> February 2024** failing which this offers stands withdrawn and cancelled. You are requested to join RSPL on or before **27<sup>th</sup> January 2024**. Formal appointment letter will be issued at the time of your joining. All joining documents as mentioned in Annexure II would need to be submitted on the date of joining.

Your initial place of posting will be at **Kanpur**. However, Management reserves right to utilize your services many of our group companies, located elsewhere in India either in existence or which may come into existence. You will be required to report at the following address and complete the joining formalities.

**Head Office: Plot No. 119-121, Block P&T, Kalpi Road, Fazalganj, Kanpur – 208012 (Uttar Pradesh)**

In the meantime, we request your confirmation of acceptance of this offer by returning as a signed copy of this letter.

Yours Sincerely,

For RSPL Limited,

Received & accepted



**Ayush Verma**  
**(General Manager-HR)**

Signature with date  
Actual date of Joining

## Annexure I: Compensation Break-up

<b>Name</b>		<b>Mr. Ritik Tripathi</b>	
<b>Designation</b>		<b>Sales Audit Executive</b>	
<b>Division/ Location</b>		<b>Kanpur – HO</b>	
<b>Department</b>		<b>RSPL S&amp;D Sales Audit</b>	
<b>Grade</b>		<b>Associate IVth</b>	
<b>Salary components</b>		<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
<b>A</b>	<b>Basic</b>	12,700	1,52,400
	<b>Total A</b>	<b>12,700</b>	<b>1,52,400</b>
<b>B</b>	<b>House Rent Allowance</b>	2,850	34,200
	<b>Conveyance Allowance</b>	1,425	17,100
	<b>I - Gross monthly salary (A+B)</b>	<b>16,975</b>	<b>2,03,700</b>
<b>C</b>	<b>PF (Employer Contribution)</b>	1,524	18,288
	<b>GRATUITY (Employer Contribution)</b>	611	7,332
	<b>ESIC (Employer Contribution)</b>	506	6,072
	<b>II - Total C</b>	<b>2,641</b>	<b>31,692</b>
	<b>Cost To Company (I + II)</b>	<b>19,616</b>	<b>2,35,392</b>

**\*Payment of Gratuity will be as per the rule of “Payment of Gratuity Act, 1972”.**

\*Incidence of Income Tax shall be borne by you and hence any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961. Tax computation shall be subject to investment declaration and proofs submitted by you.

### Additional Benefits apart from the CTC:

- You will be covered under Term insurance & Medical Insurance as per company policy. \*
- You will also be entitled to receive Bonus/ Ex-Gratia as defined by the organization. \*



**Ayush Verma**  
**(General Manager-HR)**

Acceptance signature of Mr. Ritik Tripathi

## Annexure II

**Please carry the following documents with you at the time of your joining.**

Sr.No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Covid Vaccine Certificate (Both Doses)
3	Five passport size colour photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII mark sheet and certificate
8	Graduation / Degree certificate
9	Post Graduation Certificate
10	Last salary-slip from the previous employer
11	Relieving letter from the previous employer or an approved copy of the employee's resignation to his/her reporting manager.
12	PAN Card
13	Experience Certificate (Till Date)
14	Blood Group (Pathological Proof)

**Note: Certificates / Documents: (To be verified from original documents by HR, and HR shall make initial along with date, on the photocopy of the certificate).**







# MAHAVIR SpinFab PRIVATE LIMITED

**MANUFACTURER & EXPORTER OF ALL TYPES OF FABRIC & GARMENTS**

Regd. off. G-16, 59/132-A, Old Dal Mandi, Kanpur-208001, India  
Email: [info@msfgroup.in](mailto:info@msfgroup.in)  
Works: Plot No 1082 and 1094, Magarwara, Unnao-209862, India

## LETTER OF APPOINTMENT

Ref:

Date: 11.05.2024

Mr. Sumit Kumar Sahu  
EWS 251 D/S Gunjan Vihar  
Karrahi, Kanpur Nagar 208027

Dear Mr. Sumit Kumar Sahu

Further to the interview you had with us, we are pleased to appoint you as **Marketing Executive** in our organization with effect from **10-05-2024**. The terms and conditions governing your training are given below:-

- 1. Training period:** You will be on training for a period of 24 months effective date of starting of this program, which will be indicated to you.
- 2. Consolidated Stipend:** A sum of Rs. **18000/-** (Rupees-Eighteen thousand only) per month will be paid to you as stipend. You will not be entitled to any other benefits, apart from the above.
- 3. Stability Allowance :-** You Shall be paid stability allowance , in case of your successfully completion of training Rs 2000 ( Two Thousands only ) per month for assigned 24 month of training period.
- 4. Notice period during training:** The Company reserves the right to terminate the training of on grounds of misconduct or breach of the terms and conditions or violation of any rules and regulations or standing order of the Company by giving seven calendar day notices or with immediate effect.
- 5. Posting:** Initially you will be posted at Magarwara, Unnao. However during this period of training, you can be transferred to any other department any associates company of the group, anywhere in India at other branches. You may also be assigned such other duties at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.
- 6. This training arrangement is subject to:** a). you're having secured a certificate of completion as declared by your Institution / University. b) You're being examined & found medically fit.

*Sumit Kumar Sahu*



7. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.

8. In any case, if you want to discontinue the training with the company for the best reason known to you, you are required to request the management or the discontinuation of the training, along with the reasons. The acceptance / rejection of such request are only on the discretion of the management.

9. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.

10. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your training may be terminated by the company with immediate effect.

11. You will also be governed by the standing order of the company as existing now and as may be amended from time to time.

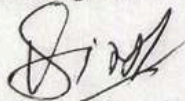
12. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your training is liable to be terminated without notice.

13. Company will deduct Rs.-2000/PM from your stipend as stability/security amount which to be refundable on completion of the training period. In case you left the company before the completion of the training then deducted amount shall be forfeited by the company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

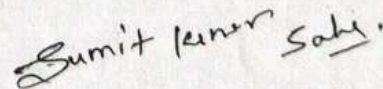
Whilst welcomes you to the Msf Group, we wish you good luck and a very bright career with us.

Best Regards,



Mahavir SpinFab Pvt. Ltd.

Accepted and received the copy



(Mr.Sumit Kumar Sahu )

---

## Fwd: Offer letter for the position of Customer Relationship Officer

1 message

---

**Shivangi Dwivedi** <dshivangi40@gmail.com>  
To: Hina Siraj\_TPO Kanpur <manager1.tnp@kit.ac.in>

Mon, Apr 29, 2024 at 1:21 PM

----- Forwarded message -----

From: Shivangi Dwivedi <dshivangi40@gmail.com>  
Date: Mon, Apr 29, 2024, 1:19 PM  
Subject: Fwd: Offer letter for the position of Customer Relationship Officer  
To: <223011@kit.ac.in>

----- Forwarded message -----

From: Indo Weaver <info@indoweaver.com>  
Date: Mon, Apr 29, 2024, 1:09 PM  
Subject: Offer letter for the position of Customer Relationship Officer  
To: Shivangi Dwivedi <dshivangi40@gmail.com>

Dear Ms. Shivangi Dwivedi

We are pleased to offer you an appointment with HCK Lifestyle LLP (henceforth referred as 'Company') for the position of Customer Relationship Officer in Delhi Division, based at Delhi Location. However, you are liable to be transferred to any office of the Company at the discretion of the Management. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the management are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care. This offer would be subject to the following terms & conditions:-

### Compensation

Your Gross Annual Total Cost-to-Company will be Rs.2,40,000/-.

Your salary may be revised from time to time at the discretion of the management. Your salary is confidential and should be discussed with your finance and human resource department only.

### Probation Period

You will be on probation for a period of 6 months, from the date of joining which may be extended at the discretion of the Company. Your confirmation will be subject to satisfactory performance, as per policy of the Company.

### Leaves

Employees of the Company are entitled to 7.5 days of earned leaves and 7.5 sick/casual leaves per annum.

### Notice Period

If you desire to leave the services of the Company at any time, you will have to serve 30 days notice after getting confirmed as permanent employee, or, in lieu thereof, you will have to pay an amount equivalent to 30 days basic salary to the Company. However, there is no such notice during the probation period.

### Termination/Separation

Notwithstanding anything contained herein, your services are liable to be terminated at the sole discretion of the management without assigning any reason therefore, but with a prior notice of 30 days(after confirmation), or by paying you an amount equivalent to the basic salary for the period as above in lieu of such notice.

If any declaration/statement or information given by you in the application in connection with your appointment is at any time found to be false or untrue or any material particular is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

Your services are liable to be terminated forthwith without any notice or compensation if, after you report for duty, the Company receives adverse reports from references indicated by you or from your previous employers and such other information as may be deemed to be act of misconduct in the opinion of the Company.



#### Confidentiality

The Employee shall not any time during his employment, (except so far as is necessary and proper in the course of his employment), or at any time after his employment has terminated, disclose to any person any information as to the practices, business dealings or affairs of the Company or as to any other matters of the Company or as to any other matters which come to his knowledge by reason of his employment.

At the time of reporting for the duty in the Company, you will have to produce the testimonials mentioned in Annexure-I. If you agree to the aforesaid terms and conditions of your appointment in the Company, you may communicate to us your acceptance of the above offer of appointment within 7 days from the date of this letter, by duly affixing your signature on all the pages of duplicate copy of this letter of offer, indicating the tentative date of reporting. Please note that the date of reporting should not be beyond 15 days from the date of your acceptance.

You are requested to report for duty to the undersigned in our Delhi office at address [63/64, West Guru Angad Nagar, Delhi-110092](#). In case you require any clarification, you may call the undersigned at +91-9891419963 or write to [info@indoweaver.com](mailto:info@indoweaver.com).

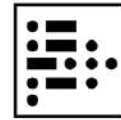
We wish you all the best for your career in the company.

Sincerely,  
(Manish Bansal)  
Authorized Signatory  
Enclosed: as above

#### Annexure-I

At the time of reporting for duty in the Company, you will have to produce the following testimonials:-

1. SSLC or an equivalent Certificate, in original, along with additional two attested copies in proof of your age and evidence of your Date of Birth.
2. Certificates, in original, along with two attested copies in support of your educational qualifications.
3. Relieving Certificate from the Present employer, if any.
4. Income certificate from the present employer, if any.
5. Two copies of recent passport size photograph, duly signed on the front side (Please write your name and date of joining on the reverse).
6. Two Professional references and their contact details.
7. Two copies of Permanent Account Number allotted to you under the Income Tax Act, 1961.
8. Self-attested copy of residential proof.



# Offer Letter

**Harshit Singh**

Dear Harshit,

We are delighted & excited to welcome you to Arbre Creations Pvt. Ltd. as a **Financial Analyst**. We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and considerable experience with us.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

---

**NIHAL JAISWAL**

Founder and Managing Director

---

Candidate Signature

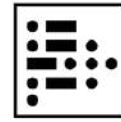
*Company Background:*

*As a company, we provide a wide range of development services to enterprises across the world. Our services are a unique combination of user-friendly design, industry standards, and strong internet marketing plans. We take care of every aspect of design and development from programming, business intelligence, and software & hardware development to provide customized solutions. We provide high-quality on-site services for software & hardware to the end-users on a broad range of platforms in the latest technologies.*

**Adobe  
Solution Partner**  
BRONZE

+91 - 7651811162  
info@arbres.in  
www.arbres.in

The Office Pass Building, D-9,  
near Sector 16, Sector 3, Noida,  
Uttar Pradesh 201301



## Indicative Compensation Structure

Compensation Component	Annual CTC Details (₹)
<b>Base Compensation</b>	
Basic	2,75,000
HRA	1,37,500
<b>Monetary Benefits</b>	
LTA	34,375
Fixed Allowance	1,03,125
<b>Fixed Annual Compensation</b>	<b>5,50,000</b>

Date of Joining: 15 April 2024

With Regards  
**ARBRE CREATIONS RECRUITMENT TEAM**

+917651811162  
info@arbre.in  
www.arbre.in

Dear Subham Singh,

Date:01/04/2024

Santeforeva has been incorporated to provide complete healthcare solution to patients and medical fraternity including medicines at affordable cost, robust supply channel including manufacturing and distribution of medicines and other medical inputs and going forward diversify into entire healthcare value chain including patient and medical fraternity digital interface, emergency care solutions and healthcare facilities.

Promoters of Santeforeva include highly successful professionals from healthcare industry having combined experience of more than 50 years with decorated track record of launching and managing large businesses and creating employment in the country. The company is backed by leading professionals from marketing, academics, legal, software and digital space.

With the inherent philosophy of “Health Forever” (Sante-Health in French language) Santeforeva intends to build an ecosystem providing comprehensive solutions for every unmet need of medical fraternity and in the process create an organization with a strong value system.

**Our core values include:**

Passion  
Agility  
Commitment  
Consistency  
Trust

**Our Vision**

Touching lives globally as a trusted provider of complete healthcare solutions

**Our Mission**

To provide total customer satisfaction and achieve leadership in chosen markets, products and services in the country and across the globe, through excellence in execution, agility and commitment

This has reference to your interview you had with us. We are pleased to offer you an employment with us as **Area Sales Manager** based at **Kanpur**.

You are requested to go through your pre-employment medical check-up and this offer will only be valid upon you being found medically fit.

Medical test can be done at any reputed pathology center the amount of (INR 1000) incurred for the test shall be reimbursed along with your first salary post submission of the original bill. The maximum amount of (INR 1000) incurred for the test shall be reimbursed along with your first salary post submission of the original bill.

You are requested to join us on 1st May 2024 at Lucknow.

**Office address is –**

Santeforeva Healthcare Pvt. Ltd.

428, 429, Transport Nagar, Kanpur Road

Lucknow-220012

Timings- 9.00 a.m.

Failing which this offer of Employment stands withdrawn.

Scan Copy of Resignation letter and address proof needs to send across to the undersigned minimum 2 days prior to the date of joining, along with Aadhar No. or UIDAI (Unique Identification Authority of India) is mandatory.

**Santeforeva**  
HEALTHCARE PVT LTD.

Regd. Office : E-1-1206, Rutu Towers, Patlipada, Ghodbunder Road, Thane, Maharashtra, India 400607

Phone : +91-22-35517343, +91-7021336076, +91-7318228666, +91-9041284555

Website : [www.santeforeva.com](http://www.santeforeva.com) ♦ CIN No. U24290MH2021PTC354007

We are pleased to offer you following remuneration

<b>Salary Components</b>	<b>Per month</b>	<b>Per annum</b>
Basic	9000	108000
HRA	3000	36000
Conveyance Allowance	1600	19200
Attire and Kit Allowance	1200	14400
Special Allowance	1200	14400
Medical Allowance	1000	12000
<b>Total</b>	<b>17000</b>	<b>204000</b>
Gratuity		4500
Bonus		10800
<b>Total CTC</b>		<b>219300</b>

In addition to above you would be eligible for Rs 500 as mobile allowance per month and Daily allowance of Rs 250 for HQ working, Rs 270 for Ex station and Rs 750 for Out stations. Travel allowance would be Rs 2.50/Km for distance more than 25 km one way up to 200 km, beyond 200 km you are eligible to travel by AC 3 tier on production of supporting.

Bonus shall be payable every six month and payment shall commence after 6 months of confirmation.

Please note that you will remain on probation for six months from the date of joining and your confirmation is subject to your performance during your probation period.

Request you to acknowledge the mail with your acceptance to proceed with other formalities. More information on your territory and HR policies will be shared with you during induction upon your joining.

*Welcome to Santeforeva Family, wish you a very successful career with us.*

Regards,

**Om Pratap,**

Head-HR

**Date: 3<sup>rd</sup> May 2024**

**Aman Yadav**

**3 /313 Awas Vikas**

**Hanspuram**

**Naubasta Kanpur**

**Dear Aman Yadav**

Congratulations!! We are delighted to make you an offer with IndiaMART Intermesh Ltd.

<b>Designation</b>	<b>Executive</b>
<b>Date of joining</b>	<b>13<sup>th</sup> May 2024</b>
<b>CTC on offer</b>	<b>INR 360000</b>
<b>Base Location</b>	<b>Delhi</b>

We are pleased to offer you the position of **“Executive - Client Acquisition** . We are confident that your skills, experience, and enthusiasm will make a valuable contribution to our team.

1. Your Annual Compensation shall be INR 360000 (Three Lakhs sixty thousand only). The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location. As informed, your place of posting shall be **Delhi**
3. You will be governed by the Company rules, as amended from time to time. You will be entitled to leave and other benefits in accordance with such rules applicable from time to time.
4. A detailed “Letter of Appointment” setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.
5. If you have any questions or require further clarification about the terms of this offer till your joining date, please do not hesitate to contact **Meenakshi @7307892923**





Please Note – Your offer has been made based on the information furnished by you. We will verify the authenticity of such information using various means including services of background verification agencies. Company reserves the right to revoke the offer and your appointment at any time in case we discover discrepancies in your declarations.

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

We are very excited about you joining us & we look forward to having you with IndiaMART Intermesh Ltd.

Sincerely yours,

For IndiaMART Intermesh Ltd.

**MADHUP AGRAWAL**  
**NATIONAL HEAD**

**Annexure – I**

**Name- Aman Yadav**  
**Designation - Executive**

Salary - Breakup		
Component	Monthly (Rs)	Annual (Rs)
Basic	23100	277200
HRA	6900	82800
<b>CTC</b>	<b>30000</b>	<b>360000</b>

**\*Income Tax will be deducted from salary as per Government specified rules.**

**\*However, the total CTC will remain un-changed**

For IndiaMART Intermesh Ltd.



**MADHUP AGRAWAL**  
**NATIONAL HEAD**



NS Matrix Services Pvt. Ltd.

Tel : +91-11-45513300

E-mail : info@nsmatrix.com

Web : www.nsmatrix.com

NDLS/HR/986/24  
06 Sep 2024

Mr. ABHIJEET BAJPAI,  
H.I.G-378, RATAN LAL NAGAR, UDYOG  
NAGAR, PO: UDYOG NAGAR, DIST:  
KANPUR NAGAR, UTTAR PRADESH-  
208022.

Dear ABHIJEET,

This is in reference (202310310051) to offer letter placed to you recently. We are pleased to offer you an appointment with NS Matrix Services Pvt. Ltd. (here in after referred to as the "Company" or "NSMX") on the terms and conditions given here in below

- 1) **Position Title:** Your designation shall be "Associate, Project Manager"
- 2) **Place of posting:** Your initial place of posting would be at our facility in Delhi, but the Company reserves the right to move/relocate you to any new or an associate/partner's office in India or a Client site based on the Company requirements from time to time.
- 3) **Joining Date:** Your effective date of appointment will be **06 Sep 2024**.
- 4) **Reporting to:** Your reporting officer shall be as directed or planned by management of the Company or as per the Company's requirement from time to time.
- 5) **Remuneration Package:** As compensation for your services (the "Services") you will be entitled to **Rs. 3,00,000/-** per annum including benefits, allowances and perquisites as summarized in Schedule A herein. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.
- 6) **Job Responsibilities:** You will be performing the Services as directed by and planned by the management of the Company.
- 7) **Working Hours:** You are expected to attend the office during the working hours as may be decided by the Company. Your working hours may be changed as per the Company's decision/requirement on a shift basis (round the clock) over 24 hours of the day and 7 days of the week.
- 8) **Probation:** You shall be on probation for a period of 3 months from the effective start date of employment with company. Company may in its sole discretion at any time can extend this period of probation for an additional period up to 3 months. Unless otherwise communicated to you by company, the probation period shall expire 3 months after your effective start date, unless the probation period is extended up to an additional 3 months.

*Abhijeet*

**OL No: AM8987****Date : 23-January-2024**Dear **Abhishek kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **24-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 24-April-2024**Training Period : **24-April-2024 to 3-May-2024 - (Unpaid)**On the Job Training Start Date: **4-May-2024**On the Job Training End Date: **3-November-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24-April-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

Enzyme Office - HSR layout  
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR  
Layout, Bengaluru, Karnataka 560102  
**(CIN: U74999KA2021PTC143276)**  
(M)9663454129. Email: placements@rinex.ai

---

January 17, 2024

**INTERNSHIP CONFIRMATION LETTER**

**Subject: Regarding the Internship Confirmation Letter at Rinex**

Dear Abhishek Pal

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by February 19, 2024

The performance pay for the internship period is up to Rs. 15000/- considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



**Nirmala D**  
**Talent Acquisition Team**  
**On Behalf of Rinex**

-----  
**Signature**





## OFFER LETTER

Dated:27-03-2024

Dear, Abhishek Singh

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining, we would explain you in detail the schedules.

### NOTE:

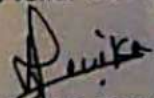
- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.


This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.


  
Thank & Regards


Qspiders Campus Connect Team.



USN NO .....

 95136 84738 / 76191 63087

 info@campus.qspiders.com

 01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,  
Kempegowda Nagar, Bengaluru, Karnataka 560019

## To Whom It May Concern

This is to certify that **Mr. Aditya Singh**, son of Mr. Devendra Singh, residing at 36 New Viman Nagar, Harjinder Nagar, Kanpur, 208007, is currently serving as a **Software Developer Intern** during his internship at Moneycare Trading.

**Internship Period: 1st April 2024 – 30th September 2024**

Mr. Aditya Singh is actively engaged in practical tasks and responsibilities related to website development under the guidance of our experienced team. His responsibilities include web development and social media management.

We appreciate the opportunity to provide Mr. Aditya Singh with this internship, and we are confident that he is gaining valuable hands-on experience and contributing positively to our team.

If you have any inquiries or require further information, please feel free to contact us at [hr@moneycaretrading.com](mailto:hr@moneycaretrading.com).

Sincerely,


**Animesh Pal**



Internship Offer Letter

Date: 30<sup>th</sup> March 2024

Dear Alvira Naim Ansari,

We are pleased to offer you the opportunity to join **Shri Ramswaroop Digital Technologies** as an intern, beginning 30<sup>th</sup> March 2024, contingent upon your successful completion of any necessary pre-employment requirements.

As an intern, you will have the opportunity to gain valuable hands-on experience in *PeopleSoft* and *DevOps*, working closely with our *PeopleSoft* and *DevOps* team. During your time with us, you will have the chance to learn from experienced professionals in your field and contribute to meaningful projects that align with your academic and career goals.

Your learning and responsibilities may include but are not limited to:

- SQL Basic, Clause, Operators, Functions, Queries
- Use of CSS, JavaScript, Website Creation, Testing and Technical Documentation

Your internship will be for a duration of 100 days (excluding any leave), with the possibility of extension based on performance and business needs. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits including paid leaves.

Throughout your internship, you will receive guidance and support from your manager, who will provide regular feedback to help you grow both personally and professionally.

As an intern at SRDT, you will be eligible for access to company events, networking opportunities, or professional development. Additionally, you will be compensated at a rate of 15,000/- Monthly stipend amount.

To formally accept this internship offer, please sign and return a copy of this letter. If you have any questions or require further information, please do not hesitate to contact HR at [hr@srdt.co.in](mailto:hr@srdt.co.in).

We are excited to welcome you to SRDT team and look forward to working with you.

Sincerely,

Ritesh Khanna  
Program Manager

Alvira

**Corporate Head Quarter:** Tiwariganj, Faizabad Road, Lucknow-226028, (U.P), India

**Registered Office:** B-987, Sector-A, Mahanagar, Lucknow-226007, (U.P), India

**Contact :** +91 7068801144





## OFFER LETTER

DATE: 18-03-2024

ELITE1050

Dear Amrata Singh,

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE**.

**Please find the following details:**

Job Title: **Business Development Trainee**

Duration of Internship: **4 Months**

Unpaid Training Date: **1st April to 5th April 2024**

OJT Start Date: **6th April 2024**

OJT End Date: **6th August 2024**

Reporting Date and Time: **10:30AM, 1st April 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of internship period, wherein CTC will be 5LPA (3LPA Fixed + 2LPA Variable).**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days**.

**Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 1st April 2024.**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Targets be allotted as per the joining date which is followed below:-
    - 1. If the Joining Date lies between **1st-10th** of Months then targets will be 80k i.e., you need to bring 16-18 Payments.
    - 2. If the Joining Date lies between **11th-20th** of Months then targets will be 50k i.e., you need to bring 10-12 Payments.
    - 3. if the Joining Date lies between **21st-25th** of Months then targets will be 25k i.e., you need to bring 5 Payments.
    - 4. From the **2nd month** of your joining the allotted targets will be same for every month and that is 1.5 Lakh i.e., you need to bring 28-30 Payments.

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653



Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Full Time**
- Location: **Gurgaon (Spaze I-Tech Park sector-49)**
- Office Time: **10:00 AM TO 07:00 PM.**



DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERNSELITE EDUTECH PVT. LTD**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>



**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Ms. Anjali Katiyar**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Anjali Katiyar,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
(Managing Director)

**Anjali Katiyar**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### **4. Confidentiality**

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### **5. Exclusiveness**

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### **6. Others**

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Anjali Katiyar)

Date:

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

**OL No: AM8933****Date: 23-January-2024**Dear **Ankit Khushwaha**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **7-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining: 7-February-2024****Training Period: 7-February-2024 to 16-February-2024 (Unpaid)****On the Job Training Start Date: 17-February-2024****On the Job Training End Date: 16-August-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives: INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre-Placement Offer of **6to8LPA** after completion of **On the Job Training Period**. I have read and understood the terms and conditions and I accept this offer, asset for the above, with Academor, and will report on **7-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

-Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

## ANNEXURE

Sl.No	Particulars
1.	Professional/Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation/Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving License Scanned Copy.
5.	Bank Account Details : Bank Name , Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates/mark sheets (10<sup>th</sup> or 12<sup>th</sup>) or Government issued ID Card (Driving License/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_





# NUMETRY TECHNOLOGIES

Regus, Sky One Unit No : 101, 1st Floor, Kalyani Nagar,  
Pune Maharashtra 411006

Anshuman Tripathi  
Kanpur, Uttar Pradesh

Date: 20-12-2023

Dear Anshuman,

**Congratulations on your offer from Numetry Technologies, Pune!!**

We refer to your recent interview for the above position and are pleased to offer you the position of **intern** in the **software developer** department of our company, effective January 2024, under the following terms and conditions:

- 1. Stipend:** Your Stipend will be Unpaid.
- 2. Working hours and Day:** 9.30 Am to 6.30 Pm & Monday to Friday
- 3. Term:** The internship period is for **6 months**, starting from Jan to June 2024.
- 4. Process document:** A process document manual will be provided to you on joining, which will help you understand the working of your department better.
- 5. Leave:** Interns will be given no casual or sick leaves, only national holidays and public holiday leaves will be given. No leave will be granted immediately before/after Public Holidays.
- 6. Confidentiality:** You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.
- 7. Resignation/termination**  
The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-
  - a) She/he is guilty of misconduct;
  - b) She/he is negligent in the discharge of her/his duties; or
  - c) Being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely,

Parul Jain

Human Resource Manager



I agree to the appointment and accept the above terms and conditions of service.

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

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

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





## sklr edtech private limited

29 January 2024

OL Number: SKLR22-3758

Dear **Avinash Pratap Singh**,

We are excited to extend an offer to you for an Intern position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development Trainee**.

This position is scheduled to begin on **14 February 2024** and will be ending on **23 June 2024**. Your first 10 days of Training period shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m. IST. This position will pay INR **18,000** per month and upto 15,000 INR incentives which will vary according to your performance. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your training with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your tenure, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the training offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 6364872864. Please review this letter in full, and sign and return it via email to [hr@skolar.in](mailto:hr@skolar.in) to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful Training period. Welcome to our team!

Sincerely,  
Muskan Rastogi  
Chief Executive Officer  
SKLR EDTECH PVT LTD

### **Other Terms and Conditions**

1. During the Training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the Trainee Period (including the unpaid days) due to personal reasons , you will have to serve a notice period of 1 month or have to pay a compensation equal to 1 month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. The original documents you provided will be returned to you once the Training period is completed.
6. Anytime you wish to take back the original documents due to any reasons between your Training period, you are required to submit a valid replacement document which is approved by HR.
7. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
8. Official communication either within the company or outside the company should be through the company Email of your manager only.
9. Post successful completion of the Training tenure, the candidate will be eligible for a pre-placement offer at Skolar, the package shall be depending on performance during the Training Period ( The package ranges from 6 LPA - 9 LPA).

I, **Avinash Pratap Singh**, accept the above offer and will begin the Business Development Trainee position on 14 February 2024.

Name:

Sign:

sklr edtech private limited

ANNEXURE

Sl. No	Particulars
1.	<p><b>Professional / Educational Certificates and Mark Sheets towards:</b></p> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination</li><li>• 12th standard or equivalent examination</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> <p><b>Other relevant educational or skill certifications</b></p>
2.	<p><b>COLOUR SCANNED COPY OF YOUR :</b></p> <ul style="list-style-type: none"><li>• Signed Offer Letter with passport size photograph attached to it.</li></ul>
3.	<p><b>Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.</b></p>
4.	<p><b>Bank Account Details:</b></p> <ul style="list-style-type: none"><li>• Bank PassBook First Page</li><li>• Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</li></ul>
5	<p><b>Any of the below mentioned Original Marksheet must be submitted for employment verification.</b></p> <ul style="list-style-type: none"><li>• 10th Standard Original Marksheet</li><li>• 12th Standard Original Marksheet</li><li>• Degree Consolidated Marksheet</li><li>• Diploma Consolidated Marksheet</li></ul>



## OFFER LETTER

Dated:27-03-2024

Dear, Atul Kumar Patel

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining, we would explain you in detail the schedules.

### NOTE:

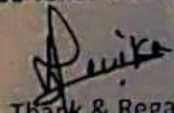
- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.


This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.





Thank & Regards  
Qspiders Campus Connect Team.



USN NO .....

 95136 84738 / 76191 63087

 info@campus.qspiders.com

 01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,  
Kempgowda Nagar, Bengaluru, Karnataka 560019

**OL No: AM8991****Date : 23-January-2024**Dear **AVNEESH KANT TIWARI**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **15-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 15-April-2024**Training Period : **15-April-2024 to 24-April-2024 - (Unpaid)**On the Job Training Start Date: **25-April-2024**On the Job Training End Date: **24-October-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **15-April-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)





## OFFER LETTER

DATE: 18-03-2024

ELITE1040

Dear DAUED Aqil Ahmed

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE**.

**Please find the following details:**

Job Title: **Business Development Trainee**

Duration of Internship: **4 Months**

Unpaid Training Date: **1st April to 5th April 2024**

OJT Start Date: **6th April 2024**

OJT End Date: **6th August 2024**

Reporting Date and Time: **10:30AM, 1st April 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of internship period, wherein CTC will be 5LPA (3LPA Fixed + 2LPA Variable).**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days**.

**Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 1st April 2024.**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Targets be allotted as per the joining date which is followed below:-
    - 1. If the Joining Date lies between **1st-10th** of Months then targets will be 80k i.e., you need to bring 16-18 Payments.
    - 2. If the Joining Date lies between **11th-20th** of Months then targets will be 50k i.e., you need to bring 10-12 Payments.
    - 3. if the Joining Date lies between **21st-25th** of Months then targets will be 25k i.e., you need to bring 5 Payments.
    - 4. From the **2nd month** of your joining the allotted targets will be same for every month and that is 1.5 Lakh i.e., you need to bring 28-30 Payments.

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653



Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Full Time**
- Location: **Gurgaon (Spaze I-Tech Park sector-49)**
- Office Time: **10:00 AM TO 07:00 PM.**



DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELEITE EDUTECH PVT. LTD**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications(If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

NS Matrix Services Pvt. Ltd.

Tel : +91-11-45513300

E-mail : info@nsmatrix.com

Web : www.nsmatrix.com



12-Aug-24

Ref No: 202310310034

Dear DIPANSHI AGRAHARI

Congratulations! With great pleasure, NSMX would like to extend the following employment offer.

**Position: Associate, Project Manager**

**Tentative Start date:** 11-Nov-2024

**Actual Start Date:** Would be provided in Joining Letter

**Package/Salary:** 3,00,000 per annum.

**Job Location:** Delhi or Noida (As per company requirement)

We would like you to start work on 11-Nov-2024 at 14:00 IST which is subject to completion of your 90 days training. The Period of training may be extended equal to the number of leaves taken during the period. The Period of training will be from 12/08/2024 to 08/11/2024.

**Notice Period & Termination:** Either party may terminate the internship at its convenience and without regards to any breach upon fifteen (15) days writer notice.

Please report to Mr. Sachin Khatri for documentation and orientation on 12-Aug-2024. This date of joining is subject to submission of entire joining documents mentioned in the attached list of documents.

- Please sign this letter and return it to us to indicate your acceptance of this offer.
- This Letter is only valid till Wednesday, Aug 12, 2024.

NSMX looks forward to bringing you on board!

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long and pleasant.

Sincerely,

*Sachin Khatri*

Authorized Signatory

#####

I accept the offer as outlined above.

Signature: Dipanshi Agrahari

Full Name: Dipanshi Agrahari Date: 12/08/2024

Permanent Address: Post Santon dharanpur, Dharmpur sato, Fatehpur Pin Code 212623

Temporary Address: same as permanent address Pin Code 212623

Personal Contact Number: 9454546545 Email Address: dipanshiagrahari64@gmail.com





## OFFER LETTER

**DATE: 01-02-2024**

**ELITE881**

**Dear Divyansh Agrahari**

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **14th March to 18th March 2024**

OJT Start Date: **19th March 2024**

OJT End Date: **19th July 2024**

Reporting Date and Time: **10:30AM, 14th March 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 14th March 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - In case you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com ☎ +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

OL No: AM8028

Date : 5-January-2024

Dear Himanshi Yadav ,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **7-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 7-March-2024****Training Period : 7-March-2024 to 16-March-2024 - (Unpaid)****On the Job Training Start Date: 17-March-2024****On the Job Training End Date: 16-September-2024****Location of Training: Bangalore****Stipend: INR 18000 Per Month****Incentives : INR 12000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **7-March-2024**.

SIGNATURE: Himanshi

(Candidate's Signature)

DATE: 13/01/2024**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: Himanshi  
(Candidate's Signature)

DATE: 13/01/2024

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: Himanshu  
(Candidate's Signature)

DATE: 13/01/2024



# girnar INSURANCE BROKERS PVT. LTD.

14-03-2024

Dear HIMANSHU Kumar RAI,

We welcome you to **Girnar Insurance Brokers Private Limited** and pleased to offer you the position of **Relationship Manager**. We are excited about this journey and look forward to a long and mutually beneficial association with you, where quality is engrained in the culture and an individual's growth is given utmost priority. We are confident that you will cherish the work environment and will contribute towards achieving the organizational objectives pushing us to new heights of success. We pride ourselves as a place with ample opportunity to fulfill one's career and personal goals.

Your appointment will become effective from your **01-04-2024**

Details of compensation break-up along with some of the important policies are highlighted below.

Regards Team HR

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

# girnar INSURANCE BROKERS PVT. LTD.

## Compensation & Benefits

You will be paid a Total compensation of **INR 2,50,000 per annum**. Your employment will be governed by the Company's standard employment agreement and is to be signed on the date of joining. A detailed breakdown of your compensation will also be provided upon execution of the agreement.

Your individual remuneration is determined based on numerous factors such as your job, skills-specific background, and professional merit, and is strictly between yourself and the Company. This information, and any changes made therein should be strictly treated as personal and confidential.

## Probation Period

You will be on probation for a period of Three (3) months ("Probation Period") from the date of your joining. During the probation period, either party (Company / you) may terminate employment by giving notice of termination in writing by serving notice period or payment of salary for the same period. Post the completion of Probation Period, either party (Company / you) may terminate employment by giving notice of termination as per the applicable policies in writing or payment of salary for the same period. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the **notice period**. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

## Leaves

You shall be entitled for leaves as per leave policy. Any Leave you are entitled to can be availed only with prior notice and proper permission of your reporting manager. Additional guidelines pertaining to leave benefits shall be available upon joining

## Notice Period

Your notice period will be dependent on the grade you are at during your employment. We follow the notice period as per confirmation & exit policy. If during the employment your grade changes, the notice period will change accordingly.

## Bring Your own Device (BYOD)

As a condition of your employment with GIBPL, you may use your personal device(s) for work-related activities. By using your personal device(s) for work-related activities, you agree to comply with the company's Bring Your Own Device (BYOD) policy and all associated guidelines, procedures, and standards.

To facilitate that your personal device(s) is (are) in good working condition, the organization would provide you a monthly reimbursement of INR 600. Please note that the organization reserves the right to change the reimbursement amount from time to time and the same would be communicated to you at the time of changes.

You are responsible for ensuring that your personal device(s) meet the company's security and access requirements, and that you take appropriate measures to protect the company's data and information. You must install and maintain all necessary security software and updates, including anti-virus and anti-malware software.

You must also comply with all applicable laws, regulations, and company policies related to the protection and handling of confidential and sensitive information.

Any violation of this policy may result in disciplinary action, up to and including termination of employment. By using your personal device(s) for work-related activities, you acknowledge and agree to these terms and conditions.

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

# girnar INSURANCE BROKERS PVT. LTD.

## Additional Term and Conditions

You will operate from our Gurugram, Haryana, India office. However, your services are transferable and you may be assigned to any office of the Company, a subsidiary, or associate company. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if so required by the Company. You shall do such other work as may be assigned to you by the Company from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof

Your appointment and continued employment is contingent upon satisfactory reference and background checks which shall include but not be limited to verification of your application materials, education and employment history, criminal, credit and regulatory history, and your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). By signing this Agreement, you hereby give your unconditional consent to share all the requisite data, including your personal data, necessary to carry out such reference and background check, and authorize the Company to carry out requisite reference and background checks as per our satisfaction. You further authorize, without reservation, any law enforcement agency, court, governmental body, past employers, school or university (public or private), contacted by the Company or any service partner of the Company to furnish the information set forth in the preceding sentence as part of the employment application process. You understand and agree that your employment can be terminated with immediate effect by the Company, in its sole discretion, in case of any negative reference and/or background check.

You will be eligible for appraisal in **April 2024**.

Your designation may be changed at the discretion of the Company depending on the work assigned to you.

You may be required to travel on Company work and the expenses will be reimbursed as per the company policy.

Upon your resignation from the Company or termination of your services, you are required to return all assets and property including intellectual property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

During your employment at Girnar, any documents/templates/processes or any other intellectual property developed shall be and will remain the intellectual property of the Company only.

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion and will be communicated to you in writing.

It is your responsibility to notify the Company of any changes in your personal information/ particulars as recorded with the company within 3 working days of such change happening. All notices shall be considered duly and properly delivered to the address on file with the Company.

This employment with the Company is considered your primary duty and must not be compromised by any direct or indirect engagement in any other business or job.

Information pertaining to the Company operations, ideas, affiliations, associates and intellectual property is confidential and will be bound by a non-disclosure agreement. If any prior confidentiality agreement applies to you then you must notify the Company and indemnify the Company against any breach thereof.

If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan



# girnar INSURANCE BROKERS PVT. LTD.

qualifications and experience, the Company may terminate your services without notice or compensation.

## Relocation/Other expenses Clause

In case you resign within a period of 12 months from the date of payout of benefit, the recovery of relocation allowance and settling allowance will be as per relocation policy.

Under any circumstance if you leave the Company before completion of one year, any expense related to joining like joining bonus/notice period buyout/loyalty bonus/etc. will be fully recoverable.


## Health Insurance

You will be covered either under ESI or Health Insurance scheme (as applicable) provided by the Company. Health Insurance will be provided to you only if you are not covered under ESI.

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

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Girnar group of companies, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign this Offer Letter as a token of your acceptance of the Offer and conditions of employment as specified therein, and return the same to the Company within 7 (seven) days of receipt of this letter.



Regards, Divya Mohan  
Chief Human Resources Officer

## ACCEPTANCE OF OFFER TERMS AND CONDITIONS:

**I confirm that I have read, understood, the terms and conditions stated above, and accept the offer.**

Printed Name: HIMANSHU Kumar RAI

Date: 14-03-2024

Date of Joining: 01-04-2024 (To Confirm if not already specified)

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

# girnar INSURANCE BROKERS PVT. LTD.

Annexure II

## Document Checklist

The following documents/accompaniments will be required in original and with a photocopy on the date of joining as part of standard onboarding procedure.

Accepted Offer letter

Proof of address and identity:

PAN Card - **Mandatory**

Adhaar Card - **Mandatory**

Voter ID / Passport / Driving License – Any one

Education degree certificate (10th, 12th, Graduation, Post-Graduation) Relieving letter or resignation acceptance letter from your most recent employer Cancelled cheque / Bank statement – Proof for account details  
Salary slips / Account statement (Last 3 months) 5 passport sized color photograph

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

+ 91-7551196989

| [support@insurancedekho.com](mailto:support@insurancedekho.com)

| [www.insurancedekho.com](http://www.insurancedekho.com)

| IRDAI License No: 588

Valid till: 19th March, 2026

Direct Broker: Life & General

# girnar INSURANCE BROKERS PVT. LTD.

## Annexure

Name	HIMANSHU Kumar RAI
Designation	Relationship Manager
Entity	Girnar Insurance Brokers Private Limited
LOB	Insurance.
BU	Insurance_Agency
SBU	Insurance_Agency_Motor & Health
MBU	Insurance_Agency_Motor & Health_Sales
Function Level 1	Insurance_Agency_Motor & Health_Sales_M&H
Function Level 2	Insurance_Agency_Motor & Health_Sales_M&H_North 1
Band	1
Grade	1.4

SALARY COMPUTATION		
Components	Per Annum	Per Month
<b>Non-Cash Benefits</b>		
Mediclaim Insurance Sum Insured	5,00,004	
Life Insurance Sum Insured	7,50,000	62,500
Personal Accident Insurance Sum Insured	7,50,000	62,500

Subject to Tax Deduction at Source and deduction of all other government taxes as applicable Gratuity As per the company law

Exemption to HRA is subject to the submission of rent payment receipt

You shall be entitled to a Medical Insurance Cover for Self, Spouse and 2 Children as per company policy.



Regards, Divya Mohan  
Chief Human Resources Officer

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

# girnar INSURANCE BROKERS PVT. LTD.

Your Benefits at a glance

**Group Mediclaim** - For complete peace of mind & access to quality health care, we provide medical insurance through our insurance provider to you & your family (including spouse and two children) as per limit in salary breakup.

**Personal Accident and Term Life** - We provide you with Group Term Life and Group Personal Accident Insurance cover as per salary breakup, each against loss of income in the event of death or full/partial disability.

**Parental Insurance** - You can also avail cover for your parents / parents-in-law up to INR 10,00,000 (self-paid).

**Car Lease** - To enable you in availing choice of car for your mostly official and some personal needs, the provision of Car Lease is offered by our group company Cardekho to all group staff members as per the policy. The policy offers you a 36-month lease with attractive discounts & deals and various attractive car lease options depending on your budget. You can also avail handsome tax saving as lease rentals are paid through pre-tax component of salary.

**Retiral Benefits** – To ensure that you can effectively plan your retirement, we provide you with the options of Voluntary PF contribution, Flexi-PF contribution & National Pension Scheme. Under Flexi-PF, you can choose to contribute 12% of your actual basic rather than mandatory contribution of ₹1,800 per month, company will also make a matching contribution in this case by readjusting your CTC structure. If you wish to increase the PF contribution further, you can opt for Voluntary PF and increase the total contribution from 12% to 100% of actual basic salary. We have a tie-up with HDFC Pension for corporate NPS, under which you can opt to contribute upto 10% of your basic salary as corporate NPS and avail tax benefits over & above the limits of 80C. Your CTC structure will be modified as per your contribution, if you choose to opt for corporate NPS. The same corporate NPS account can also be used for making individual NPS contributions.

Additionally, all employees who have worked for at least 4 years and 180 days at GIBPL, will receive an additional money with their last salary. The amount of this extra money— called “gratuity”—will be 15 days of last drawn basic salary for every year of service, calculated as:

Gratuity =  $(15 * \text{Last Drawn Basic Salary} * \text{No. of completed years of continuous service}) / 26$

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan

+ 91-7551196989

| [support@insurancedekho.com](mailto:support@insurancedekho.com)

| [www.insurancedekho.com](http://www.insurancedekho.com)

| IRDAI License No: 588

Valid till: 19th March, 2026

Direct Broker: Life & General

# girnar INSURANCE BROKERS PVT. LTD.

## Your Flexi Benefits

**Food Card** - You shall be provided an option to opt for tax friendly food card provided by Sodexo, worth as per limit mentioned in salary breakup.

**Gift Card** - You shall be provided an option to opt for tax friendly Gift card e-voucher of Amazon, worth as per limit in salary breakup.

**Leave Travel Concession** – A Leave travel concession is the tax free remuneration paid for an employee’s travel within the country. You can opt for Leave travel concession one in a two year as per limit in salary breakup. This is a benefit which exempts the actual travel cost of you and your family incurred towards the travel with in the country (India).

**Child Education Assistance** - We understand and appreciate our employees’ responsibilities towards their families and children; thus, we provide you option to opt for Child Education Assistance as per limit in salary breakup, per child per annum for a maximum of 2 children.

**Books and Periodicals Assistance** – Books and periodicals assistance is provided to you to buy professional books & generals which helps enhance your knowledge & skills. You can opt as per limit in salary breakup.

**Telephone & Data Card Bill Assistance** – Telephone & data card bill assistance is provided to you so you can avail the tax exemption on the expenditure incurred on the mobile, internet, data connection used for the official purpose, you can opt as per limit in salary breakup.

**Car Running & Maintenance Assistance** – You can opt for car running & Maintenance assistance which cater to expenses incurred by you on fuel, maintenance & repair of their vehicle as per limit in salary breakup, for self-owned car. For company leased car INR 1,50,000 for while using it for official travel and you can also opt for chauffer assistance up to INR 2,40,000 per annum for company leased car.

**Professional Development & Training and Seminar Assistance** - GIBPL provides you assistance in keeping your skills updated by giving you option to opt for Professional Books & Periodicals as per limit in salary breakup, so that you can hone your skills for further development and save income tax.

**Car Rental Assistance** – Car Rental Assistance helps you to hire a car for official travel purpose under a vehicle lease tripartite agreement with GIBPL. You can claim monthly car rental invoice as per policy calculations to get a handsome tax benefits. This benefit cannot be combined with point 7.

**Girnar Insurance Brokers Private Limited** CIN - U66010RJ2016PTC054811

Corporate Office (Gurgaon) : Plot no.301, Phase-2, Udyog Vihar, Sector – 20, Gurugram Haryana - 122008.

Registered Office (Jaipur) : 21 Girnar, Govind Marg, Mooti Doongri Road, Dharam Singh Circle, Jaipur- 302004, Rajasthan



## OFFER LETTER

DATE: 18-03-2024

ELITE1045

Dear Himanshu Sahu,

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE**.

**Please find the following details:**

Job Title: **Business Development Trainee**

Duration of Internship: **4 Months**

Unpaid Training Date: **1st April to 5th April 2024**

OJT Start Date: **6th April 2024**

OJT End Date: **6th August 2024**

Reporting Date and Time: **10:30AM, 1st April 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of internship period, wherein CTC will be 5LPA (3LPA Fixed + 2LPA Variable).**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days**.

**Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 1st April 2024.**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Targets be allotted as per the joining date which is followed below:-
  - 1. If the Joining Date lies between **1st-10th** of Months then targets will be 80k i.e., you need to bring 16-18 Payments.
  - 2. If the Joining Date lies between **11th-20th** of Months then targets will be 50k i.e., you need to bring 10-12 Payments.
  - 3. if the Joining Date lies between **21st-25th** of Months then targets will be 25k i.e., you need to bring 5 Payments.
  - 4. From the **2nd month** of your joining the allotted targets will be same for every month and that is 1.5 Lakh i.e., you need to bring 28-30 Payments.

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653



Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.





- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Full Time**
- Location: **Gurgaon (Spaze I-Tech Park sector-49)**
- Office Time: **10:00 AM TO 07:00 PM.**



DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERNSELITE EDUTECH PVT. LTD**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications(If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>



## OFFER LETTER

DATE: 01-02-2024

ELITE879

Dear Richa Awasthi

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **14th March to 18th March 2024**

OJT Start Date: **19th March 2024**

OJT End Date: **19th July 2024**

Reporting Date and Time: **10:30AM, 14th March 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 14th March 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - In case you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Kritesh Jaiswal**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Kritesh Jaiswal,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Kritesh Jaiswal**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**



- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### 4. Confidentiality

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### 5. Exclusiveness

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### 6. Others

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Kritesh Jaiswal)

Date:

**CyberEvolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020

Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

GSTIN NO.: 09AAEPU4688CIZB

9336-103073  
9336-226196



# GAURI TANNERS

Manufacturers, Exporters & Government Suppliers Of :  
All Kinds of Finished Leather, Wet Blue, Safety Shoe, D.V.S. Boot & its Components

Factory : 179, Laltapurwa, Jajmau, Kanpur - 20 80 10

Head Office : 92/11, Pech Bagh, Kanpur - 20 80 01

E-mail : gauritanners7860@gmail.com

22<sup>nd</sup> April, 2024

## OFFER LETTER

Mr. Mohammad Kamil Hasan S/o Mohammad Haseen  
95A- Block D, Defence Colony Jajmau, Kanpur, U.P. - 208010  
7905650656, kamilgauri00@gmail.com

Dear Mr. Hasan,

We are pleased to extend this offer of employment for the position of Digital Marketer at Gauri Tanners. After careful consideration of your qualifications and experience, we are confident that you will be a valuable addition to our team.

Position: Digital Marketer

Start Date: May 1, 2024

CTC: 2 LPA

Benefits: 4 Paid Leaves per month, Health Insurance, Provident Fund

Your responsibilities will include develop, implement, and manage marketing campaigns promoting the organization's products and services, and we believe your skills in understanding of digital marketing, tools and channels, including SEO, PPC, social media, email marketing, and display advertising along with excellent analytical skills will contribute significantly to the success of our marketing efforts.

Please review this offer carefully, and if you accept, sign and return the enclosed copy. Upon acceptance, your job will start from the mentioned start date of 1<sup>st</sup> May, 2024. We look forward to welcoming you to the Gauri Tanners team and are excited about the contributions you will make to our company.

If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,  
Gauri Tanners

For GAURI TANNERS

  
Proprietor  
Authorized Signatory

Accepted By,  
Mohammad Kamil Hasan



Date: 23/04/2024

Place: Kanpur



## OFFER LETTER

DATE: 18-03-2024

ELITE1046

Dear Nancy Kashyap,

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE**.

**Please find the following details:**

Job Title: **Business Development Trainee**

Duration of Internship: **4 Months**

Unpaid Training Date: **1st April to 5th April 2024**

OJT Start Date: **6th April 2024**

OJT End Date: **6th August 2024**

Reporting Date and Time: **10:30AM, 1st April 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of internship period, wherein CTC will be 5LPA (3LPA Fixed + 2LPA Variable).**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days**.

**Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 1st April 2024.**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Targets be allotted as per the joining date which is followed below:-
    - 1. If the Joining Date lies between **1st-10th** of Months then targets will be 80k i.e., you need to bring 16-18 Payments.
    - 2. If the Joining Date lies between **11th-20th** of Months then targets will be 50k i.e., you need to bring 10-12 Payments.
    - 3. if the Joining Date lies between **21st-25th** of Months then targets will be 25k i.e., you need to bring 5 Payments.
    - 4. From the **2nd month** of your joining the allotted targets will be same for every month and that is 1.5 Lakh i.e., you need to bring 28-30 Payments.

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653



Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.





- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
  
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Full Time**
- Location: **Gurgaon (Spaze I-Tech Park sector-49)**
- Office Time: **10:00 AM TO 07:00 PM.**



DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERNSELITE EDUTECH PVT. LTD**

✉ Greetings@internselite.com ☎ +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49,  
Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications(If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>



**Mindpool**  
Management Solutions Pvt. Ltd.

322, 3rd Floor, Maker Chamber V,  
Nariman Point, Mumbai - 400021  
Tel.: 022 - 66101578, 022 - 66369500  
Fax : 022 - 66101579  
E-mail : administrator@mindpool.co.in  
Website : www.mindpool.co.in

Date: 30<sup>th</sup> May 2016

Ref. No. MPM/O/05-16/031

**Neha Verma**

26/B, Jawahar Puram, Mangla Vihar - I, New PAC Line, Kanpur Nagar - 208015.  
Mobile: +91 7678810289

**SUBJECT: LETTER OF OFFER**

Dear Neha,

With reference to your application and subsequent interview with us, we are pleased to offer you an employment as "**Marketing Officer**" and to be deputed at our client **Universal Sompo General Insurance Co. Ltd.** in "**Marketing (MO)**" department initially based at "**Delhi**".

This offer is subject to your joining services not later than **20<sup>th</sup> June 2016**. Failure to report on your duty on the aforesaid date will automatically make this employment offer invalid and it will be deemed to be withdrawn, with immediate effect, without further reference to you.

Your annual emoluments on CTC (Cost to Company) basis will be **Rs.2,15,000/- (Rupees Two Lakh Fifteen Thousand Only.)** per annum. The detailed break-up for the CTC will be given in the appointment letter.

A detailed appointment letter containing the terms and conditions of employment, shall be issued to you upon joining.

This Letter of offer is issued subject to the authenticity of information and documents provided by the appointee during the selection process.

Your appointment is subject to submitting the documents as listed in the Annexure - I for our scrutiny and records and satisfactory reference check.

The terms of this offer are intended to be kept strictly confidential.

In acceptance of this offer, please sign and return the duplicate copy of this letter and indicate your date of joining.

Sincerely,  
For Mindpool Management Solutions Pvt. Ltd.



Authorised Signatory

I accept the offer: \_\_\_\_\_  
**Neha Verma**

My date of joining: \_\_\_\_\_





**Annexure – I**

**Date** : 30<sup>th</sup> May 2016  
**To** : Neha Verma  
**From** : Mindpool Management Solutions Pvt. Ltd.

The following documents are required to be submitted. Wherever original documents are submitted, the same shall be returned after verification.

**Documents to be submitted on the date of joining.**

(Photocopies along with supporting document/ Original)

1. Resume
2. Educational Certificates - Self Attested (Mark sheet & Passing Certificate of Highest Qualification – Compulsory)
3. 2 Copies of PAN Card – Self Attested
4. Address Proof Copy– Self Attested (Electricity Bill / Ration Card / Telephone Bill / Voting Card / Driving License / Passport Copy)
5. 2 Copies of Aadhar Card – Self Attested
6. Photographs – Passport size 5 copies
7. Appointment Letter from Previous Employer
8. Relieving Letter from Previous Employer
9. Work Experience Certificate from Previous Employer
10. Proof of Earning (Last 2 month's salary slips from Previous Employer)
11. Medical Fitness Certificate

**All the Photocopies should be taken on A4 size paper only**





## OFFER LETTER

DATE: 01-02-2024

ELITE872

Dear Piyush yadav

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **14th March to 18th March 2024**

OJT Start Date: **19th March 2024**

OJT End Date: **19th July 2024**

Reporting Date and Time: **10:30AM, 14th March 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 14th March 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com ☎ +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

**OL No: AM8993****Date : 23-January-2024**Dear **Prabhanshu Kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **21-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 21-March-2024**Training Period : **21-March-2024 to 30-March-2024 - (Unpaid)**On the Job Training Start Date: **31-March-2024**On the Job Training End Date: **29-September-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **21-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



## OFFER LETTER

**DATE: 01-02-2024**

**ELITE873**

**Dear Pramod Kumar**

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **14th March to 18th March 2024**

OJT Start Date: **19th March 2024**

OJT End Date: **19th July 2024**

Reporting Date and Time: **10:30AM, 14th March 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 14th March 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

# TECHYPE TECHNOLOGIES PRIVATE LIMITED

Second Floor, Plot No. 100 C, Sector-4, Vaishali,  
Ghaziabad, Ghaziabad, Uttar, Pradesh, 201012,  
Uttar Pradesh, 201012

---

26/04/2024

## Offer Letter

Dear **Pranay Shukla**,

Congratulations! We are pleased to confirm that you have been selected to work for **TECHYPE TECHNOLOGIES PRIVATE LIMITED**. We are delighted to make you the following job offer:

The position we are offering you is that of **UI/UX Designer** with an annual cost to company of 320000. This position reports to Ashok Mishra.

We would like you to start work on 01/01/24. Please report to Ashok Mishra for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 01/01/24 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **TECHYPE TECHNOLOGIES PRIVATE LIMITED** and look forward to working with you.

Sincerely,

Ashok Mishra  
TECHYPE TECHNOLOGIES PRIVATE LIMITED

Accepted by, Pranay  
Shukla

# Annexure A

## 1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

## 2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

## 3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests 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 (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

## 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

## 5. 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.

## 6. 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 responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. 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, in such cases, you will be liable to removal from services without any notice.

## 8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.



- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. ● For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken



**Head Office :**  
25/16, Karachi Khana,  
Kanpur-208 001  
Ph. : 0512-2376505, 2317191  
CIN No. : UT2300UP1990PTCO11805  
GSTIN No. - 09AAACD5213H1ZY

**Delhi Office :**  
316, Competent House  
F Block, Connaught Place  
New Delhi - 110008, India  
Mobile : +91 9313818390  
e-mail : sales@datamannet.com  
website : www.dataman.in

**Mumbai Office :**  
201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar,  
Kandivalli West,  
Mumbai - 400067  
Ph. : 022-82362960

## Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur – 208001 (U.P.)  
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

### APPOINTMENT CONFIRMATION

Private & Confidential

Date: 08/10/2024

Dear Praveen Gupta,

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

#### 1. APPOINTMENT

- 1.1 You shall be appointed to work as Associate Software Developer. You are Confirmed on 01/09/2024 and your CTC will be 300000.00/-p.a. as annexed in Annexure A. You are requested to mail the documents as annexed in Annexure B and bring them in original on the date of joining for verification.
- 1.2 Your appointment will be effective after the successful completion of the training program conducted by the organization.

#### 2. TERMS AND CONDITIONS

- 2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.
- 2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organization reserves the right to ask you to undergo a medical examination if and when considered necessary.
- 2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.



## **Offer Letter**

**Reference No: SharkOps/CNB/Devops- E/04/15/24**

**Date: 04/15/2024**

**Priyanka Verma**

Dear Vaishali Shahu,  
Welcome to SharkOps Technologies Pvt Ltd .!

With reference to the discussions that we had with you, we are pleased to offer you the position of “**Trainee Engineer**”, at SharkOps Technologies Pvt Ltd. Your CTC would be 7K per month without any deduction.

Your joining date is 15/04/2024 & your joining base location would be Pune/Kanpur & the working time zone would be IST.

Your appointment will be governed by the terms and conditions of employment presented in “**AnnexureA**”. You will also be governed by the rules, regulations, and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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 toward becoming world leaders.

**We assure you of our support for your professional development and growth.**

Kindly return a signed copy of this letter as a token of your acceptance. Welcome aboard, and goodluck with a fascinating and successful association with SharkOps Technologies Pvt Ltd.

Yours Truly  
For and on behalf of the SharkOps Technologies Pvt Ltd

Sangeeta Mishra  
Founder, SharkOps Technologies Pvt Ltd.



**I have read the offer and understood and accepted the above-mentioned terms and conditions.**

**Priyanka Verma**

Date:

## **Annexure A**

### **Terms and Conditions of Employment**

During the employment with SharkOps Technologies Pvt Ltd your employment would be governed by the following Terms and Conditions ("Terms and Conditions"), and those that may be amended from time to time in the future.

- We have made the offer for employment on the basis & grounds of the statements and facts provided by you & as desired for employment. We reserve the right to terminate your services forthwith at the time of joining or at any point time in the future during your employment with us if any of the Information provided by you is found to be false or misleading or concealed (whether in part or whole) and/or in case of any criminal background on your part. You hereby agree and expressly authorize us to conduct background verification to authenticate the Information submitted by you and your criminal background, if any.
- During official working hours, you shall satisfactorily perform all tasks assigned by the Supervisor, to the expected performance standards. You shall have to comply with the rules, regulations, and procedures as notified from time to time by the Company.
- During working hours, you shall entirely dedicate your time, attention, and abilities to the business of the Company.
- You will not, without the Company's prior written knowledge & consent, be in any way directly or indirectly engaged in or concerned or involved with any other business or employment during or outside your hours of work in the Company.



- During your employment with us, you shall not directly or indirectly engage in any conduct adverse to the interests of the Company. Also, you will not share any confidential information or violate any agreement(s) with your prior employers or their clients.
- During your employment with us, you will be based at any one of the Company's offices or its affiliate(s) or Company's customer location(s) – existing or may come up in near future, as per the business need.
- We reserve the right to transfer you at any point of time during your employment with us to any of our other office location(s), our affiliate(s), or our customer location(s) – existing or may come up in future, within or outside India as per the business need & requirements, and you will have to comply with the Company's rules relating to relocation to or from a customer location.
- We reserve the right to transfer you on a temporary or permanent basis to the other job functions or departments within the Company and assign such other duties in the interest of the business requirements.
- The normal working hours are between 9.00 a.m. and 7.00 p.m. from Monday to Friday, you may be required to work on a shift basis that comprises nine working hours and a break for an hour. You are expected to work in shifts assigned by the supervisor.
- We observe four (4) National Holidays – Republic Day, May Day, Independence Day, and Gandhi Jayanthi every year. The festival holidays may vary every year, the holiday calendar will be shared with you at the time of joining.
- Leaves will be governed by the existing leave policy from your date of joining the Company.
- Application for leave needs to be submitted via email & as per the guidelines mentioned in the leave policy



## **Code of Conducts**

### **On-Premises:**

Maintain decorum of the premises and the residence provided; any complaints from the neighbors or otherwise will be dealt with, with no leniency. The office premises have to be kept clean and tidy at all times, littering/tampering/spoiling the walls, floor or any other SharkOps Technologies Pvt Ltd. provided property/furniture would invite monetary and non-monetary penalties on the miscreant. Conduct your business and professional activities with honesty and integrity and project a professional image in all aspects of your work.

### **General:**

Have a sincere commitment to providing the highest quality care to those who seek their professional service. Perform only those services for which they are qualified and represent their

education, certifications, professional affiliations, and other qualifications honestly. Strive for professional excellence through regular assessment of personal strengths, limitations, and effectiveness and continued education and training.

In the event of a breach of any of the above clauses, the company reserves the right to terminate the employment of the concerned employee.

### **Confidentiality:**

You will maintain secrecy & confidentiality regarding the confidential and proprietary information relating to the company & its clients, this includes but is not limited to trade secrets, internal





processes, finance, and any other dealings with information relating to suppliers, and employees, agents distributors, and customers.

You shall not, during your employment with us and at all times thereafter, directly or indirectly use or disclose/share confidential information except for the sole benefit of the company.

You will not make copies of confidential documents or information for your own purpose and forthwith upon termination, you will return to the company all its documents, records, and accounts in any form (including papers, electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.

You will not during your employment with us and at any other time thereafter do or say anything that may injure directly or indirectly damage the business and/or reputation of the Company.

You will maintain confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the manager, you report to.

### **Separation:**

In case you intend to resign from the services of the company at any point in time, you are required to serve 90 days' Notice Period ('Notice Period') starting from the date of resignation. The Company may, at its sole discretion, permit you an early release by adjusting the vacation leave accumulated towards a part of the notice period (whether in part or whole) and/or allowing you to pay up for the notice period in lieu thereof on your annual gross compensation.

If your service is being terminated by the Company on the ground of Misconduct or misdemeanor or unsatisfactory performance or as a consequence of any other disciplinary matter(s), the Company may release you on an immediate basis by paying you the salary for the Notice Period starting from the date on which Company informs you of such matter.

Please note that the Company will not pay the Notice Pay in case your service is being terminated on the ground of misconduct or misdemeanor or as a consequence of any other disciplinary matter.

### **Acceptance:**

If you are agreeable to the above terms and conditions, please sign this letter as a token of your



acceptance of the above.

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely and abide by them.

**Disclaimer:** This document is subject to change as per changes in the company policy. This is the latest version of the policies currently being followed. Any subsequent changes will be communicated to all the employees of the company prior to implementation.

I accept the above-mentioned “**Terms and Conditions of Employment**” & “**Code of Conducts**” with the Company.

Priyanka Verma

Date



## OFFER LETTER

Dated:27-03-2024

Dear, Rahul Singh

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining, we would explain you in detail the schedules.

### NOTE:

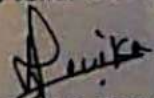
- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.


This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.


  
Thank & Regards


Qspiders Campus Connect Team.



USN NO .....

 95136 84738 / 76191 63087

 info@campus.qspiders.com

 01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,  
Kempgowda Nagar, Bengaluru, Karnataka 560019

**OL No: AM8992****Date : 23-January-2024**Dear **Rajat Singh Chauhan**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **15-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 15-April-2024**Training Period : **15-April-2024 to 24-April-2024 - (Unpaid)**On the Job Training Start Date: **25-April-2024**On the Job Training End Date: **24-October-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **15-April-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**OL No: AM8989****Date : 23-January-2024**Dear **Richa shukla**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **24-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 24-April-2024**Training Period : **24-April-2024 to 3-May-2024 - (Unpaid)**On the Job Training Start Date: **4-May-2024**On the Job Training End Date: **3-November-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24-April-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**OL No: AM8986****Date : 23-January-2024**Dear **Ritika Gera**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **7-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 7-February-2024**Training Period : **7-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **7-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



## OFFER LETTER

DATE: 01-02-2024

ELITE871

Dear Rohit Kumar

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **14th March to 18th March 2024**

OJT Start Date: **19th March 2024**

OJT End Date: **19th July 2024**

Reporting Date and Time: **10:30AM, 14th March 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 14th March 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018


CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



### Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications(If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

 [Greetings@internselite.com](mailto:Greetings@internselite.com)  +91-9315055653

 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

OL No: AM8990

Date : 23-January-2024

Dear SACHIN KUMAR,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 21-March-2024.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 21-March-2024

Training Period : 21-March-2024 to 30-March-2024 - (Unpaid)

On the Job Training Start Date: 21-March-2024

On the Job Training End Date: 29-September-2024

Location of Training: Bangalore

Stipend: INR 18000 Per Month

Incentives : INR 12000

Target: 280000 INR per month.

You will be eligible for a Pre - Placement Offer of 6 to 8 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 21-March-2024.

SIGNATURE: Sachin Kumar

DATE: 03/02/2024

(Candidate's Signature)

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:-1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: Sachin Kumar

(Candidate's Signature)

DATE: 03/02/2024

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>● 10th standard equivalent examination.</li><li>● 12th standard equivalent</li><li>● Graduation</li><li>● Post-graduation/Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation. COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account
5.	Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: Sachin Kumar

Date: 03/02/2024

(Candidate's Signature)

Head Office :  
25/16, Karachi Khana,  
Kanpur-208 001  
Ph. : 0512-2376505, 2317191  
CIN No. : UT2300UP1990PTCO11805  
GSTIN No. - 09AAACD6213H1ZY

Delhi Office :  
310, Competent House  
F Block, Connaught Place  
New Delhi - 110008, India  
Mobile : +91 9313818390  
e-mail : sales@dataman.net.com  
website : www.dataman.in

Mumbai Office :  
201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar,  
Kandivali West,  
Mumbai - 400067  
Ph. : 022-62362960

## Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur - 208001 (U.P.)  
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

### APPOINTMENT CONFIRMATION

Private & Confidential

Dear Sakshi Trivedi,

Date: 08/10/2024

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

#### 1. APPOINTMENT

- 1.1 You shall be appointed to work as Associate Software Developer. You are Confirmed on 01/09/2024 and your CTC will be 300000.00/-p.a. as annexed in Annexure A. You are requested to mail the documents as annexed in Annexure B and bring them in original on the date of joining for verification.
- 1.2 Your appointment will be effective after the successful completion of the training program conducted by the organization.

#### 2. TERMS AND CONDITIONS

- 2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.
- 2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organization reserves the right to ask you to undergo a medical examination if and when considered necessary.
- 2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.

*Sakshi*  
14-10-24

**OL No: AM8995****Date : 23-January-2024**Dear **Samar Alam**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **24-April-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 24-April-2024**Training Period : **24-April-2024 to 3-May-2024 - (Unpaid)**On the Job Training Start Date: **4-May-2024**On the Job Training End Date: **3-November-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **24-April-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



# UTL HOMES PVT. LTD.

Address- Tower A-1, office no 512, Ansal corporate park, sector 142, Noida.  
<http://www.utlhomes.com>, [info@utlhomes.com](mailto:info@utlhomes.com) Mob. +91-79858 20589

Date:- 2-May-2024

## LETTER OF INTENT

To Whom It May Concern,

This is to certify that Shivendra pratap singh having worked with UTL Homes as an sales Trainee from 2/5/2024 has successfully completed the designated training period.

During her tenure with our organization, he shows commendable dedication and enthusiasm towards their role. As an sales Trainee, he actively participated in various .

We believe that the skills and knowledge acquired by Shivendra pratap singh during their tenure will serve as a strong foundation for their future endeavors in the field of human resources.

This certificate is issued upon the request of Shivendra pratap singh and can be verified by contacting the HR department at 6392597438.

We wish Shivendra pratap singh the very best in all their future professional pursuits.

Sincerely,

Ritik gupta  
UTL Homes Pvt. Ltd.

**12/03/2024****Sub: Your Offer Confirmation for KodNest's CSR Program 2024****Shrashti Singh,**

Congratulations! We're happy to welcome you to KodNest Technologies Pvt. Ltd., Bengaluru, as a "Software Development - Intern" under our CSR Program 2024. This program is a step towards empowering aspiring tech professionals like you, offering free training coupled with unlimited placement opportunities.

**Please Note the Following Terms and Conditions:**

- 1. Completion of Dream Factory 2024:** It's essential that you complete the Dream Factory 2024 program before the stipulated deadline. This program is a cornerstone of your training and a prerequisite for maintaining the validity of this offer. Please understand that failure to completing the program within the deadline will result in this offer becoming inactive. We place significant emphasis on the completion of this program as it equips you with the necessary skills and knowledge for a successful start in your learning with KodNest.
- 2. Adherence to KodNest Policies:** You're required to comply with all KodNest policies and procedures. Failure to accept this offer within 15 days will lead to forfeiture of your seat.
- 3. Mandatory Participation in Training and Placement Drives:** You're expected to actively participate in all training and placement opportunities. Emergencies requiring absence must be pre-approved. Non-compliance could lead to termination of this opportunity.

**Call / WhatsApp Us**  
+91 8095 000 123**E-Mail Us**  
support@kodnest.com**Visit Us**  
www.kodnest.com

**4. No Financial Burden:** KodNest is committed to offering this program free of charge, with no hidden fees.

**5. Policy Violation Consequences:** Any policy violation or misconduct can lead to immediate training termination, post-investigation.

**6. Training Mode Notification:** We will inform you about the training mode (online/offline/hybrid) 15 days before your joining date. Remember, no pending backlogs are allowed at the time of joining.

**7. Training Materials:** KodNest will provide all necessary training materials, including Welcome Kits.

KodNest's CSR & Dream Factory program is an unparalleled opportunity to build a strong foundation for your future in the IT sector. We offer comprehensive learning experiences and extensive placement opportunities. Grab this chance to turn your aspirations into achievements.

**Confidentiality Policy:** All company-provided documents are to be kept confidential, except when seeking legal advice.

**Action Required:** Please sign and return a copy of this letter to confirm your acceptance.

We eagerly await your contribution to our mission and your own growth. Welcome aboard, and here's to a successful journey together!



**Akash Pandey**  
CEO, Co-Founder

**Accepted**

**(Signature of the Candidate)**



**Document Checklist:**

List of documents copies to be submitted while reporting at KodNest and now you can reply back to the same email by replying I accept the offer if you accept it.

1. Education provisional certificate and mark sheets of the highest qualification degree / professional qualification.
2. One (1) passport-size photograph.
3. Copy of the PAN (permanent account number) Card, self-attested.
4. Any Govt ID Proof - One copy.





# UTL HOMES PVT. LTD.

Address- Tower A-1, office no 512, Ansal corporate park, sector 142, Noida.  
<http://www.utlhomes.com>, [info@utlhomes.com](mailto:info@utlhomes.com) Mob. +91-79858 20589

Date:- 2-May-2024

## LETTER OF INTENT

To Whom It May Concern,

This is to certify that Vishal singh, having worked with UTL Homes as an sales Trainee from 2/5/2024 has successfully completed the designated training period.

During her tenure with our organization, he shows commendable dedication and enthusiasm towards their role. As an sales Trainee, he actively participated in various .

We believe that the skills and knowledge acquired by Vishal singh during their tenure will serve as a strong foundation for their future endeavors in the field of human resources.

This certificate is issued upon the request of Vishal singh and can be verified by contacting the HR department at 6392597438.

We wish Vishal singh the very best in all their future professional pursuits.

Sincerely,

Ritik gupta  
UTL Homes Pvt. Ltd.

**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Vishnu Tiwari**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Vishnu Tiwari,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Vishnu Tiwari**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122



## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### 4. Confidentiality

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### 5. Exclusiveness

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### 6. Others

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Vishnu Tiwari)

Date:

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

**OL No: AM7479****Date : 22-December-2023**Dear **Avinash Kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**OL No: AM7489****Date : 22-December-2023**Dear **Ayushi Yadav**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## OFFER LETTER

Date: January 19,2024

Subject: LETTER OF EMPLOYMENT

Dear Gyanendra,

Following our recent discussions, we are delighted to offer you the position of "Associate : AI/ML Developer" with Our Organization. By joining our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Our Organization team, we ask for your commitment to delivering outstanding quality and results exceeding client expectations. In addition, we expect your personal accountability in all the products, actions, advice, and results you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following are the basic details of the.

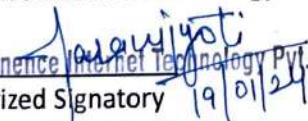
<b>Designation:</b>	<b>Associate : AI/ML Developer</b>
<b>Date of Joining:</b>	<b>February 12, 2024</b>
<b>Annual CTC:</b>	<b>INR 1,80,000/-</b>
<b>Notice period:</b>	<b>60 working days</b>

Following the initial probationary period, a progression and performance review will be conducted quarterly to assess performance to date and clarify or modify this arrangement, as the need may arise.

We look forward to the opportunity to work with you in a successful, mutually challenging, and rewarding atmosphere.

**This offer is valid for 48 hours. If you do not accept this offer then it's cancelled by the company side, without making any further communication to you.**

Yours Sincerely,  
Eminence Internet Technology Pvt. Ltd

  
For Eminence Internet Technology Pvt. Ltd.  
Authorized Signatory  
Eminence Technology

HR Dept.

\_\_\_\_\_  
Employee's signature with date



info@eminencetechnology.com  
www.eminencetechnology.com



+91 8264431557  
+91 9872717987



Plot F5-F6, Second Floor, Industrial Area,  
Phase 8, Mohali, Punjab  
GST : 03AAFCE4903J1ZW

16 February 2024

SLIMIOT technologies LLP

Faridabad

Dear Mr. Harshit Chaurasia,

On behalf of SLIMIOT technologies LLP, we are happy for your joining with our organization as INTERN starting 15<sup>th</sup> of February 2024. We hope you shall learn a lot during this tenure and make a good life once you go after completing the internship.

Ms Monica Sharma would be a single point of contact for you in the organization and he would be advising you on the projects to be worked on.

We hope you have a wonderful and leaning time with us.

Welcome to our team!

Sincerely,



Vivek Plawat  
Advisor

SLIMIOT Technologies LLP, 429, Sector 11D, Faridabad-121006, India  
[www.slimiot.com](http://www.slimiot.com) ,info@slimiot.com

India

Sweden

UK



**OFFER LETTER**

Date: 24-March-2024

To  
Mr. Mohd. Ghazali Riyaz,  
Kanpur Institute of Technology, Kanpur

**Sub: Offer Letter**

Dear Riyaz,

We are pleased to offer you the post of **Trainee** based at Kanpur.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for six months.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,

**HR - Head**

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

I will join on \_\_\_\_\_.

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

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

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

**OL No: AM8934****Date: 23-January-2024**Dear **Sanjeev Kumar Tiwari**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as a **Business Development Executive** and you will be reporting to the office on **7-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining: 7-February-2024**Training Period: **7-February-2024 to 16-February-2024 (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives: INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre-Placement Offer of **6to8LPA** after completion of **On the Job Training Period**. I have read and understood the terms and conditions and I accept this offer, asset for the above, with Academor, and will report on **7-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.

-Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

## ANNEXURE



Sl.No	Particulars
1.	Professional/Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation/Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving License Scanned Copy.
5.	Bank Account Details : Bank Name , Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates/mark sheets (10<sup>th</sup> or 12<sup>th</sup>) or Government issued ID Card (Driving License/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_





## OFFER LETTER

Dated:27-03-2024

Dear, Tushar Srivastava

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining, we would explain you in detail the schedules.

### NOTE:

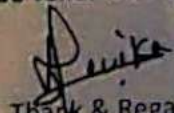
- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.


This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.





Thank & Regards  
Qspiders Campus Connect Team.



USN NO .....

 95136 84738 / 76191 63087

 info@campus.qspiders.com

 01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention,  
Kempegowda Nagar, Bengaluru, Karnataka 560019

**OL No: AM7474****Date : 22-December-2023**Dear **Abhinav Singh**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



**Date: 02/12/2023**

**Subject line: Offer of Employment: - Business Development Executive**

Dear **Abhishek Kumar Singh**,

On behalf of the entire organization, I'd like to say that it brings me great pleasure to formally offer you the position of **Business Development Executive** at **Mavericks Edu**.

**A huge congratulations to you!**

You will receive an annualized salary of **CTC Rs. 4.64 LPA salary. (After three months if your performance is above 80% then you will be eligible for 15% increment.)** The breakup of the CTC would be mentioned on the appointment letter which would be asked to sign on the date of joining. Payment occurs on a monthly basis, on 1st week of the consecutive month.

**Job Location** – Noida.

Your expected starting date is **15th Jan 2024**.

**This offer is valid until 15/01/2024. To accept the offer, you need to share the below list of documents in the soft copies through email. Your appointment letter is Subject to verification and background check from your previous organization.**

**List of Documents Required:**

- Mark sheets / Degree certificate of your highest qualification
- Address proof
- Pan Card
- 2 Passport size latest photographs
- Experience Letter of last company (if Applicable)

**We look forward to welcoming you to the Mavericks team.**

**If you have any questions or need additional information, please don't hesitate to contact me by email or phone.**

**Best Regards,  
Prajwal Martis  
HR Manager  
PH No: 7483851626**



---

## Fwd: Internship cum Job offer

1 message

---

**Abhishek Shukla** <abhishekshuklaforyou@gmail.com>  
To: manager2.tnp@kit.ac.in

29 November 2023 at 11:17

----- Forwarded message -----

From: **Career - Vista** <career@vistaintelligence.ai>  
Date: Wed, Nov 29, 2023, 10:54 AM  
Subject: Internship cum Job offer  
To: [abhishekshuklaforyou@gmail.com](mailto:abhishekshuklaforyou@gmail.com) <abhishekshuklaforyou@gmail.com>

Dear Mr. Abhishek Shukla,

Congratulations and greetings from Vista Intelligence Private Limited.

We refer to your application and the selection process recently undergone by you. We have the pleasure of offering you a job role of **Intern- Software Developer** in our company.

Further, you may please note the following-

1- Initially you will be on probation for a period of three months. During the probation period, you will be offered a consolidated all-inclusive pay of Rs. 30000/- per month. On successful completion of the probation, you may be confirmed as a regular employee with a revised CTC. The same will be hiked to Rs 5.00 lakhs per annum including other benefits as per organisation policy like PF, ESOP, product performance linked bonus, medical coverage etc.

2- You will be posted in our Kolkata office at 4<sup>th</sup> floor, Saket Building, [44 Park Street, Kolkata 700016](#). You will be required to work closely with the AI Research team. You are expected to carry out research work as will be given to you.

4- On completion of probation and before being offered a job confirmation, you need to sign an undertaking, bond with the company for a period of one year. In case the condition of the bond is breached by you, you shall be required to pay us 50% of your salary drawn from the company, till the day of your separation. Your notice period, post confirmation, for any severance situation (except termination by the company on disciplinary grounds), will be of three months.

5- You are requested to join on 15 January 2024. Our office timing is 9.00 am to 6.00 pm (including 1 hour break for lunch) and we are closed on Sundays, 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Saturdays and on other public holidays as per the office guidelines.

6- Please carry originals of all your graduation and post-graduation mark sheets, certificates, Aadhar card/ passport, PAN card etc. along with one photo copy of each paper on the day of your joining for verifications and records. You are also requested to submit two copies of your passport sized colour photographs.

7- You shall also be required to sign an undertaking with the company for non-compete, non-disclosure, etc as per our policies and practices. Please be aware that employees are also not allowed to invest in markets, unless it is through IPO and Mutual Fund.

8- This offer is made in good faith, based on the information provided by you, regarding all aspects like your own profile, including age, qualifications etc. The offer will stand automatically

cancelled and all associations will be terminated in case any of the information furnished by you are found incorrect. It is understood that you shall keep your employment terms and other works related details STRICTLY confidential.

9- Kindly revert to this email before 7th December 2023, as a token of your acceptance of the employment on the terms and conditions mentioned here.

We look forward to the opportunity to welcome you in our organisation.

Best Regards,  
Team HR  
Vista Intelligence Pvt Ltd.  
[www.vistaintelligence.ai](http://www.vistaintelligence.ai)



Enzyme Office - HSR layout  
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR  
Layout, Bengaluru, Karnataka 560102  
**(CIN: U74999KA2021PTC143276)**  
(M)9663454129. Email: placements@rinex.ai

---

January 17, 2024

**INTERNSHIP CONFIRMATION LETTER**

**Subject: Regarding the Internship Confirmation Letter at Rinex**

Dear Adarsh

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by February 19, 2024

The performance pay for the internship period is up to Rs. 15000/- considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



**Nirmala D**  
**Talent Acquisition Team**  
**On Behalf of Rinex**

-----  
**Signature**

**OL No: AM7475****Date : 22-December-2023**Dear **Aditi Pandey**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

Head Office :  
25/16, Karachi Khana,  
Kanpur-208 001  
Ph. : 0512-2376505, 2317191  
CIN No. : UT2300UP1990PTCO11805  
GSTIN No. - 09AAACD5213H1ZY

Delhi Office :  
316, Competent House  
F Block, Connaught Place  
New Delhi - 110008, India  
Mobile : +91 9313818390  
e-mail : sales@datamannet.com  
website : www.dataman.in

Mumbai Office :  
201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar,  
Kandiwali West,  
Mumbai - 400067  
Ph. : 022-62362960

## Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur – 208001 (U.P.)  
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

### APPOINTMENT CONFIRMATION

Private & Confidential

Dear Abhay Pratap Singh Chauhan,

Date: 08/10/2024

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

#### 1. APPOINTMENT

- 1.1 You shall be appointed to work as Associate Software Developer. You are Confirmed on 01/08/2024 and your CTC will be 300000.00/-p.a. as annexed in Annexure A. You are requested to mail the documents as annexed in Annexure B and bring them in original on the date of joining for verification.
- 1.2 Your appointment will be effective after the successful completion of the training program conducted by the organization.

#### 2. TERMS AND CONDITIONS

- 2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.
- 2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organization reserves the right to ask you to undergo a medical examination if and when considered necessary.
- 2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.

*Abhay Chauhan*  
11/10/2024



Head Office:  
25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph : 0512-2334400, 2376505, 2317191,  
e-mail : sales@datamannet.com  
website : www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO. 09AAACD5213H1ZY

Delhi Office:  
316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313818390

Mumbai Office  
201, Ghanshyam Enclave,  
New Link Road, Mahatma Gandhi Nagar,  
Kandival West  
Mumbai - 400067  
Ph. 022-62362900

- 2.4 Your base location of employment will be **Unnao**, however, organization carries all rights to shift your base location as and when required.
- 2.5 You confirm that you have disclosed fully to the organization all your business interests whether or not they are similar to or in conflict with the business or activities of the organization. You agree to disclose fully to the organization any such interest or circumstances which may arise during your employment.
- 2.6 By accepting this offer you confirm that you will be working exclusively for the organization and no services or work whether for financial gains or without it will be taken by you while continuance of the job in the organization.
- 2.7 You will be required to effectively carry out all duties and responsibilities assigned to you by your reporting manager/vertical Head and authorized by the organization to assign such duties and responsibilities.
- 2.8 This offer is valid for Four weeks from the date of issue. Post which this offer will automatically stand revoked without any further notice. On satisfactory completion of the training period, your appointment will be confirmed in writing and the following will thereafter be the principal terms of your employment.

### 3. ALLOWANCES AND BENEFITS

- 3.1 After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per the policies of the organization.
- 3.2 Your individual remuneration is purely a matter between yourself and the organisation and has been arrived on the basis of job skills, specific background, and professional merit.

### 4. CONFIDENTIALITY

- 4.1 The terms of the offer are strictly confidential between you and the organisation. We expect you to maintain this information and any changes made from time to time as personal and confidential. Also, information pertaining to the organisation's operations shall remain confidential and safeguarded by you. On signing this letter, you agree to abide by non-disclosure of confidential information and intellectual property, etc.

Head Office:  
25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph : 0512-2334400, 2376505, 2317191.  
e-mail : sales@datamannet.com  
website : www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO. 09AAACD5213H1ZY

Delhi Office:  
316, Compelent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313818390

Mumbai Office  
201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar  
Kandivali West,  
Mumbai - 400087  
Ph. 022-62362980

- 4.2 During the course of your association you may come across a lot of information about the interest or business of the organisation or affiliated companies or pertaining to their clients and/or with the end consumers of our clients, any such information is strictly confidential and you shall not disclose it to any unauthorized person either during or after the association with the organization.
- 4.3 You shall not, at any time during the continuance of your employment with the organization or after you cease to be in the employment of the organization any formulae, processes, methods, information, or documents whatsoever, that you may acquire during the course of incidental to your employment with
- 4.4 the organization, concerning research, development, finance, business, properties, contracts, methods, working process, trade secrets, transactions, affairs, or customers of the organization.
- 4.5 You will abide by the information security policy of the organization and all the rules and regulations contained therein. You shall not communicate to public papers, journals, pamphlets or leaflets, emails, web links, user IDs and passwords, any information or computer source codes of software programs, databases, documents, official or otherwise relating to the organization except with the prior approval of the management.
- 4.6 Upon separation from the organization, you shall return to the organization all the assets and property of the organization (including any leased property), documents, files, books, papers, memos, plans, records, reports, computer CDs, software or any other thing of the organization in your possession or under your control.
- 4.7 You acknowledge that the information, observations, data, and study materials concerning the organization and/or the clients/users are and shall continue to be the property of the organization and/or its customers, as the case may be, and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the competent authority of organization.
- 4.8 You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this clause, organisation will be subject to irreparable harm and damages. You, therefore, agree that the organisation shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided however, that no specification herein of any particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the organisation.
5. During the continuance of your employment with us:



Head Office :  
25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph. : 0512-2334400, 2376505, 2317191,  
e-mail : sales@datamannet.com  
website : www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO. 09AAACD5213H12Y

Delhi Office:  
316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313018390

Mumbai Office:  
201, Ghanashyam Enclave,  
New Link Road, Mahatma Gandhi Nagar,  
Kandivali West,  
Mumbai - 400067  
Ph. : 022-62362066

- 5.1 You will be responsible for the safekeeping and return in good condition and order, of all properties and/or assets which may be entrusted to you by the organization. The management reserves the right to
- 5.2 Deduct the money value of all such properties and/or other assets from your dues and take such other action as we may deem proper in the event of your failure to account for such properties to the satisfaction of the management.
- 5.3 You shall abide by all the applicable rules, regulations, procedures, and practices of the organization in force from time to time.
- 5.4 if at any time in the opinion of the management or any person duly authorized by the management on this behalf, which shall be binding on you are found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline, overstaying sanctioned leave or absence from without permission for a period exceeding six consecutive days or habitual absence or of any other misconduct considered by the organization to be detrimental to its interests or to be in violation of any term or terms of this letter, your services may be terminated after statutory notice.
- 5.5 In the event of any complaint against you for the commission of any of the acts in clause 6.4 or such or similar acts of misconduct, you may be suspended without wages/salary and you will remain so suspended till the final order of the management is passed thereon.
- 5.6 You undertake to work wholeheartedly to the best of your ability and with all due care and to act in and to safeguard the interests of the organization at all times and you will not take up any other paid or unpaid activities of commercial or any other nature
6. Any disputes arising out of this letter or your employment with us shall be subject to the jurisdiction of Kanpur court.
7. All communication between you and the organization shall be construed as effectively served if delivered to you personally in writing or sent through Email. You shall inform the organization about any change in the residential address in writing within 3 working days and get the acknowledgment.
8. Breach of any of the above terms and conditions will render you liable to termination of your association without notice or compensation thereof.
9. All the terms and conditions will be governed by the organization's policies, codes of conduct, business continuity guidelines, and rules and regulations as stated from time to time.

Please return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

*Aps Chauhan*  
11/10/2024

# dataman

## DATAMAN COMPUTER SYSTEMS (P) LTD.



Head Office:  
25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph: 0512-2334403, 2376505, 2317191,  
e-mail: sales@datamannet.com,  
website: www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO. 09AAACD5213H12Y

Delhi Office:  
316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile: + 91 9313818390

Mumbai Office:  
201, Ghanashyam Enclave,  
New Link Road, Mahatma Gandhi Nagar,  
Kandival West,  
Mumbai - 400047  
Ph: 022-62362961

We take great pleasure in welcoming you to our organization and sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

Yours sincerely

(Sunil Dixit)  
Authorised signatory

I have read and understood the above and agree to accept employment on the above-mentioned terms and conditions.

Signature of candidate

Date: - 08/10/2024

  
11/10/2024



## OFFER LETTER

DATE: 01-02-2024

ELITE882

Dear Aditya Singh Parihar

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>



To,

Akash Kumar Jaiswal  
Maharajanj, Uttar Pradesh  
Dated: 12<sup>th</sup> February, 2024

**Dear Akash Kumar Jaiswal,**

On behalf of Inventics Software Pvt. Ltd., we are happy to inform you that you have been selected for temporary employment as a Full Stack Intern. If you accept this internship offer then you will be joining the company from 19<sup>th</sup> February, 2024 and you will be reporting to Mr. Puneet R. Saharey.

The duration of this paid internship will be 4 months and during this time, you will be entitled for the payment of Rs. 7,000/- per month. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits. Your internship is going to end on June 19<sup>th</sup>, 2024. After you have a fulltime opportunity with us, we will provide you with a package of at least 3.2 LPA to maximum 4.7 LPA.

However, the company holds all the rights to terminate your internship with or without any reason or notice at any time during this period.

While working with the company, you will have access to various company records and lots of confidential information. By accepting this appointment, you agree that you will maintain the confidentiality of all the information and you will not be using it by any means for personal benefits or other reasons other than job related work. Once you will complete your internship with the company, you will hand over all the documents and other company possessions to the company.

Having accepted this offer, you agree that during the course of your internship, you will be following all the rules and regulations at the company and will be observing all the practices and policies that define the working and conduct at the company.

We are hopeful that this association will be mutually beneficial and you will enjoy working with us.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

Congratulations and welcome aboard.

Best Regards,



Puneet R. Saharey  
(Director & CTO)

**Declaration:**

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the company as Annexed below:

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

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

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





## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613981  
21 May, 2024

Full Name - Alok Kumar  
Phone Number - 8960196192  
Email Id - 201613@kit.ac.in  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Alok Kumar,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- Designation: Management Trainee
- Department: Human Resource / Finance & Operation
- Sub Department: Human Resource / Finance & Operation
- Role Location / Work Location: Remote for 6 Months
- Employment Type: Final Placement 24(Trainee Role + OJT Plus Placement)
- Total CTC per Annum: 5.5 Lacs (Fixed + Variable)
- BreakUp CTC: Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Alok Kumar

Date - 21 May, 2024

Place -

## Employment Contract

Dear Mr. Amitesh Gaur,

Congratulations!

This is to inform you that you have been selected for the position of a **Python Developer** of Ekak Innovations Private Limited (“Company”) with effect from **27th February, 2024**.

A detailed non-disclosure agreement setting out the terms and condition of your employment is attached herewith.

The Probation period is of approximately 3 (*three*) months wherein either party may terminate the contract with a notice of 2 weeks or salary in lieu thereof. Your monthly remuneration for the period will be **INR 10,000 (Indian Rupees Ten Thousand Only)** aggregating to **INR 30,000 (Indian Rupees Thirty Thousand Only)**.

The full-time employment may be terminated by either party without cause by prior written notice of 2 (*two*) months or salary in lieu thereof. Your monthly remuneration will be **INR 20,000 (Indian Rupees Twenty Thousand Only)** aggregating to **INR 2,40,000 (Indian Rupees two lakhs and forty thousand only)**. Tax deduction at source, if any, will be made by the company.

That said, in the event of any breach of non-disclosure agreement your employment will be terminated with immediate effect without any requirement of notice or salary in lieu thereof.

Please let us know if you have any questions or concerns.

We are very excited to have you in the next phase of our growth story.

Kind regards,

  
Authorized Signatory  
Kanpur  
UP, India  
Ekak Innovations Private Limited



Enclosure – Annex-A: Non-disclosure Agreement

To,

Aditya Singh  
Baikunthpur Siwan, Bihar  
Dated: 12<sup>th</sup> February, 2024

**Dear Aditya Singh,**

On behalf of Inventics Software Pvt. Ltd., we are happy to inform you that you have been selected for temporary employment as a Full Stack Intern. If you accept this internship offer then you will be joining the company from 19<sup>th</sup> February, 2024 and you will be reporting to Mr. Puneet R. Saharey.

The duration of this paid internship will be 4 months and during this time, you will be entitled for the payment of Rs. 7,000/- per month. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits. Your internship is going to end on June 19<sup>th</sup>, 2024. After you have a fulltime opportunity with us, we will provide you with a package of at least 3.2 LPA to maximum 4.7 LPA.

However, the company holds all the rights to terminate your internship with or without any reason or notice at any time during this period.

While working with the company, you will have access to various company records and lots of confidential information. By accepting this appointment, you agree that you will maintain the confidentiality of all the information and you will not be using it by any means for personal benefits or other reasons other than job related work. Once you will complete your internship with the company, you will hand over all the documents and other company possessions to the company.

Having accepted this offer, you agree that during the course of your internship, you will be following all the rules and regulations at the company and will be observing all the practices and policies that define the working and conduct at the company.

We are hopeful that this association will be mutually beneficial and you will enjoy working with us.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

Congratulations and welcome aboard.

Best Regards,



Puneet R. Saharey  
(Director & CTO)

**Declaration:**

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the company as Annexed below:

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

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

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





## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613987  
21 May, 2024

Full Name - Anand Yuvraj Singh Sengar  
Phone Number - 9555277980  
Email Id - 201195@kit.ac.in  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Anand Yuvraj Singh Sengar,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |   |
|----------------------------------|---|
| • Designation:                   | Management Trainee                                    |
| • Department:                    | Sales , Marketing & Operation                         |
| • Sub Department:                | Sales , Marketing & Operation                         |
| • Role Location / Work Location: | Remote for 6 Months                                   |
| • Employment Type:               | Final Placement 24(Trainee Role + OJT Plus Placement) |
| • Total CTC per Annum            | 10.5 Lacs (Fixed + Variable)                          |
| • BreakUp CTC:                   | Fixed: - 750000 INR Variable: - 300000 INR            |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Anand Yuvraj Singh Sengar

Date - 21 May, 2024

Place -





## OFFER LETTER

DATE: 01-02-2024

ELITE885

Dear Anjali Jha

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653


📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

 Greetings@internselite.com  +91-9315055653

 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

**Head Office :**

25/16, Karachi Khana,  
Kanpur-208 001  
Ph. : 0512-2376505, 2317191  
CIN No. : UT2300UP1990PTCO11805  
GSTIN No. - 09AAACD5213H1ZY

**Delhi Office :**

316, Competent House  
F Block, Connaught Place  
New Delhi - 110008, India  
Mobile : +91 9313818390  
e-mail : sales@datamannet.com  
website : www.dataman.in

**Mumbai Office :**

201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar,  
Kandiwali West,  
Mumbai - 400067  
Ph. : 022-62362960

## Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur – 208001 (U.P.)  
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

### APPOINTMENT CONFIRMATION

Private & Confidential

Dear **Anand Singh**,

Date: 08/10/2024

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

#### 1. APPOINTMENT

- 1.1 You shall be appointed to work as Associate Software Developer. You are Confirmed on **01/08/2024** and your CTC will be **300000.00/-p.a.** as annexed in Annexure A. You are requested to mail the documents as annexed in Annexure B and bring them in original on the date of joining for verification.
- 1.2 Your appointment will be effective after the successful completion of the training program conducted by the organization.

#### 2. TERMS AND CONDITIONS

- 2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.
- 2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organization reserves the right to ask you to undergo a medical examination if and when considered necessary.
- 2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.

*Anand*  
11/10/2024



**Head Office**

25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph: 0512-2334400, 2376505, 2317191,  
e-mail: sales@datamannet.com  
website: www.dataman.in  
CIN No. U72300UP1000PTC11805  
GSTIN NO. 09AAACD5213H1ZY

**Delhi Office:**

316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile: + 91 9313818390

**Mumbai Office**

201, Ghanshyam Enclave  
New Link Road, Mahatma Gandhi Nagar,  
Kandivali West,  
Mumbai - 400081  
Ph: 022-62382988

- 2.4 Your base location of employment will be **Unnao**, however, organization carries all rights to shift your base location as and when required.
- 2.5 You confirm that you have disclosed fully to the organization all your business interests whether or not they are similar to or in conflict with the business or activities of the organization. You agree to disclose fully to the organization any such interest or circumstances which may arise during your employment.
- 2.6 By accepting this offer you confirm that you will be working exclusively for the organization and no services or work whether for financial gains or without it will be taken by you while continuance of the job in the organization.
- 2.7 You will be required to effectively carry out all duties and responsibilities assigned to you by your reporting manager/vertical Head and authorized by the organization to assign such duties and responsibilities.
- 2.8 This offer is valid for Four weeks from the date of issue. Post which this offer will automatically stand revoked without any further notice. On satisfactory completion of the training period, your appointment will be confirmed in writing and the following will thereafter be the principal terms of your employment.

**3. ALLOWANCES AND BENEFITS**

- 3.1 After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per the policies of the organization.
- 3.2 Your individual remuneration is purely a matter between yourself and the organisation and has been arrived on the basis of job skills, specific background, and professional merit.

**4. CONFIDENTIALITY**

- 4.1 The terms of the offer are strictly confidential between you and the organisation. We expect you to maintain this information and any changes made from time to time as personal and confidential. Also, information pertaining to the organisation's operations shall remain confidential and safeguarded by you. On signing this letter, you agree to abide by non-disclosure of confidential information and intellectual property, etc.

Anand  
11/10/2024

**Head Office**  
28/16, KARACHI KHANA  
KANPUR - 208001  
Ph : 0512-2334400, 2376505, 2317191,  
e-mail : sales@datamannet.com  
website : www.dataman.in  
CIN No. U72300UP1890PTC11805  
GSTIN NO : 09AAACD5213H1ZY

**Delhi Office:**  
316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313818390

**Mumbai Office**  
201, Gnanashyam Enclave,  
New Link Road, Mahatma Gandhi Nagar,  
Kandivali West,  
Mumbai - 400061  
Ph : 622-62362986

4.2 During the course of your association you may come across a lot of information about the interest or business of the organisation or affiliated companies or pertaining to their clients and/or with the end consumers of our clients, any such information is strictly confidential and you shall not disclose it to any unauthorized person either during or after the association with the organization.

4.3 You shall not, at any time during the continuance of your employment with the organization or after you cease to be in the employment of the organization any formulae, processes, methods, information, or documents whatsoever, that you may acquire during the course of incidental to your employment with

4.4 the organization, concerning research, development, finance, business, properties, contracts, methods, working process, trade secrets, transactions, affairs, or customers of the organization.

4.5 You will abide by the information security policy of the organization and all the rules and regulations contained therein. You shall not communicate to public papers, journals, pamphlets or leaflets, emails, web links, user IDs and passwords, any information or computer source codes of software programs, databases, documents, official or otherwise relating to the organization except with the prior approval of the management.

4.6 Upon separation from the organization, you shall return to the organization all the assets and property of the organization (including any leased property), documents, files, books, papers, memos, plans, records, reports, computer CDs, software or any other thing of the organization in your possession or under your control.

4.7 You acknowledge that the information, observations, data, and study materials concerning the organization and/or the clients/users are and shall continue to be the property of the organization and/or its customers, as the case may be, and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the competent authority of organization.

4.8 You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this clause, organisation will be subject to irreparable harm and damages. You, therefore, agree that the organisation shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided however, that no specification herein of any particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the organisation.

5. During the continuance of your employment with us:



**Head Office**

25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph. 0512-2334400, 2376505, 2317191,  
e-mail : sales@datamannet.com  
website : www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO : 09AAACD5213H1ZY

**Delhi Office:**

316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313818390

**Mumbai Office**

201, Ghanashyam Enclave,  
New Link Road, Mahatma Gandhi Nagar,  
Kandivali West,  
Mumbai - 400062  
Ph. : 022 62362961

- 5.1 You will be responsible for the safekeeping and return in good condition and order, of all properties and/or assets which may be entrusted to you by the organization. The management reserves the right to
- 5.2 Deduct the money value of all such properties and/or other assets from your dues and take such other action as we may deem proper in the event of your failure to account for such properties to the satisfaction of the management.
- 5.3 You shall abide by all the applicable rules, regulations, procedures, and practices of the organization in force from time to time.
- 5.4 if at any time in the opinion of the management or any person duly authorized by the management on this behalf, which shall be binding on you are found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline, overstaying sanctioned leave or absence from without permission for a period exceeding six consecutive days or habitual absence or of any other misconduct considered by the organization to be detrimental to its interests or to be in violation of any term or terms of this letter, your services may be terminated after statutory notice.
- 5.5 In the event of any complaint against you for the commission of any of the acts in clause 6.4 or such or similar acts of misconduct, you may be suspended without wages/salary and you will remain so suspended till the final order of the management is passed thereon.
- 5.6 You undertake to work wholeheartedly to the best of your ability and with all due care and to act in and to safeguard the interests of the organization at all times and you will not take up any other paid or unpaid activities of commercial or any other nature
6. Any disputes arising out of this letter or your employment with us shall be subject to the jurisdiction of Kanpur court.
7. All communication between you and the organization shall be construed as effectively served if delivered to you personally in writing or sent through Email. You shall inform the organization about any change in the residential address in writing within 3 working days and get the acknowledgment.
8. Breach of any of the above terms and conditions will render you liable to termination of your association without notice or compensation thereof.
9. All the terms and conditions will be governed by the organization's policies, codes of conduct, business continuity guidelines, and rules and regulations as stated from time to time.

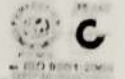
Please return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

Anand  
11/10/2024

**dataman**

**DATAMAN COMPUTER SYSTEMS (P) LTD.**

Microsoft Partner



**Head Office :**  
25/16, KARACHI KHANA,  
KANPUR - 208001  
Ph : 0512-2334400, 2376505, 2317191,  
e-mail : sales@datamannel.com  
website : www.dataman.in  
CIN No. U72300UP1990PTC11805  
GSTIN NO : 09AAACD5213H1ZY

**Delhi Office:**  
316, Competent House,  
F Block Connaught Place,  
New Delhi - 110008, India  
Mobile : + 91 9313818390

**Mumbai Office**  
201, Ghanashyam Enclave  
New Link Road, Mahatma Gandhi Nagar  
Kandivali West  
Mumbai - 400067  
Ph : 022-62362966

We take great pleasure in welcoming you to our organization and sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

Yours sincerely

(Sunil Dixit)  
Authorised signatory

I have read and understood the above and agree to accept employment on the above-mentioned terms and conditions.

Signature of candidate

Date: - 08/10/2024

Anand  
11/10/2024



## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613986  
21 May, 2024

Full Name - Ankur Kumar Singh  
Phone Number - 7081501305  
Email Id - 201830@kit.ac.in  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Ankur Kumar Singh,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Graduate Engineer Trainee                  |
| • Department:                    | Full Stack Engineer                        |
| • Sub Department:                | Full Stack Engineer                        |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(Internship + PPO)       |
| • Total CTC per Annum            | 6.0 Lacs (Fixed +Variable)                 |
| • BreakUp CTC:                   | Fixed: - 400000 INR Variable: - 200000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Ankur Kumar Singh

Date - 21 May, 2024

Place -



# ORNAZ JEWELLERY PRIVATE LIMITED

CIN: -U74999HR2016PTC064108

Email Id : accounts@ornaz.com

---

Date: 20th Dec, 2023

Subject: **Offer Letter**

Dear **Anshuman Verma**,

We are delighted to extend an offer to you for the position of “**Software Developer Engineer**” with ORNAZ.

## DATE OF JOINING

---

Your date of joining with the company has been set as **20th Dec, 2023** Failing to report on the above-mentioned date without the consent of the company will be subject to a withdrawal of offer without notice.

## REMUNERATION & PROBATION

---

Your effective salary starting 20th Dec, 2023 will be Rs.35,000/- per month.

## ROLE & RESPONSIBILITIES

---

You will join the company as **Software Developer Engineer** reporting directly to **Manish Gupta**. Your responsibilities will be explained to you by your Reporting Officer on your date of joining.



# ORNAZ JEWELLERY PRIVATE LIMITED

CIN: -U74999HR2016PTC064108

Email Id : accounts@ornaz.com

---

## WORKPLACE

You will be working from the company's office located at **ORNAZ, 2nd floor, A-26/5, DLF Phase-1 Near DLF Mega Mall, Gurugram, Haryana 122002.**

## JOINING FORMALITIES

---

Your employment will be subject to the terms and conditions as contained in the Appointment Letter. You have to submit the below mentioned documents to the HR Department on your date of joining:

1. Educational Qualification
  2. 2 passport size colour photographs.
  3. PAN Card photocopy attested.
  4. Identity proof (Passport, Driver's license, Ration card, Voter ID card).
  5. Address proof (Any utility bill – electricity, telephone, credit card)
  6. Proof of Age
  7. Work Experience & relieving certificates of your current and all your previous employers.
  8. Latest pay slip & appointment letter of your current employer.
- Points 7-8 are not applicable for Freshers.

We warmly welcome you in ORNAZ and wish you a fun-filled journey with us.

Best Regards,

Manik Bhola



(Founder/CEO)





## OFFER LETTER

DATE: 01-02-2024

ELITE894

Dear CHETAN SHARMA

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) ☎ +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613982  
21 May, 2024

Full Name - Deepak Yadav  
Phone Number - 7754826556  
Email Id - deepak747392@gmail.com  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Deepak Yadav,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Graduate Engineer Trainee                  |
| • Department:                    | Full Stack Engineer                        |
| • Sub Department:                | Full Stack Engineer                        |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(Internship + PPO)       |
| • Total CTC per Annum            | 6.0 Lacs (Fixed +Variable)                 |
| • BreakUp CTC:                   | Fixed: - 400000 INR Variable: - 200000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Deepak Yadav

Date - 21 May, 2024

Place -



Ref: NSEL/HR/2024

CandidateID: REC202412066418

Date: AUGUST09, 2024

Mr. Ankit Sahu  
Kanpur-208007  
Uttar Pradesh  
India

### Internship Letter

Dear Ankit Sahu,

We are pleased to offer you **Internship** with Nucleus Software Exports Limited.

You will be appointed as an **Intern** effective **AUGUST, 2024** till your provisional certificate is received.

During the Internship period, you will be eligible for a stipend of **Rupees 10,000 (Rupees Ten Thousand only)** per month, subject to Company policy.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully.

**Document Verification and Checks** -Post accepting this letter, you will have to submit certain documents (listed in the later part of this letter).The offer will be contingent upon successful verification of the documents submitted by you. Once you receive the letter ,we would like you to accept the said terms and conditions within 7days of receiving the letter.

#### 1. Terms and Conditions:

a. As part of providing new joiners a unique learning experience ,Nucleus School of Banking Technology(NSBT-a division of Nucleus Software),will run a Virtual training program 'NCSP'(NSBT Certified Software Program)for2.5months.Duringthe Training period your progress will be reviewed periodically.

b. Your employment with Nucleus is subject to successful completion of the Training program, with:

- 1.) "C" or higher grade at the end of course.
- 2.) Minimum 95% attendance record during the training period
- 3.) Submission of Provisional Certificate for completion of B.Tech./ B.E. final exams with aggregate percentage of 60% and above





## NUCLEUS SOFTWARE EXPORTS LTD.

CIN : L74899DL1989PLC034594

Corporate Office

A-39, Sector 62, Noida,  
Uttar Pradesh 201307, India

T.: + 91 . 120 . 4031 . 400

F.: + 91 . 120 . 4031 . 672

E.: hr@nucleussoftware.com

- 4.) Acceptance of the company's terms and conditions
- 5.) Successful background verification

c. After meeting the above mentioned criteria(Point a and b)your proposed role will be 'Assistant Software Engineer', at Grade 3. Your Annual compensation will be INR 4,25,000/- only (Four lakhs , twenty five thousand only). It includes allowances and statutory benefits, and will be structured in accordance with the Company policy. Specific details will be mentioned in your formal offer letter.

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics .Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

### List of joining documents:

10thMarksheetandCertificate
12thMarksheetandCertificate
Graduation-All Semesters Mark sheet(s) or Final Year or Consolidated and Provisional/ Final Degree Certificate
Diploma Mark sheet(s)&Certificate
Any Other Certificate or Transcripts
PAN Card
Aadhar Card OR Passport/Voter ID /Driving License /Ration card
Medical Certificate(format attached)
Passport Size Photographs(5)

**Note:** All documents should be submitted on or before the date of joining. Any delays will be considered as non-compliance. We look forward to a fruitful association.

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory  
Human Resource Group

### Regd. Office

33-35 Thyagraj Market, New Delhi, 110003. India.

T.: + 91 . 11 . 2462 . 7552 F.: +91 . 11 . 2462 . 0872

www.nucleussoftware.com



## **Associate Software Developer Employee Offer**

This full-time employee offer is made effective as of 4/15/24, by and between SimpleTalk AI, and Harsh Chandel.

### **1. Engagement:**

The Company hereby engages the employee as a Associate Software Developer to perform services as outlined in Exhibit A attached hereto, and the Employee hereby accepts such engagement.

### **2. Term:**

This offer shall commence on 4/15/24 and shall continue until terminated by either party.

### **3. Services:**

The Associate Software Developer is tasked with coding, assisting in project design and implementation, participating in code reviews, collaborating on new features, troubleshooting, and continually learning to enhance efficiency within a team environment.

### **4. Compensation:**

The Company agrees to compensate the Employee \$2,000 per month for the services rendered, not to exceed. Payments shall be made on a monthly basis.

### **5. Employee Status:**

The Employee is engaged as an Employee. The Employee is responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort.

### **6. Confidentiality:**

The Employee agrees to maintain the confidentiality of all proprietary information and shall not disclose such information without the Company's written consent.

### **7. Intellectual Property:**

All work products created by the Employee while performing services under this offer are the property of the Company. The Employee agrees to assign all rights, title, and interest in the work to the Company.

### **8. Termination:**

Either party may terminate this offer with 14 days written notice. Upon termination, the Employee shall be paid for all services performed up to the termination date.



**9. Entire offer:**

This offer sets forth the entire offer between the parties and supersedes all prior offers, whether written or oral, relating to the subject matter.

**10. Amendment:**

No amendment to this offer will be effective unless it is in writing and signed by both parties.

**SimpleTalk**

By: \_\_\_\_\_  
DocuSigned by:  
*Chris Gordon*  
21F72171FD4B474...

**Name:** Chris Gordon

**Title:** CEO

**Date:** 4/15/2024

**Employee:**

By: \_\_\_\_\_  
DocuSigned by:  
*Harsh Chandel*  
8FE4556DF20B4D3...

**Name:** Harsh Chandel

**Date:** 4/14/2024

## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613990  
21 May, 2024

Full Name - Harsh Singh  
Phone Number - 9335031242  
Email Id - hharsh0407@gmail.com  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Harsh Singh,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |   |
|----------------------------------|---|
| • Designation:                   | Management Trainee                                    |
| • Department:                    | Human Resource / Finance & Operation                  |
| • Sub Department:                | Human Resource / Finance & Operation                  |
| • Role Location / Work Location: | Remote for 6 Months                                   |
| • Employment Type:               | Final Placement 24(Trainee Role + OJT Plus Placement) |
| • Total CTC per Annum            | 5.5 Lacs (Fixed + Variable)                           |
| • BreakUp CTC:                   | Fixed: - 450000 INR Variable: - 100000 INR            |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Harsh Singh

Date - 21 May, 2024

Place -



PRODESK

PRODESK

D-107, 91Springboard,  
Vyapar Marg, Sector-2,  
Noida, UP 201301

Info@prodesk.in

www.prodesk.in

Ref: IC- 299

Dated 20<sup>th</sup> Dec / 2023

**LETTER OF OFFER**

Dear

Harshita Makhija

Congratulations!!

We are pleased to offer you an Employment with M/s Prodesk IT, Noida based on your job application and the Interview & discussions you had with us. Details of the terms & conditions of offer are as under:

1. You will be designated as HR-Executive and will be based at our Noida Centre.
2. Your date of commencement of employment will be between January, 2024 to October, 2024.
3. You will be entitled to receive compensation and benefits (Gross CTC of Rs 2,60,000/- PA).
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you as per company norms.
5. You will be on probation for a period of 6 months from the date of joining.
6. Company reserves all rights to withdraw this employment offer at any time without giving any reasons.
7. Please bring along the below listed documents / details on your day of joining.

- a) Date of Birth proof certificate (Copy of passport / Birth certificate / Aadhar) (Two Copies)
- b) Original Academic Certificates (all from 10th to Highest)
- c) Pan Card (Original)
- d) Aadhar (original)
- e) A Cancelled Cheque
- f) Six passport size photographs (Recent)

8. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours truly

For Prodesk EMS

N.K. Tyagi (Sr. HR-Manager)

Accept this offer  
Harshita

20 / 12 / 2023





PRODESK

PRODESK

D-107, 91Springboard,  
Vyapar Marg, Sector-2,  
Noida, UP 201301  
info@prodesk.in  
www.prodesk.in

Ref: IC- 301

Dated 20<sup>th</sup> Dec/2023

**LETTER OF OFFER**

Dear

Isha Agrawal

Congratulations!!

We are pleased to offer you an Employment with M/s Prodesk IT, Noida based on your job application and the interview & discussions you had with us. Details of the terms & conditions of offer are as under:

1. You will be designated as HR Executive <sup>(LORH)</sup> and will be based at our Noida Centre.
2. Your date of commencement of employment will be between January, 2024 to October, 2024.
3. You will be entitled to receive compensation and benefits (Gross CTC of Rs 2,60,000/- PA).
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you as per company norms.
5. You will be on probation for a period of 6 months from the date of joining.
6. Company reserves all rights to withdraw this employment offer at any time without giving any reasons.
7. Please bring along the below listed documents / details on your day of joining.
  - a) Date of Birth proof certificate (Copy of passport / Birth certificate / Aadhar) (Two Copies)
  - b) Original Academic Certificates (all from 10th to Highest)
  - c) Pan Card (Original)
  - d) Aadhar (original)
  - e) A Cancelled Cheque
  - f) Six passport size photographs (Recent)
8. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours truly

For Prodesk EMS

N.K. Tyagi (Sr. HR-Manager)

Accept this offer

Isha

20-12-23

**OL No: AM7491****Date : 22-December-2023**Dear **Janvi Singh**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



## OFFER LETTER

DATE: 01-02-2024

ELITE867

Dear Krishna Gopal Verma

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - In case you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

15-12-2023

**Krishnam Mishra**  
**Noida**

Subject: **LETTER OF OFFER**

**Dear Krishnam,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **CERTIFIED INTERNET CONSULTANT**. You will be on probation for a period of six months from your date of joining which will be on or before **22-01-2024**.

The annual compensation calculated on Cost to Company will be **INR 276000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.13800/-
4. Total CTC per annum - Rs. 276000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Kanpur**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Mudra Rastogi**  
**Regional Head -Human Resources**

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Krishnam Mishra	
Department	Sales	
Designation	CERTIFIED INTERNET CONSULTANT	
Effective Date	22-01-2024	
CTC (in INR)	276000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	11098	11098
House Rent Allowance (HRA)	4538	5549
Attire Allowance	0	1894
Field Allowance	0	1550
<b>Salary (C1)</b>	<b>15636</b>	<b>20091</b>
Statutory Components		
Employer PF Contribution	1332	1332
Employer ESIC Contribution	508	653
<b>Benefit's(C2)</b>	<b>1840</b>	<b>1985</b>
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	<b>924</b>	<b>924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18400</b>	<b>23000</b>
Deductions		
Employee PF Contribution	1332	1332
Employee ESIC Contribution	118	151
<b>Total Deductions (b)</b>	<b>1450</b>	<b>1483</b>
<b>*Net Take Home {a - b - C2}</b>	<b>15110</b>	<b>19532</b>
<b>Overall CTC</b>	<b>18400</b>	<b>23000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
**For Just Dial Limited**

**Mudra Rastogi**

**Regional Head -Human Resources**

**OL No: AM7483****Date : 22-December-2023**Dear **Kushagra Sahgal**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Mohd Hashmi**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Mohd Hashmi,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Mohd Hashmi**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### 4. Confidentiality

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### 5. Exclusiveness

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### 6. Others

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_ is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Mohd Hashmi)

Date:

**CyberEvolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020

Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

---

## Job Offer at Marcadeo

1 message

---

**Yogesh Agarwal** <yogesh@marcadeo.in>

13 April 2024 at 13:41

To: 201862 <201862@kit.ac.in>

Cc: Nooreen Athar <manager2.tnp@kit.ac.in>, Shweta Gupta <shweta@marcadeo.in>

Dear Mohit Kalsi,

I hope this email finds you well. I am pleased to formally offer you the Internship at Marcadeo based on your successful application and interviews.

Position: Software Trainee Intern

Department: Tech

Location: Baake Bihari Appt Saket Nagar Kanpur-208014, near wendy school

Timings: 11:00 A.M

Employment Type: Internship

Start Date: 22nd April 2024

Salary: 10-12k/month

Your responsibilities and duties will include assisting the existing tech team in development of few ongoing projects.

We are excited about the possibility of you joining our team and believe that your skills and experience will be a valuable addition to our company.

We kindly request your response by 15th April, 2024. To accept this offer, please confirm your acceptance by replying to this email.

We look forward to welcoming you aboard and are eager to work with you at Marcadeo.



Yogesh Agarwal | Partner

[Yogesh@marcadeo.in](mailto:yogesh@marcadeo.in)

[www.marcadeo.in](http://www.marcadeo.in)

+91-9807540541

---

## Job Offer at Marcadeo

1 message

---

**Yogesh Agarwal** <yogesh@marcadeo.in>

13 April 2024 at 13:42

To: 201601 <201601@kit.ac.in>

Cc: Nooreen Athar <manager2.tnp@kit.ac.in>, Shweta Gupta <shweta@marcadeo.in>

Dear Neeraj Kumar Gaund,

I hope this email finds you well. I am pleased to formally offer you the Internship at Marcadeo based on your successful application and interviews.

Position: Software Trainee Intern

Department: Tech

Location: Baake Bihari Appt Saket Nagar Kanpur-208014, near wendy school

Timings: 11:00 A.M

Employment Type: Internship

Start Date: 22nd April 2024

Salary: 10-12k/month

Your responsibilities and duties will include assisting the existing tech team in development of few ongoing projects.

We are excited about the possibility of you joining our team and believe that your skills and experience will be a valuable addition to our company.

We kindly request your response by 15th April, 2024. To accept this offer, please confirm your acceptance by replying to this email.

We look forward to welcoming you aboard and are eager to work with you at Marcadeo.



Yogesh Agarwal | Partner

[Yogesh@marcadeo.in](mailto:Yogesh@marcadeo.in)

[www.marcadeo.in](http://www.marcadeo.in)

+91-9807540541

**OL No: AM7480****Date : 22-December-2023**Dear **Prachi Maurya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

January 12, 2024

Priya Gupta

## LETTER OF INTENT

Dear Priya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the position of **Management Trainee** with RNF Technologies Private Limited.

The location of your initial reporting will be **7th Floor, Tower A, Logix Cyber Park, Sector 62, Noida, Uttar Pradesh 201301**. The date of joining would be **February 12, 2024**.

You will be paid a monthly stipend of **INR 25,000/-** for the probation period of six months.

The final letter of appointment with the detailed compensation structure will be handed over to you upon joining the services of the company, which will be on, or before **DOJ**.

You are requested to sign this letter as a token of your acceptance of the above offer.

Yours sincerely,



**Gunjan Mishra**  
Head - Human Resources

I have read, understood and agree to the terms and conditions as set forth in this letter of intent.

\_\_\_\_\_  
Your name in capital letters

\_\_\_\_\_  
Your Signature

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

Location: \_\_\_\_\_



## OFFER LETTER

DATE: 01-02-2024

ELITE888

Dear Purvi Gupta

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - In case you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>



January 12, 2024

Rashi Katiyar

## LETTER OF INTENT

Dear Rashi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the position of **Management Trainee** with RNF Technologies Private Limited.

The location of your initial reporting will be **7th Floor, Tower A, Logix Cyber Park, Sector 62, Noida, Uttar Pradesh 201301**. The date of joining would be **February 12, 2024**.

You will be paid a monthly stipend of **INR 25,000/-** for the probation period of six months.

The final letter of appointment with the detailed compensation structure will be handed over to you upon joining the services of the company, which will be on, or before **DOJ**.

You are requested to sign this letter as a token of your acceptance of the above offer.

Yours sincerely,



**Gunjan Mishra**

Head - Human Resources

I have read, understood and agree to the terms and conditions as set forth in this letter of intent.

\_\_\_\_\_  
Your name in capital letters

\_\_\_\_\_  
Your Signature

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

Location: \_\_\_\_\_

## Offer Letter

Date 05-02-2024

**Name of the Candidate:** Roshni Trivedi

**Address:** LIG-231, Valdehi Vihar, Jarauli- 2 Barra, Kanpur Nagar, Uttar Pradesh- 208027

Dear Roshni,

With reference to the discussions, you have had with us, we are pleased to appoint you as "IT Analyst" for our company on the following terms and conditions:

*This agreement is entered between WFM EXPERTS INDIA Pvt. Ltd. ("Employer" or "Company") and the employee ("Employee") named above*

### Compensation:

- a) Your Annual CTC will be 2,00,000 (Two hundred thousand).
  - i. You'll have a probation period of 6 months, during this time you'll be paid Rs. 12,000 (Twelve Thousand) per month, you'll not be eligible for variable components during the probation period.
  - ii. After successful completion of the probation period your base salary will be 17,000 (Seventeen thousand) per month.

### Tax Advice:

- b) You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### Joining:

- a) This appointment is starting with effect from February 05<sup>th</sup>, 2024.
- b) In this capacity, you will be located at Kanpur (UP) and will report to the person nominated by the company.

Office Address: 127/475 A W1 Saket Nagar Kanpur

  
Sanket Shukla

### Working hours:

- a) There will be six working days in a week, for 5 days you need to work 9 hours a day and on the 6th day only 6 hours.
- b) Your shift timings will be based on project requirement and shall be communicated by your Manager

### Benefits

- a) You will be eligible for 6 days' vacation prorated per calendar year. However, leave will be allowed subject to exigencies of work.
- b) You'll also be eligible for 6 days of sick leave pro-rated per calendar year. Balance sick leave will not be paid out at the time of resignation/termination
- c) It is clarified that in addition to the above, you will not be entitled to any other benefits.
- d) Company will offer you insurance coverage that will include you.

### Employment Terms:

- a) You will be on probation for a period of 6 (Six) months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- b) You'll be under a 3-year agreement with the company, which is required to be signed at the time of joining.
- c) The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you one-month notice
- d) The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:
  - i. You commit any breach of your duties and responsibilities under this contract of service.
  - i. You are guilty of any gross default or misconduct, which is against implied conditions of your employment.
- e) You shall observe all rules and regulations of the company
- f) During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.



- g) The Company lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations

## Privacy and Confidentiality Agreements

### Confidential Agreement:

- a) You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.

### Non-Disclosure agreement

- a) Both during and after employee's employment, employee shall hold in strict confidence and shall not directly or indirectly disclose, disseminate, publicize, use, copy or make list of any confidential information

### Return of company property:

- a) Employee shall return all records, notes or other documents or material whether in written or electronic form must be returned after the termination of employment or such earlier times as employer may request
- b) Any software code, design document, presentations, notes etc. made by you or others in company, is Company's property and you should not try to keep a copy in your possession after termination of your services.

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by February 05<sup>th</sup>, 2024. Upon your acceptance of this employment offer, the Company will provide you with the necessary paperwork and instructions.

  
WFM EXPERTS INDIA PVT. LTD.  
19/02/24  
Sanket Singh

Sincerely,

*Roshni*

**Accepted and Agreed**

Signatures:

Applicant (Sign): *Roshni*

Applicant (Print): *Roshni Trivedi*

Date:

19-02-2024

Company Representative: Sankalp Shukla

Designation: Director

Date: 14-February-2024



*Sankalp Shukla*



## OFFER LETTER

DATE: 01-02-2024

ELITE895

Dear ROUSHAN KUMAR MANDAL

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653


📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

 [Greetings@internselite.com](mailto:Greetings@internselite.com)  +91-9315055653

 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



Subject: Letter of Offer

Date: 27th September,2023

Dear Ms. Sadaf Khurshid,

Welcome to Programmers.io India Pvt. Ltd.

With reference to your job application and subsequent discussions with us, we are pleased to offer you the position of “**Software Engineer Trainee**” in (Programmers.io India Pvt. Ltd.). **Your Training start date will be 3<sup>rd</sup> October 2023.** You will be in training for an initial 6 months. Your Job will be confirmed post completion of successful training period. The offer of employment is subject to your obtaining you being medically fit. Your work location would be at **Programmers.io India Pvt Ltd, C 60 Lal Kothi Scheme, Jaipur,302015, However, you will be allowed to work home till office resumes. Programmers.io India Pvt. Ltd.** is an IT company which deals in Designing and Developing Software with a global services delivery model. We hope your association with us will be challenging and rewarding to your career. We would like to share with you the details of your Letter of Offer as mentioned below.

#### Compensation

Your Compensation details are attached as per Appendix An enclosed. Your appraisal cycle will fall annually on the 1st day of the month following the date of your joining the organization and will be based upon your individual, team and overall company performance. However, your compensation and benefits are subject to change as per company policy on performance, salary reviews and such other valid reasons as recognized in law, as the company may determine from time to time.

Your individual remuneration is purely a matter between yourself and the company and has been arrived at, on the basis of your specific background and professional merit. Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly private and confidential. You can discuss it only with your Reporting Manager or with your Human Resources Manager.

You will be eligible for an Annual Bonus with a salary of 13<sup>th</sup> months after completion of 365 days following the Date of Joining. If someone leaves / Resigns the company in mid of the years or before the completion of 13 Months, then no variable bonus will be paid.

#### Benefits

- a. You are eligible to avail of personal accidental insurance as per company policy.
- b. You will not be eligible to avail of any paid leave during the probation period.
- c. The leave benefits as per company policy include:
  - i. Earned leave of 18 working days per calendar year of services, which can be accumulated for a maximum period of 30 days. A maximum 15 days of earned leave will be carried forward for the next calendar year (January to December) and the unused earned leaves will collapse on 31st December every year.
  - ii. The company has leave encashment policy but, this can be done only at the time of exit and a maximum 15 days of earned leave can be encashed at basic pay only. There is no encashment that can be done for casual Leave.
  - iii. Causal leave of 6 working days per calendar year of service.
  - iv. 10 National and festival holidays every calendar year. A list of these would be announced every year on the company intranet.
  - v. Maternity leave – As per the latest amended Maternity Act,1961 (revised 2017)
  - vi. Paternity leave of 7 days, to be availed within 90 days of the birth of the baby.
  - vii. Three Bereavement leave

Applicant's Signature

#### Registered office:

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

#### Branch Office:

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,

#### Branch Office:

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737

**Probation and Confirmation**

You will be on probation for a period of Three months from the date of joining. This probation period of Three months may be extended based on your performance during the period. Upon satisfactory completion of your probation, you may be confirmed as a regular employee only after confirmation of your employment in writing. During this period the company will also obtain a reference check from your previous employer and receipt of satisfactory feedback would be necessary before your confirmation of service. If you are hired as a Trainee, then the probation clause is not applicable to you.

**Personal taxation**

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

**Notice Period and Cessation of Employment**

During probation, parties (either you or the company) will be required to give either (a) two weeks' notice or (b) two Weeks basic salary in lieu thereof, during the probation period. After probation, parties (either you or the company) will be required to give either (a) Three months' notice or (b) Three months 'basic salary in lieu thereof. Please note that acceptance of payment in lieu of notices period and the issue of the relieving order is at the Company's discretion

If you are under a Service agreement, then the notice period clause will be applicable only after the expiry of the service agreement duration.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your service with immediate effect.

The Company may also terminate your services, should you be absent from work without intimation for 3 days. Further, the Company reserves the right to terminate the service for your failure to pass the Company training norms on internal training on soft skills and processes.

You are liable to be summarily dismissed without notice and without any payment should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, and neglect of duty, and in the event of misconduct under the Company service rules which is detrimental to the business or interests of the Company.

**Confidentiality**

During your employment with us, you will have access to certain vital information:

- Business information
- Customer information
- Product/Service/Code information
- Employee Information
- It is understood that you shall not divulge or part with any such confidential information or documents to anyone other than those dealing with such matters in the company, nor will you reveal it or part with these, to anyone ever after you are leaving the services of the company.

**Applicant's Signature****Registered office:**

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

**Branch Office:**

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,

**Branch Office:**

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737



You further understand that in the event of your breaching this confidentiality undertaking, the company shall be free to initiate and take such appropriate steps, as may be advised, at your costs and expenses.

**Vacations and Holidays**

- You will be entitled to 18 days Earn leaves from the date of confirmation in a calendar year and 6 Casual Leaves. The leave year will be the calendar year. There will be 10 holidays, which will be published every year. Earn Leave will be given after confirmation. You will be working 5 days a week (Monday to Friday and Saturday, Sunday will be off)
- You will only be entitled to 0.5 Casual leave per month during your probation period. No earned leave will be given on probation.
- Only earned leaves can be carried forward to the subsequent year and the casual leaves shall lapse in December every year.
- Absence for a continuous period of three (3) days without the prior approval of the supervisor or proper medical support as per the company's leave policy will be treated as misconduct and may attract disciplinary action as per the company policy.

**Relocation/Training/Joining Bonus Clause**

If the company provides you with relocation assistance or joining bonus or notice pay as decided at the time of your appointment, you agree and acknowledge that the company will incur heavy expenditure and cost for your joining and training rendered to you and you also agree that you will work for a continuous period of at least 24 months. However, if you wish to voluntarily leave the company before the expiry of a period of 24 months on receiving all or part of your relocation expenses or Joining Bonus or Training cost, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under the law.

**Compulsory Condition**

Considering that the Company will be making a substantial investment in your training, it shall be compulsory for you to serve the Company for Twenty-Four (24) months from the date of joining. In the event of your failure to do so, the Company shall be entitled to recover a sum of 50% of your CTC from you as damages.

**Copyright and other intellectual property**

- All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work is to be the sole property of the Company.
- Employees agree that the Company shall have sole and exclusive ownership of Trademarks, Trade names, and Intellectual property rights in respect of product / information / material of the Company.
- Upon any termination, Employee shall promptly return all material supplied by the Company, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

**Conflict of interest**

Employees agree that there are no contracts, restrictions, or other matters which would interfere with his/her ability to discharge his/her obligations under this employment offer. If, while performing his/her duties and responsibilities under this employment offer, Employee becomes aware of any potential or actual conflict between his/ her interests and those of Programmers.io India Pvt. Ltd., then Employee shall immediately inform Programmers.io India Pvt. Ltd. Where Programmers.io India Pvt. Ltd. forms the view that such a conflict does or could exist, it may direct Employee to take action(s) to resolve that conflict, and Employee shall comply with that instruction. When acting in his/her capacity as an Employee.

Employee shall not, either directly or indirectly, receive or accept for his/her own benefit or for the benefit of any person or entity any payment of any kind from any person having or intending to have any business with Programmers.io India Pvt. Ltd

**Applicant's Signature****Registered office:**

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

**Branch Office:**

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,

**Branch Office:**

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737



---

**Registered office:**

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

**Branch Office:**

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,

**Branch Office:**

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737



**Non-competition**

Employee agrees that for a period of Two (2) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant, or agent for any other entity or employer, carry on business in competition with Programmers.io India Pvt. Ltd.

**Non-solicitation of clients**

Employee agrees that for a period of two (2) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant, or agent for any other entity or employer, seek to solicit or carry out any work of the same nature for any client or customer of Programmers.io India Pvt. Ltd. with which Employee had any contact or dealings whilst employed by Programmers.io India Pvt. Ltd.

**Company Rules**

You will familiarize yourself with and adhere to the Company's Rules and Regulations in force and as modified by the Company from time to time. You may be required to work in different shifts as may be decided by the Company, from time to time. You shall carry out such agreements as required by the Company.

**Use of the internet and email**

The employee will have access to email and the internet in the course of his/her employment. Employees shall always ensure that use of the email and internet facilities at work by him/her meet the ethical and social standards of the workplace. Employee agrees that he/she will not visit/surf any unauthorized/unethical sites. Employees shall also comply with all email, internet, and IT policies issued by the Company.

**Verification**

Your employment will be further subject to the verification of your credentials, testimonials, and other particulars provided by you at the time of your appointment. In case it is found that any information is false or misleading or any material information is suppressed, irrespective of whether you have joined duty upon selection, you will be liable to be discharged forthwith.

**Other Terms and Conditions**

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other Company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privileges and benefits extended can be altered or withdrawn by the Company at any time. The Company has the right to change any policy with prior information.

Please sign a duplicate copy of this letter as a token of your having read, understood, and accepting the above offer.

Yours Sincerely, *Rajat Srivastava*

Human Resource Department  
Programmers.io India

I accept the offer letter and agree to comply with the terms and conditions mentioned in the offer letter.

Applicant's Signature

**Registered office:**

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

**Branch Office:**

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,

**Branch Office:**

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737

**Appendix A - Compensation Sheet**

Name	Ms. Sadaf Khurshid
DOJ	3 <sup>rd</sup> October 2023
Location	Jaipur
Designation	Software Engineer -Trainee

	Monthly	Annually
Basic Salary	₹ 10,417.00	₹ 125,000.00
HRA	₹ 4,167.00	₹ 50,000.00
Special Allowance	₹ 3,492.00	₹ 41,908.00
Gross Salary	₹ 18,076.00	₹ 216,908.00
Gratuity	₹ 501.00	₹ 6,013.00
PF	₹ 1,669.00	₹ 20,029.00
ESIC	₹ 588.00	₹ 7,050.00
CTC	₹ 20,833.00	₹ 250,000.00
Annual Bonus		₹ 50,000.00
Net Take Home Salary (Pre-Tax)	₹ 16,271.00	

**Notes:**

1. Non-taxable subject to rent receipt submission.
2. As per Gratuity Act 1972

\*The mode of payment will be monthly, to be paid on the 7th of each month. If the 7th is a holiday, then it will be paid for on the next working day.

Yours Sincerely,  
*Rajat Srivastava*  
Human Resource Department  
Programmers.io India Pvt. Ltd.

*Sadaf*

Applicant's Signature

**Registered office:**

C-62 Lal Kothi Scheme,  
Jaipur-302015,  
Ph: +91 141 2742726

**Branch Office:**

2nd Floor, Lalwani Icon  
Sakore Nagar, Viman Nagar  
Pune, Maharashtra- 4111014,


**Branch Office:**

6th floor, Block-C, Divyasree Omega  
Building, Kondapur, Hyderabad,  
Telangana-500081, Ph: +91 40 71055737

## Document Details

<b>Title</b>	Offer Letter - Sadaf.pdf
<b>File Name</b>	Offer Letter - Sadaf.pdf
<b>Document ID</b>	09bb5910afc649c4a7f793aed6d1c857
<b>Fingerprint</b>	cbcf2da29d4577bc4d76ee1e8abdfbd2
<b>Status</b>	<span>Completed</span>

## Document History

<b>Document Created</b>	Document Created by Ekta Srivastava (ekta.srivastava@programmers.io) Fingerprint: 35fdb8a797946fc12b5bc34298f1fedf	Sep 27 2023 05:59PM Indian/Maldives
<b>Document Sent</b>	Document Sent to Rajat Srivastava (rajat.srivastava@programmers.io)	Sep 27 2023 05:59PM Indian/Maldives
<b>Document Sent</b>	Document Sent to Sadaf Khurshid (sadafkhurshed30@gmail.com)	Sep 27 2023 05:59PM Indian/Maldives
<b>Document Viewed</b>	Document Viewed by Rajat Srivastava (rajat.srivastava@programmers.io) IP: 52.102.12.133	Sep 27 2023 07:21PM Indian/Maldives
<b>Document Viewed</b>	Document Viewed by Rajat Srivastava (rajat.srivastava@programmers.io) IP: 103.87.58.78	Sep 27 2023 07:22PM Indian/Maldives
<b>Document Viewed</b>	Document Viewed by Rajat Srivastava (rajat.srivastava@programmers.io) IP: 4.188.245.208	Sep 27 2023 07:22PM Indian/Maldives
<b>Document Signed</b>	Document Signed by Rajat Srivastava (rajat.srivastava@programmers.io) IP: 103.87.58.78 	Sep 27 2023 07:22PM Indian/Maldives
<b>Document Viewed</b>	Document Viewed by Sadaf Khurshid (sadafkhurshed30@gmail.com) IP: 110.235.228.172	Sep 27 2023 07:53PM Indian/Maldives

**Document Viewed**

Document Viewed by Sadaf Khurshid (sadafkhurshed30@gmail.com)  
IP: 110.235.228.172

Sep 27 2023  
07:53PM  
Indian/Maldives

---

**Document Signed**

Document Signed by Sadaf Khurshid (sadafkhurshed30@gmail.com)  
IP: 110.235.228.172



Sep 27 2023  
07:56PM  
Indian/Maldives

---

**Document Completed**

This document has been completed.  
Fingerprint: cbcf2da29d4577bc4d76ee1e8abdfbd2

Sep 27 2023  
07:56PM  
Indian/Maldives

---

## Offer Letter

**OL No: WSINT1665**

**Date: 07/03/2024**

Dear **Sahil Kumar**,

We are pleased to offer you the position of **Business Development Associate** with **WAYSPIRE ED-TECH PVT LTD** with the underlined terms and conditions. We hope you will enjoy your role and make a significant contribution to the future success of the business.

**Designation: Business Development Associate**

**Joining Date: 13th March 2024**

**The job will start post 7 days of mandatory training(unpaid)**

**Compensation: (Subject to statutory deductions)**

**Stipend (During Probation) (Per Month): INR18,000 + INR7,000 (Incentive on Over achieving the target )**

**Post Probation: 5.4 LPA (3 LPA + 2.4 LPA Based on performance)**

**Target: INR 1,50,000 per month**

**Probation Period- 4-6 Months**

Location: **Gurugram, Haryana**

You are required to do **Work-From-Office**.

Working Hours: **11:00 am to 8:00 pm** (Inc. 1 Hour Lunch break)

Working Days: **6 days a Week (Saturday & Sunday mandatory)**

\*Salary will be calculated on the 20th of every month(i.e. 21st to 20th) and will be credited to your bank account by the 5th of every month. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



+91 8130927999



contact@wayspire.in



www.wayspire.in



Ground Floor, Landmark Tower, Plot No. - 2, South City-1, Sector-41 Gurugram, Haryana 122001

## Roles & Responsibilities:

Your day-to-day responsibilities include:

- Work closely with the sales and marketing team in assisting the growth of the business by acquiring new business ideas.
- Pitch and promote WAYSPIRE services to prospective clients
- Career counseling of prospective students and understanding their learning objectives to offer relevant products to them.
- Build sales leads through referrals and cold calling to generate sales(monthly target/revenue-oriented)
- Collaborate with the sales and marketing team to plan and oversee new marketing initiatives
- Setup meetings to prepare and deliver pitches to prospective clients
- Follow-up with team members to identify and manage risks
- Work with the team members to identify and manage risks
- Counsel Students on the product and convince them to be paid customer
- Leading sales demos with prospective customers with product presentations
- Maintaining a database (CRM, Excel, etc.) of prospective client information
- Meeting all quotas for cold, active, and inactive calls, appointments, and interviews.
- Maintaining a pipeline of all sales administration, collaborating with the sales team on sales goals, planning, and forecasting.

## Training Policy:

- By accepting this offer you agree to perform all the responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are required to substantially use all of your time and effort to perform these tasks during business hours.
- During the probation period, you will not receive any of the employee benefits.
- During the probation period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue due to personal reasons, you will have to serve a notice period of 1 month.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



+91 8130927999



contact@wayspire.in



www.wayspire.in



Ground Floor, Landmark Tower, Plot No. - 2, South City-1, Sector-41 Gurugram, Haryana 122001



- Upon conclusion of your tenure, you will immediately return to the company all of its property, equipment, and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be done through the company email of your manager only.

### Notice Periods -

During the Probation Period, this Employment Agreement can be terminated by the Company by giving you not less than fifteen (15) days' notice in writing or salary in lieu thereof. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than Thirty (30) days' notice in writing or by compensating pay up to an amount equal to 1 month's salary to the Company in lieu of the notice period.

### Termination and suspension -

The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you if you:

- Commit any serious or repeated breach of any of your obligations under this Employment Agreement.
- Are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company.
- Willfully cause damage to Company property.
- If you abscond without serving a notice period.
- On the termination of your employment for whatever reason, you will return to the Company all property; SIM Card, ID-Card, notes, data, and Confidential Information, in your possession or under your control relating to your employment or clients' business affairs

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Non-Disclosure Agreement -**

As per the legal obligation against the signed NDA between Wayspire and clients, we are not allowed to disclose any information pertaining to the confidentiality of the clients and the pointers that the company allows the intern to share have been included in the executive summary above.

The Company has adopted a **BYOD** framework so you are required to arrange your device (laptop/desktop) to carry out the duties on the job.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign the letter and mail the signed and scanned copy of the Training offer letter and the document mentioned below to **hr@wayspire.in** by 10th March 2024.

The offer shall stand automatically withdrawn without further action on the part of Wayspire if we do not receive your acceptance as per the mentioned timeline.

If you have any queries, please do not hesitate to contact us.

Yours Sincerely

**Aashi Gupta**

**HR Talent Acquisition**

**WAYSPIRE ED-TECH PVT LTD**

**Website: [www.wayspire.in](http://www.wayspire.in)**

**Contact Number: +91 8700025978**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Wayspire, and will report on or before 13th March 2024.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**ANNEXURE**

<b>S.No.</b>	<b>Particulars</b>
1.	Professional/Educational certificate and mark sheet towards: <ul style="list-style-type: none"><li>● 10th standard or equivalent examination</li><li>● 12th standard or equivalent examination</li><li>● Graduation</li><li>● Post-graduation/Doctorate(if graduated)</li></ul> Other relevant educational or skill certifications
2.	Color scanned copy of your: <ul style="list-style-type: none"><li>● Signed Offer Letter with passport signed photograph attached to it.</li></ul>
3.	PAN card, AADHAR card, 2 Passport size photographs
4.	Bank Account Details: <ul style="list-style-type: none"><li>● Bank Passbook First Page</li><li>● Bank Name, Your Name as per Bank records, Account Number, IFSC Code</li></ul>
5.	Any of the below-mentioned original mark sheet must be submitted for verification: <ul style="list-style-type: none"><li>● 10th Standard Original mark sheet</li><li>● 12th Standard Original mark sheet</li><li>● Degree Consolidated mark sheet</li><li>● Diploma Consolidated mark sheet</li></ul>
6.	Mandatory RT-PCR report which should be taken 48 hours before reporting to the office OR Fully Vaccinated Certificate.

## Internship Offer Letter

Date: 1<sup>st</sup> march 2024

Dear Esha Chellani,

We are pleased to offer you the opportunity to join **Shri Ramswaroop Digital Technologies** as an intern, beginning 1<sup>st</sup> March 2024, contingent upon your successful completion of any necessary pre-employment requirements.

As an intern, you will have the opportunity to gain valuable hands-on experience in PeopleSoft and DevOps, working closely with our PeopleSoft and DevOps team. During your time with us, you will have the chance to learn from experienced professionals in your field and contribute to meaningful projects that align with your academic and career goals.

Your learning and responsibilities may include but are not limited to:

- SQL Basic, Clause, Operators, Functions, Queries
- Use of CSS, JavaScript, Website Creation, Testing and Technical Documentation

Your internship will be for a duration of 100 days (excluding any leave), with the possibility of extension based on performance and business needs. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits including paid leaves.

Throughout your internship, you will receive guidance and support from your manager, who will provide regular feedback to help you grow both personally and professionally.

As an intern at SRDT, you will be eligible for access to company events, networking opportunities, or professional development. Additionally, you will be compensated at a rate of 15,000/- Monthly stipend amount.

To formally accept this internship offer, please sign and return a copy of this letter. If you have any questions or require further information, please do not hesitate to contact HR at [hr@srdt.co.in](mailto:hr@srdt.co.in).

We are excited to welcome you to SRDT team and look forward to working with you.

Sincerely,



Ritesh Khanna  
Program Manager



**Sankalp Tiwari**

**Kanpur**

**Subject: Offer for the post of Software Developer - Trainee**

We are pleased to offer you, an opportunity to serve our organization as a **"Software Developer - Trainee"** in the IT Department at Kanpur .You will be responsible for development and implementation of software applications used in the organization.

Your cost to company will be 3.6 lac per annum.

You will be on internship for the period of six months from the date of joining. Thereafter, you will be put on probation for the period of 1 year, if found fit for the post. This period, may however be extended if performance is not upto the mark and the confirmation will be based on your performance.

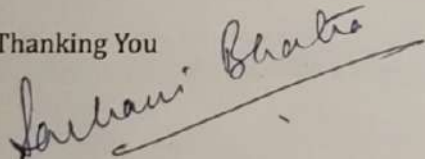
It will be a legal binding on you to serve the organization for a minimum period of 3 years after completing training period of six months. Termination of this agreement will result in penalty of Rs.200000/- (Two lakh only.).

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

We welcome you to the organization and hope that this would be a mutually rewarding association.

Your date of joining will be 01<sup>st</sup> Jan 24

Thanking You



(Sr. Vice President IT Division)

**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Satya Prakash**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Satya Prakash,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Satya Prakash**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122



## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**

##### iii. First Assessment:

- After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
- If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
- If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.

##### iv. Second Assessment:

- The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
- If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.

##### v. Third Assessment:

- Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
- If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### **4. Confidentiality**

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### **5. Exclusiveness**

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### **6. Others**

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place or other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Satya Prakash)

Date:

**CyberEvolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020

Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## Fwd: Internship cum Job offer

1 message

**Shashank Saxena** <shashanksaxena010@gmail.com>  
To: manager2.tnp@kit.ac.in

30 November 2023 at 09:51

----- Forwarded message -----

From: **Shashank Saxena** <shashanksaxena010@gmail.com>  
Date: Wed, 29 Nov, 2023, 4:09 pm  
Subject: Re: Internship cum Job offer  
To: Career - Vista <career@vistaintelligence.ai>

I acknowledge and accept the offer.

On Wed, 29 Nov, 2023, 4:05 pm Career - Vista, <career@vistaintelligence.ai> wrote:

Dear Mr. Shashank,

Congratulations and greetings from Vista Intelligence Private Limited.

We refer to your application and the selection process recently undergone by you. We have the pleasure of offering you a job role of **Intern- Software Developer** in our company.

Further, you may please note the following-

1- Initially you will be on probation for a period of three months. During the probation period, you will be offered a consolidated all-inclusive pay of Rs. 30000/- per month. On successful completion of the probation, you may be confirmed as a regular employee with a revised CTC. The same will be hiked to Rs 5.00 lakhs per annum including other benefits as per organisation policy like PF, ESOP, product performance linked bonus, medical coverage etc.

2- You will be posted in our Kolkata office at 4<sup>th</sup> floor, Saket Building, [44 Park Street, Kolkata 700016](#). You will be required to work closely with the AI Research team. You are expected to carry out research work as will be given to you.

4- On completion of probation and before being offered a job confirmation, you need to sign an undertaking, bond with the company for a period of one year. In case the condition of the bond is breached by you, you shall be required to pay us 50% of your salary drawn from the company, till the day of your separation. Your notice period, post confirmation, for any severance situation (except termination by the company on disciplinary grounds), will be of three months.

5- You are requested to join on 15 January 2024. Our office timing is 9.00 am to 6.00 pm (including 1 hour break for lunch) and we are closed on Sundays, 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Saturdays and on other public holidays as per the office guidelines.

6- Please carry originals of all your graduation and post-graduation mark sheets, certificates, Aadhar card/ passport, PAN card etc. along with one photo copy of each paper on the day of your joining for verifications and records. You are also requested to submit two copies of your passport sized colour photographs.

7- You shall also be required to sign an undertaking with the company for non-compete, non-disclosure, etc as per our policies and practices. Please be aware that employees are also

not allowed to invest in markets, unless it is through IPO and Mutual Fund.

8- This offer is made in good faith, based on the information provided by you, regarding all aspects like your own profile, including age, qualifications etc. The offer will stand automatically cancelled and all associations will be terminated in case any of the information furnished by you are found incorrect. It is understood that you shall keep your employment terms and other works related details STRICTLY confidential.

9- Kindly revert to this email before 7th December 2023, as a token of your acceptance of the employment on the terms and conditions mentioned here.

We look forward to the opportunity to welcome you in our organisation.

Best Regards,  
Team HR  
Vista Intelligence Pvt Ltd.  
[www.vistaintelligence.ai](http://www.vistaintelligence.ai)

To,

Shivansh Kumar  
Patna, Bihar  
Dated: 12<sup>th</sup> February, 2024

**Dear Shivansh Kumar,**

On behalf of Inventics Software Pvt. Ltd., we are happy to inform you that you have been selected for temporary employment as a Full Stack Intern. If you accept this internship offer then you will be joining the company from 19<sup>th</sup> February, 2024 and you will be reporting to Mr. Puneet R. Saharey.

The duration of this paid internship will be 4 months and during this time, you will be entitled for the payment of Rs. 10,000/- per month. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits. Your internship is going to end on June 19<sup>th</sup>, 2024. After you have a fulltime opportunity with us, we will provide you with a package of at least 3.2 LPA to maximum 4.7 LPA.

However, the company holds all the rights to terminate your internship with or without any reason or notice at any time during this period.

While working with the company, you will have access to various company records and lots of confidential information. By accepting this appointment, you agree that you will maintain the confidentiality of all the information and you will not be using it by any means for personal benefits or other reasons other than job related work. Once you will complete your internship with the company, you will hand over all the documents and other company possessions to the company.

Having accepted this offer, you agree that during the course of your internship, you will be following all the rules and regulations at the company and will be observing all the practices and policies that define the working and conduct at the company.

We are hopeful that this association will be mutually beneficial and you will enjoy working with us.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

Congratulations and welcome aboard.

Best Regards,



Puneet R. Saharey  
(Director & CTO)

**Declaration:**

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the company as Annexed below:

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

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

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



**OL No: AM7486****Date : 22-December-2023**Dear **Shrishti Patel**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## Offer Letter

---

20 September 2023

Hi Soumya,

Congratulations! We are pleased to offer you an internship position as an **Associate System Engineer** at Nuclei (CDNA Technologies Pvt. Ltd) with a tentative start date **02nd Jan 2024**.

The stipend for your internship shall be **INR 12,000** per month.

Your employment is subject to completion of **6 months** of internship from the date of joining. The continuation of your services with CDNA Technologies Pvt Ltd. will be confirmed at the end of the internship, subject to satisfactory performance. You will receive a confirmation letter post completion of the internship.

The annual salary for this position is **INR 4,00,000** fixed post successful completion of your internship.

We welcome you to be part of this close-knit family. You are joining a group of colleagues who are smart, passionate about what they do and have impeccable integrity.

As per the process, we need to conduct employee background verification for every new employee joining Nuclei. We would need your supporting documents (as per the list attached) to complete this activity. Please note that submission of all the documents is mandatory to facilitate joining, background verification and appointment process at Nuclei.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than **24 hours** of receiving the letter.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

We look forward to a mutually fruitful association.

Thanks & Regards



---

**Ankur Joshi**  
CEO & Founder

---

**Soumya Mishra**

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

**website:** [www.gonuclei.com](http://www.gonuclei.com)

**email:** [people@gonuclei.com](mailto:people@gonuclei.com)

## Compensation Breakup

---

1. During the 6-month internship period, you shall receive a stipend of **INR 12,000** per month.
2. Post your conversion into a full-time employee, you shall be entitled to the following Compensation & Benefits:
  - **INR 4,00,000/- (fixed) –**

<b>Salary Components</b>	<b>Annual Compensation</b>	<b>Monthly Compensation</b>
	(INR)	(INR)
CTC	4,00,000.00	33,333.33
Basic	2,00,000.00	16,666.67
HRA	80,000.00	6,666.67
Special Allowance	98,400.00	8,200.00
Employer's Contribution of PF	21,600.00	1,800.00
<b>Gross Salary</b>	<b>4,00,000.00</b>	<b>33,333.33</b>
<b>Deductions</b>		
PF-Employee Contribution	21,600.00	1,800.00
PF-Employer Contribution	21,600.00	1,800.00
Professional Tax	2,400.00	200.00
<b>Net Salary</b>	<b>3,54,400.00</b>	<b>29,533.33</b>

- **Medical Insurance** Coverage of **INR 3,00,000/-**
- Other benefits as determined by the company from time to time.

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

## Joining Documents

---

Please note that these documents shall be submitted before the date of joining

1. Graduation Mark Sheets & Certificates/Degree
2. Previous Internship Completion Certificate (if any)
3. Character Certificate (if available)
4. Passport size photographs
5. Pan Card
6. Aadhar Card
7. Cancelled Cheque
8. Current Address Details

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

**website:** [www.gonuclei.com](http://www.gonuclei.com)

**email:** [people@gonuclei.com](mailto:people@gonuclei.com)

## Offer Letter

---

20 September 2023

Hi Ujjwal,

Congratulations! We are pleased to offer you an internship position as an **Associate System Engineer** at Nuclei (CDNA Technologies Pvt. Ltd) with a tentative start date **02nd Jan 2024**.

The stipend for your internship shall be **INR 12,000** per month.

Your employment is subject to completion of **6 months** of internship from the date of joining. The continuation of your services with CDNA Technologies Pvt Ltd. will be confirmed at the end of the internship, subject to satisfactory performance. You will receive a confirmation letter post completion of the internship.

The annual salary for this position is **INR 4,00,000** fixed post successful completion of your internship.

We welcome you to be part of this close-knit family. You are joining a group of colleagues who are smart, passionate about what they do and have impeccable integrity.

As per the process, we need to conduct employee background verification for every new employee joining Nuclei. We would need your supporting documents (as per the list attached) to complete this activity. Please note that submission of all the documents is mandatory to facilitate joining, background verification and appointment process at Nuclei.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than **24 hours** of receiving the letter.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

We look forward to a mutually fruitful association.

Thanks & Regards



---

**Ankur Joshi**  
CEO & Founder

---

**Ujjwal Jain**

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

**website:** [www.gonuclei.com](http://www.gonuclei.com)

**email:** [people@gonuclei.com](mailto:people@gonuclei.com)



## Compensation Breakup

---

1. During the 6-month internship period, you shall receive a stipend of **INR 12,000** per month.
2. Post your conversion into a full-time employee, you shall be entitled to the following Compensation & Benefits:
  - **INR 4,00,000/- (fixed) –**

<b>Salary Components</b>	<b>Annual Compensation</b>	<b>Monthly Compensation</b>
	(INR)	(INR)
CTC	4,00,000.00	33,333.33
Basic	2,00,000.00	16,666.67
HRA	80,000.00	6,666.67
Special Allowance	98,400.00	8,200.00
Employer's Contribution of PF	21,600.00	1,800.00
<b>Gross Salary</b>	<b>4,00,000.00</b>	<b>33,333.33</b>
<b>Deductions</b>		
PF-Employee Contribution	21,600.00	1,800.00
PF-Employer Contribution	21,600.00	1,800.00
Professional Tax	2,400.00	200.00
<b>Net Salary</b>	<b>3,54,400.00</b>	<b>29,533.33</b>

- **Medical Insurance** Coverage of **INR 3,00,000/-**
- Other benefits as determined by the company from time to time.

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

## Joining Documents

---

Please note that these documents shall be submitted before the date of joining

1. Graduation Mark Sheets & Certificates/Degree
2. Previous Internship Completion Certificate (if any)
3. Character Certificate (if available)
4. Passport size photographs
5. Pan Card
6. Aadhar Card
7. Cancelled Cheque
8. Current Address Details

**Please note:** This letter is not a contract or guarantee of employment for a definite amount of time.

**website:** [www.gonuclei.com](http://www.gonuclei.com)

**email:** [people@gonuclei.com](mailto:people@gonuclei.com)

Vandita Dwivedi

Kanpur

**Subject: Offer for the post of Software Developer - Trainee**

We are pleased to offer you, an opportunity to serve our organization as a "**Software Developer - Trainee**" in the IT Department at Kanpur. You will be responsible for development and implementation of software applications used in the organization.

Your cost to company will be 3.6 lac per annum.

You will be on internship for the period of six months from the date of joining. Thereafter, you will be put on probation for the period of 1 year, if found fit for the post. This period, may however be extended if performance is not upto the mark and the confirmation will be based on your performance.

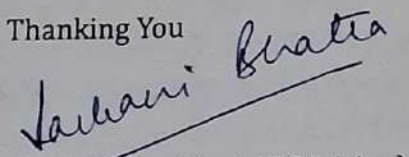
It will be a legal binding on you to serve the organization for a minimum period of 3 years after completing training period of six months. Termination of this agreement will result in penalty of Rs.200000/- (Two lakh only.).

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

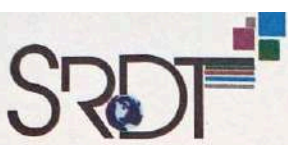
We welcome you to the organization and hope that this would be a mutually rewarding association.

Your date of joining will be 01<sup>st</sup> Jan 24

Thanking You

  
(Sr. Vice President IT Division)





## Internship Offer Letter

Date: 1<sup>st</sup> march 2024

Dear Nirmal Singh,

We are pleased to offer you the opportunity to join **Shri Ramswaroop Digital Technologies** as an intern, beginning 1<sup>st</sup> March 2024, contingent upon your successful completion of any necessary pre-employment requirements.

As an intern, you will have the opportunity to gain valuable hands-on experience in PeopleSoft and DevOps, working closely with our PeopleSoft and DevOps team. During your time with us, you will have the chance to learn from experienced professionals in your field and contribute to meaningful projects that align with your academic and career goals.

Your learning and responsibilities may include but are not limited to:

- SQL Basic, Clause, Operators, Functions, Queries
- Use of CSS, JavaScript, Website Creation, Testing and Technical Documentation

Your internship will be for a duration of 100 days (excluding any leave), with the possibility of extension based on performance and business needs. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits including paid leaves.

Throughout your internship, you will receive guidance and support from your manager, who will provide regular feedback to help you grow both personally and professionally.

As an intern at SRDT, you will be eligible for access to company events, networking opportunities, or professional development. Additionally, you will be compensated at a rate of 15,000/- Monthly stipend amount.

To formally accept this internship offer, please sign and return a copy of this letter. If you have any questions or require further information, please do not hesitate to contact HR at [hr@srdt.co.in](mailto:hr@srdt.co.in).

We are excited to welcome you to SRDT team and look forward to working with you.

Sincerely,

Ritesh Khanna  
Program Manager

**Corporate Head Quarter:** Tiwariganj, Faizabad Road, Lucknow-226028, (U.P), India

**Registered Office:** B-987, Sector-A, Mahanagar, Lucknow-226007, (U.P), India

**Contact :** +91 7068801144

**OL No: AM7481****Date : 22-December-2023**Dear **Yash Dubey**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**OL No: AM7490****Date : 22-December-2023**Dear **Ajeet Kumar Maurya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

### **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**OL No: AM7478****Date : 22-December-2023**Dear **Akash Kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**



Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

To,

Date: 18 Nov 2023

**Mr. Anurag Pandey**

**Address:** Pratapgarh, Uttar Pradesh, India

**Contact #:** +91 6307612070

Dear Anurag,

We are pleased to make you a formal offer of employment with **Impledge Technologies** for the position of **Trainee Engineer (Grade – I0)** joining date no later than **23 Jan 2024**.

Your **on-job training monthly stipend** will be **Rs. 15,000 (Rupees Fifteen Thousand Only) per month**. Upon successful completion of on-job training and satisfactory performance, Impledge would hire you as regular employee for the position of **Associate Software Engineer – ASE (Grade – I1)** offering an **annual CTC of Rs. 5,50,000 (Rupees Five Lac and Fifty Thousand Only)**. Your remuneration details are confidential, and we request you to abide by the sanctity of this confidentiality.

We hope that you will enjoy your assignments at Impledge, and this long-term association will be mutually beneficial for all involved.

We look forward to your acceptance of this offer. Welcome aboard!

**For Impledge Technologies**



-----  
**Authorized Signatory**

-----  
Agreed & Accepted  
Anurag Pandey

**Encl.**

**Annexure A: Compensation break-up**

**Annexure B: Terms and conditions of employment**

**Annexure C: Joining day pre-requisites**

**Annexure A: Compensation break-up**

<b>Anurag Pandey</b>	<b>Amount</b>
Basic	13040.42
House Rent Allowance	6520.21
Medical Expense Reimbursement	1250.00
Telephone Expense Reimbursement	500.00
Periodicals & Journals Expense Reimbursement	500.00
Gift Vouchers	400.00
Food Coupons	2000.00
Leave Travel Allowance	1000.00
Flexi Pay	870.21
<b>Monthly Gross*</b>	<b>26080.83</b>
<b>Annual Gross</b>	<b>312970.00</b>
<b>Annual Medical Insurance</b>	<b>2625.00</b>
<b>Annual Gratuity</b>	<b>8155.00</b>
<b>Annual Performance Bonus**</b>	<b>26250.00</b>
<b>Annual Retention Bonus***</b>	<b>200000.00</b>
<b>Annual Cost to Company</b>	<b>550000.00</b>

**\*Above gross salary is before deduction of income tax and PF (if opted)**

**\*\*Annual performance bonus is part of your CTC and payable to you on pro-rated basis depending on your joining date. Annual performance bonus shall be paid in January every year. It is at the sole discretion of the Company and subject to individual & Company's performance. An individual should be an active member on the payroll as on 31 January.**

**\*\*\*Annual retention bonus is payable after 1 year of service completion from date of confirmation**

## **Annexure B: Terms and conditions of employment**

The revised terms and conditions of your employment are as follows:

- 1. DESIGNATED WORKPLACE.** Your designated workplace would be in **Noida**. You may, however, be sometimes assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you will be entitled to reimbursement of expenses and allowances as per standard Company policies applicable at that time.
- 2. VALIDITY OF CREDENTIALS.** Your appointment is subject to, submission of your credentials & reference checks.
- 3. CODE OF CONDUCT.** You are 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. ON-JOB TRAINING.** Impledge would provide **6 months on-job training** on recent technology stack. A **stipend of Rs. 15,000 (Rupees Fifteen Thousand Only) per month** would be paid during this tenure.
- 5. TRAINING PERIOD.** During the training period, you are not entitled for privilege leaves, medical and other benefits, only casual leaves would be applicable. You would be evaluated on parameters of performance, communication skills, leadership qualities, teamwork, and overall professional conduct during the training period. These factors would determine your confirmation after the same.
- 6. ON CONFIRMATION.** Upon successful completion of on-job training & satisfactory performance, Impledge would hire you as regular employee for the position of **Associate Software Engineer – ASE (Grade – I1)** offering an **annual CTC of Rs. 5,50,000 (Rupees Five Lac and Fifty Thousand Only)**. At Impledge there would be a rewarding work environment and work life balance.
- 7. NOTICE PERIOD.** During the **training period**, both parties would have to give a minimum of **45 days' notice** to the other in the event of resignation or termination of services.  
  
In the event of resignation or termination of services after confirmation, either side would have to give **2 months' notice**.  
  
However, in the case of acts of fraud, crime, misappropriation, dishonesty, or repeated failure to follow lawful directives of management your employment may be terminated forthwith by the Company without notice & compensation.
- 8. APPRAISAL CYCLE.** Your appraisal will happen after one year of date of confirmation and in the month of July as per the standard Company appraisal policy applicable.
- 9. BENEFITS.** After confirmation as a regular employee, you will be eligible to participate in several Company sponsored benefits. You would be entitled to take leave(s) as per the Company's annual leave policy. Details of these can be discussed on the day of joining the company, and thereafter.

**10. NON-DISCLOSURE OF PROPRIETARY INFORMATION.** All Proprietary Information is the sole property of the Company, which would include all digital credentials directly or indirectly linked to office email accounts, patents, copyrights, mask works, trade secrets and other rights in connection therewith.

- a. You hereby assign to the Company any rights you may have or acquire in such Proprietary Information. At all times, both during your employment by the Company and after its termination (for a minimum period of 60 calendar months), you will keep in confidence and trust all Proprietary Information, and you will not use or disclose any Proprietary Information or anything directly relating to it without the written consent of the Company, except as may be necessary in the ordinary course of performing your duties as an employee / contractor of the Company.
- b. Notwithstanding the foregoing, it is understood that, at all such times, you are free to use information which is generally known in the trade or industry not as a result of a breach of this Agreement and your own skill, knowledge, know-how and experience to whatever extent and in whatever way you wish.

**11. OUTSIDE ACTIVITIES.** While you render services to the Company, you will not engage in any other gainful employment, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. During the term of your employment by the Company, except on behalf of the Company, you shall not directly or indirectly, or in any capacity whatsoever engage in, become financially interested in, be employed by or have any business connection with any other person, corporation, firm, partnership or other entity whatsoever which were known by you to compete directly with the Company, throughout the world, in any line of business engaged in (or planned to be engaged in) by the Company.

### **Annexure C: Joining day Pre-requisites**

On the day of joining, please come along with the hard copies of the documents mentioned below. Also, **send soft copies** of these documents along with the formal acceptance of this offer letter on email.

1. Signed copy of the accepted offer letter
2. Photocopy of Pan Card
3. Photocopy of Passport
4. Photocopy of Aadhaar Card
5. Photocopy of mark-sheets & certificates 10th onwards
6. Passport size photograph
7. Salary slips (3 months) from previous company (if applicable)
8. Experience letter from previous company (if applicable)





Acceptance of terms / document submission\_SRDT

Career SRDT <career@srdt.co.in>
To: "211435@kit.ac.in" <211435@kit.ac.in>

5 February 2024 at 16:00

Hi Avinash,

With reference to the interview, we had with you at "Shri Ramswaroop Digital Technologies Pvt. Ltd." for the position of "Software Engineer Intern", we are pleased to inform you are shortlisted. Your employment offer is subject to the acceptance of terms.

We require following information/ documents to release your offer letter:

- 1. Address Permanent Correspondence (not given by college)
2. (Email address & Personal Number)
3. Phone Number
4. Date of Birth
5. Father's Name
6. Copy mark-sheets (Preferably highest education degree as well)
7. Copy All educational mark-sheets
8. Copy Aadhar Card
9. Copy Pan size Card photo
10. Copy Passport size photo
11. All previous experience and relieving documents from past employers (if applicable).
12. NOC from college (if applicable).
13. Salary Slips of last 3 months of last organization worked in- (if applicable).
MANDATORY
MANDATORY

Terms :

- DOJ will be on 01st March 2024 10:30 am (Non - Negotiable). Please report to office to collect your offer letter.
• Probation period of 1 month.
• We expect you to accept on same duration of 2 years. There is no bond in case you are boarded with the company project, as per policy. you will have to abide to terms of contract with the SRDT. Resources onboarded on Oracle Projects are not relieved until clear exit from to us by Oracle/ Client.
• At time of resignation, you will be expected to serve a notice period of 1-2 months for project.
• You will be on-site.
• Standard deductions (PF, TDS, service tax, etc.) will be done post-employment.
• On-site Mon-Sat 9:30am-6pm.
• Your Bi-annual review will be done as per the rule of the company.
• Annual CTC will be inclusive of all elements (PF-if applicable, TDS if share your acceptance so that we may roll out your offer letter. Should you choose to accept, please send necessary documents by 8 pm tomorrow positively.
• As per SRDT Probation policy, Probation Period is of 30 days during which your continued evaluations will be planned to review your performance. Upon Completion of Probation if your performance is found satisfactory your employment documents will be confirmed with an appointment letter and you will also be eligible for payout for the probation period as well.
• In any case if your performance is unsatisfactory or/ and you are not found deemed fit for the role, SRDT reserves the right to cancel your employment and shall not be liable for any payout (salary) for the probation period. You will however be given a training certificate for the same.
• Note: Appointment letter will be issued post successful submission of your final year marksheets only

Table with 2 columns: Component, Amount. Rows include Basic Salary (7500), DA (3000), Other Allowances (4500), Total Monthly CTC (15000), CTC (180000).

As per SRDT Probation policy, Probation Period is of 30 days during which your continued evaluations will be planned to review your performance. Upon Completion of Probation if your performance is found satisfactory your employment documents will be confirmed with an appointment letter and you will also be eligible for payout for the probation period as well. In any case if your performance is unsatisfactory or/ and you are not found deemed fit for the role, SRDT reserves the right to cancel your employment and shall not be liable for any payout (salary) for the probation period. You will however be given a training certificate for the same.

Note: Appointment letter will be issued post successful submission of your final year marksheets only



## OFFER LETTER

DATE: 01-02-2024

ELITE886

Dear Awantika Yadav

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

Internship Offer LetterDate: 1<sup>st</sup> march 2024

Dear Saumya Singh,

We are pleased to offer you the opportunity to join **Shri Ramswaroop Digital Technologies** as an intern, beginning 1<sup>st</sup> March 2024, contingent upon your successful completion of any necessary pre-employment requirements.

As an intern, you will have the opportunity to gain valuable hands-on experience in PeopleSoft and DevOps, working closely with our PeopleSoft and DevOps team. During your time with us, you will have the chance to learn from experienced professionals in your field and contribute to meaningful projects that align with your academic and career goals.

Your learning and responsibilities may include but are not limited to:

- SQL Basic, Clause, Operators, Functions, Queries
- Use of CSS, JavaScript, Website Creation, Testing and Technical Documentation

Your internship will be for a duration of 100 days (excluding any leave), with the possibility of extension based on performance and business needs. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits including paid leaves.

Throughout your internship, you will receive guidance and support from your manager, who will provide regular feedback to help you grow both personally and professionally.

As an intern at SRDT, you will be eligible for access to company events, networking opportunities, or professional development. Additionally, you will be compensated at a rate of 15,000/- Monthly stipend amount.

To formally accept this internship offer, please sign and return a copy of this letter. If you have any questions or require further information, please do not hesitate to contact HR at [hr@srdt.co.in](mailto:hr@srdt.co.in).

We are excited to welcome you to SRDT team and look forward to working with you.

Sincerely,



Ritesh Khanna  
Program Manager



## OFFER LETTER

**DATE: 01-02-2024**

**ELITE884**

**Dear Ekta Patel**

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com ☎ +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

**OL No: AM7477****Date : 22-December-2023**Dear **Namrata Dubey**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**Date: 02/12/2023**

**Subject line: Offer of Employment: - Business Development Executive**

Dear **Ramji Goswami,**

On behalf of the entire organization, I'd like to say that it brings me great pleasure to formally offer you the position of **Business Development Executive** at **Mavericks Edu**.

**A huge congratulations to you!**

You will receive an annualized salary of **CTC Rs. 4.64 LPA salary. (After three months if your performance is above 80% then you will be eligible for 15% increment.)** The breakup of the CTC would be mentioned on the appointment letter which would be asked to sign on the date of joining. Payment occurs on a monthly basis, on 1st week of the consecutive month.

**Job Location – Noida.**

Your expected starting date is **15th Jan 2024**.

**This offer is valid until 15/01/2024. To accept the offer, you need to share the below list of documents in the soft copies through email. Your appointment letter is Subject to verification and background check from your previous organization.**

**List of Documents Required:**

- Mark sheets / Degree certificate of your highest qualification
- Address proof
- Pan Card
- 2 Passport size latest photographs
- Experience Letter of last company (if Applicable)

**We look forward to welcoming you to the Mavericks team.**

**If you have any questions or need additional information, please don't hesitate to contact me by email or phone.**

**Best Regards,  
Prajwal Martis  
HR Manager  
PH No: 7483851626**



## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613979  
21 May, 2024

Full Name - Ravi gupta  
Phone Number - 9935090693  
Email Id - ravigupta273002@gmail.com  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Ravi gupta,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Graduate Engineer Trainee                  |
| • Department:                    | Full Stack Engineer                        |
| • Sub Department:                | Full Stack Engineer                        |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(Internship + PPO)       |
| • Total CTC per Annum            | 6.0 Lacs (Fixed +Variable)                 |
| • BreakUp CTC:                   | Fixed: - 400000 INR Variable: - 200000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Ravi gupta

Date - 21 May, 2024

Place -

**OL No: AM7482****Date : 22-December-2023**Dear **Shani Kumar Maddheshiya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**OL No: AM7487****Date : 22-December-2023**Dear **Shubhangi Rathore**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613980  
21 May, 2024

Full Name - Vikas Singh  
Phone Number - 6392247091  
Email Id - 212376@kit.ac.in  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Vikas Singh,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Graduate Engineer Trainee                  |
| • Department:                    | Full Stack Engineer                        |
| • Sub Department:                | Full Stack Engineer                        |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(Internship + PPO)       |
| • Total CTC per Annum            | 6.0 Lacs (Fixed +Variable)                 |
| • BreakUp CTC:                   | Fixed: - 400000 INR Variable: - 200000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Vikas Singh

Date - 21 May, 2024

Place -



## APPOINTMENT LETTER

Date: 5<sup>th</sup> October 2024

Dear Saumya Singh  
D/O Vinod Kumar Singh  
House No. J-180, Pratap Vihar  
Sector-12, Ghaziabad-201009

The **Shri Ramswaroop Digital Technologies Pvt. Ltd.** (Hereinafter referred to as "SRDT" for convenience) is pleased to appoint you as "**Software Engineer Trainee**" with effect from **9<sup>th</sup> July 2024** on the following terms and conditions.

### Salary

1. Your company's annual **CTC Package** is **2.4 LPA**, which is in accordance with the rules of the company.

Basic Salary	10074.00
Allowances	5458.00
EPF (Deduction)	2468.00
Variable Pay (Deduction)	2000.00
Total Monthly CTC	20000.00
CTC	240000.00

### Documentation

2. This appointment letter is provisional subject to completion of your current degree, awarded in the current academic year. You are required to produce an original pass certificate/ mark sheet on completion of course, failing which company may, in its sole discretion, terminate your employment.

### Increments/Incentives/Promotions

3. Management is open to revising your remuneration depending upon your competence and efficiency. It is, however, made clear that your increments/promotions and demotion shall be at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and on the prosperity of the Company.

### Termination/Discharge/Reliving of service

4. This appointment may be terminated by giving a 90 days' Notice period or pay in lieu thereof, on either side without any reasons.
5. Notice period is of 90 days, any leaves taken will extend Notice Period
6. Extension / Waive Off or buy out of notice period will be as per management's decision



7. If during the period of your service, the SRDT concludes that you have conducted any misconduct or found negligence in performing the official duty; the SRDT may terminate you from your services without giving any notice. You are also liable to pay the amount of your training period which you have availed if your services get terminated within 24 months from the date of your joining. However, if your services are terminated, you will have the right to appeal to the Managing Director, SRDT, whose decision in the matter shall be final and binding.

#### **Probation**

8. Your probation will be for 1 month from your actual date of joining.
9. During the probation period your performance will be evaluated by the company periodically and only on satisfactory completion, in the opinion of the company, of the probation period, you will be confirmed in writing in the regular services of the company.
10. During the probation period, the company can terminate this employment at any time with immediate effect.

#### **Prohibition to divulge confidential information of the Company:**

11. You will neither during the period of your service in the company, nor thereafter disclose, divulge or communicate information directly or indirectly to any other person or persons whatsoever any information relating to the activities or information about the affairs of the transactions of the SRDT which may come to your knowledge during your employment or otherwise.

#### **Prohibition of unauthorized use of company's intellectual property:**

12. In your capacity as an employee, you shall be entrusted with various documents, records, database of customers/clients, investments etc., you shall be bound to keep these safe and secure and shall not cause it to use for any purpose other than as authorized by the SRDT. You shall not share such information with anyone or otherwise in any manner so that it infringes the company's Intellectual Property rights.
13. The computer program and customer database of the company and other records, whether in electronic or manual format, constitute the intellectual property of the SRDT and are protected under the law. Any infringement of the company's intellectual property rights or breach of trust by an employee may lead to criminal prosecution of the offender and immediate termination of the service.

#### **Change in address**

14. Your address as indicated in your application for employment shall be deemed to be correct for sending you any communication. In case there is any change in your residential address, you will intimate the same in writing to the management within three days of the date of such change.

#### **Medical fitness**

15. If during the period of your service, you are found to be suffering from any infectious disease or protracted illness and remain irregular in your attendance, the SRDT shall have the right to terminate your services without notice and you will not be entitled for any compensation.

A handwritten signature in blue ink, appearing to be 'Jee', is written over a horizontal line. There are some additional scribbles below the line.



16. The SRDT may ask you to get yourself checked through a medical practitioner nominated by the SRDT and a report of medical examination would be submitted to the SRDT.

**Restriction as to other works or employment:**

17. You shall be the whole-time employee of the SRDT and shall not engage yourself directly and/or indirectly in any work similar in nature to that of the company and/or in which you may for the time be engaged by the management of the company. You shall not engage yourself in any other business, trade of profession or employment, either honorary or otherwise, during the period of your employment. No employee of the SRDT, except with the previous knowledge of the management, shall negotiate for employment in a company engaged in a similar kind of business.

**Code of conduct**

18. The SRDT will expect you to be honest and work with full dedication and commitment. You shall, in all respects, obey and conform to the SRDT's orders and regulations and will faithfully serve the company and put your best endeavor to promote the interest of the SRDT.

**Travel Policy**

19. The policy is applicable to all employees of SRDT. Pvt. Ltd. As per the Project requirement, you will be expected to travel Offshore or Onsite.

There is a defined Travel Policy which you need to be adhered to during your Official Duty Travel.

Copy of passport is compulsory to be submitted during your documentation time.

In matters not herein specified, you will be governed by service rules and regulations of the SRDT as are in force from time to time. If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter indicating your acceptance and return to us.

**You are being appointed as per the Service rules of the Company; it has been presumed that you have read and agreed to abide by the same.**

We congratulate you on joining the company.

*Wishing you a happy and rewarding career with us!*

Yours faithfully,



(Managing Director)

**ACKNOWLEDGEMENT**

I accept the offer after having read / understood the above-mentioned terms and conditions, company's rules and regulations and agree to abide by the same. I also understand that as soon as you appoint me and make me sit in any of your offices, I shall have control and dominion over all the property of the company and all the confidential information of the company including data bank, which is kept there and entrusted to me. Therefore, I assure you to keep the same confidential and in safe custody.

NAME.....

SIGNATURE.....

DATE.....

**OL No: AM7471****Date : 22-December-2023**Dear **Anurag Trivedi**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



## OFFER LETTER

DATE: 01-02-2024

ELITE868

Dear Arif Ansari

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Offer Letter

Date 05-02-2024

**Name of the Candidate:** Divyansh Chaturvedi

**Address:** S - 68, R Ravindra Nagar, VTC, Yashoda Nagar, Kanpur Nagar,  
Uttar Pradesh - 208011

Dear Divyansh,

With reference to the discussions, you have had with us, we are pleased to appoint you as "IT Analyst" for our company on the following terms and conditions:

*This agreement is entered between WFM EXPERTS INDIA Pvt. Ltd. ("Employer" or "Company") and the employee ("Employee") named above*

### Compensation:

- a) Your Annual CTC will be 2,00,000 (Two hundred thousand).
  - i. You'll have a probation period of 6 months, during this time you'll be paid Rs. 12,000 (Twelve Thousand) per month, you'll not be eligible for variable components during the probation period.
  - ii. After successful completion of the probation period your base salary will be 17,000 (Seventeen thousand) per month.

### Tax Advice:

- b) You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### Joining:

- a) This appointment is starting with effect from February 05<sup>th</sup>, 2024.
- b) In this capacity, you will be located at Kanpur (UP) and will report to the person nominated by the company.

Office Address: 127/475 A W1 Saket Nagar Kanpur

  
Saket Shukla

### Working hours:

- a) There will be six working days in a week, for 5 days you need to work 9 hours a day and on the 6th day only 6 hours.
- b) Your shift timings will be based on project requirement and shall be communicated by your Manager

### Benefits

- a) You will be eligible for 6 days' vacation prorated per calendar year. However, leave will be allowed subject to exigencies of work.
- b) You'll also be eligible for 6 days of sick leave pro-rated per calendar year. Balance sick leave will not be paid out at the time of resignation/termination
- c) It is clarified that in addition to the above, you will not be entitled to any other benefits.
- d) Company will offer you insurance coverage that will include you.

### Employment Terms:

- a) You will be on probation for a period of 6 (Six) months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- b) You'll be under a 3-year agreement with the company, which is required to be signed at the time of joining.
- c) The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you one-month notice
- d) The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:
  - i. You commit any breach of your duties and responsibilities under this contract of service.
  - i. You are guilty of any gross default or misconduct, which is against implied conditions of your employment.
- e) You shall observe all rules and regulations of the company
- f) During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.



- g) The Company lays emphasis on all statutory compliances and you should ensure compliance with various statues in your area of operations

## Privacy and Confidentiality Agreements

### Confidential Agreement:

- a) You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.

### Non-Disclosure agreement

- a) Both during and after employee's employment, employee shall hold in strict confidence and shall not directly or indirectly disclose, disseminate, publicize, use, copy or make list of any confidential information

### Return of company property:

- a) Employee shall return all records, notes or other documents or material whether in written or electronic form must be returned after the termination of employment or such earlier times as employer may request  
b) Any software code, design document, presentations, notes etc. made by you or others in company, is Company's property and you should not try to keep a copy in your possession after termination of your services.

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by February 05<sup>th</sup>, 2024. Upon your acceptance of this employment offer, the Company will provide you with the necessary paperwork and instructions.

  
WFMExperts India Pvt. Ltd.  
19/02/24  
Sankar Chakraborty

Sincerely,

**Accepted and Agreed**

Signatures: *Onatwmediz*

Applicant (Sign): *Onatwmediz*

Applicant (Print): *Dinyanshchhatwmediz*

Date:

19 / 2 / 2024

Company Representative: Sankalp Shukla

Designation: Director

Date: 14-February-2024



*Sankalp Shukla*





Ref: NSEL/HR/2024

Candidate ID: REC202412066420

Date: AUGUST09, 2024

Mr. Sharansh Gaur  
Kanpur-208007  
Uttar Pradesh  
India

### Internship Letter

Dear Sharansh Gaur,

We are pleased to offer you **Internship** with Nucleus Software Exports Limited.

You will be appointed as an **Intern** effective **AUGUST, 2024** till your provisional certificate is received.

During the Internship period, you will be eligible for a stipend of **Rupees 10,000 (Rupees Ten Thousand only)** per month, subject to Company policy.

Below mentioned are the specific terms and conditions of your offer. Request you to read the details carefully.

**Document Verification and Checks** -Post accepting this letter, you will have to submit certain documents (listed in the later part of this letter).The offer will be contingent upon successful verification of the documents submitted by you. Once you receive the letter, we would like you to accept the said terms and conditions within 7days of receiving the letter.

#### 1. Terms and Conditions:

a. As part of providing new joiners a unique learning experience ,Nucleus School of Banking Technology(NSBT-a division of Nucleus Software),will run a Virtual training program 'NCSP'(NSBT Certified Software Program)for2.5months.Duringthe Training period your progress will be reviewed periodically.

b. Your employment with Nucleus is subject to successful completion of the Training program, with:

- 1.) "C" or higher grade at the end of course.
- 2.) Minimum 95% attendance record during the training period
- 3.) Submission of Provisional Certificate for completion of B.Tech./ B.E. final exams with aggregate percentage of 60% and above



**NUCLEUS SOFTWARE EXPORTS LTD.**

CIN : L74899DL1989PLC034594

**Corporate Office**

A-39, Sector 62, Noida,  
Uttar Pradesh 201307, india

T.: + 91 . 120 . 4031 . 400

F.: + 91 . 120 . 4031 . 672

E.: hr@nucleussoftware.com

- 4.) Acceptance of the company's terms and conditions
- 5.) Successful background verification

c. After meeting the above mentioned criteria(Point a and b)your proposed role will be 'Assistant Software Engineer', at Grade 3. Your Annual compensation will be INR 4,25,000/- only (Four lakhs , twenty five thousand only). It includes allowances and statutory benefits, and will be structured in accordance with the Company policy. Specific details will be mentioned in your formal offer letter.

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics .Your service may be dispensed with any time without any notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the Company.

**List of joining documents:**

10thMarksheetandCertificate
12thMarksheetandCertificate
Graduation-All Semesters Mark sheet(s) or Final Year or Consolidated and Provisional/ Final Degree Certificate
Diploma Mark sheet(s)&Certificate
Any Other Certificate or Transcripts
PAN Card
Aadhar Card OR Passport/Voter ID /Driving License /Ration card
Medical Certificate(format attached)
Passport Size Photographs(5)

**Note:** All documents should be submitted on or before the date of joining. Any delays will be considered as non-compliance. We look forward to a fruitful association.

With Best Wishes,

for **Nucleus Software Exports Limited**

Authorized Signatory  
Human Resource Group

**Regd. Office**

33-35 Thyagraj Market, New Delhi, 110003. India.

T.: + 91 . 11 . 2462 . 7552 F.: +91 . 11 . 2462 . 0872

www.nucleussoftware.com

**OL No: AM7472****Date : 22-December-2023**Dear **Jaya Mishra**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

To,

Alok Singh  
Kanpur, Uttar Pradesh  
Dated: 12<sup>th</sup> February, 2024

**Dear Alok Singh,**

On behalf of Inventics Software Pvt. Ltd., we are happy to inform you that you have been selected for temporary employment as a Full Stack Intern. If you accept this internship offer then you will be joining the company from 19<sup>th</sup> February, 2024 and you will be reporting to Mr. Puneet R. Saharey.

The duration of this paid internship will be 4 months and during this time, you will be entitled for the payment of Rs. 10,000/- per month. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits. Your internship is going to end on June 19<sup>th</sup>, 2024. After you have a fulltime opportunity with us, we will provide you with a package of at least 3.2 LPA to maximum 4.7 LPA.

However, the company holds all the rights to terminate your internship with or without any reason or notice at any time during this period.

While working with the company, you will have access to various company records and lots of confidential information. By accepting this appointment, you agree that you will maintain the confidentiality of all the information and you will not be using it by any means for personal benefits or other reasons other than job related work. Once you will complete your internship with the company, you will hand over all the documents and other company possessions to the company.

Having accepted this offer, you agree that during the course of your internship, you will be following all the rules and regulations at the company and will be observing all the practices and policies that define the working and conduct at the company.

We are hopeful that this association will be mutually beneficial and you will enjoy working with us.

You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

Congratulations and welcome aboard.

Best Regards,



Puneet R. Saharey  
(Director & CTO)

**Declaration:**

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the company as Annexed below:

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

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

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





**OL No: AM7516****Date : 26-December-2023**Dear **ANJALI**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/613984  
21 May, 2024

Full Name - Deepanshu Gupta  
Phone Number - 7651962420  
Email Id - 201761@kit.ac.in  
College Name - Kanpur Institute of Technology  
Full Address - To Be Decided

Dear Deepanshu Gupta,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Graduate Engineer Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Graduate Engineer Trainee                  |
| • Department:                    | Full Stack Engineer                        |
| • Sub Department:                | Full Stack Engineer                        |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(Internship + PPO)       |
| • Total CTC per Annum            | 6.0 Lacs (Fixed +Variable)                 |
| • BreakUp CTC:                   | Fixed: - 400000 INR Variable: - 200000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Deepanshu Gupta

Date - 21 May, 2024

Place -

---

## Job Offer at Marcadeo

1 message

---

**Yogesh Agarwal** <yogesh@marcadeo.in>

13 April 2024 at 13:44

To: 201492 <201492@kit.ac.in>

Cc: Shweta Gupta <shweta@marcadeo.in>, Nooreen Athar <manager2.tnp@kit.ac.in>

Dear Gaurav Shukla,

I hope this email finds you well. I am pleased to formally offer you the Internship at Marcadeo based on your successful application and interviews.

Position: Software Trainee Intern

Department: Tech

Location: Baake Bihari Appt Saket Nagar Kanpur-208014, near wendy school

Timings: 11:00 A.M

Employment Type: Internship

Start Date: 22nd April 2024

Salary: 10-12k/month

Your responsibilities and duties will include assisting the existing tech team in development of few ongoing projects.

We are excited about the possibility of you joining our team and believe that your skills and experience will be a valuable addition to our company.

We kindly request your response by 15th April, 2024. To accept this offer, please confirm your acceptance by replying to this email.

We look forward to welcoming you aboard and are eager to work with you at Marcadeo.



Yogesh Agarwal | Partner

[Yogesh@marcadeo.in](mailto:yogesh@marcadeo.in)

[www.marcadeo.in](http://www.marcadeo.in)

+91-9807540541



12/03/2024

**Sub: Your Offer Confirmation for KodNest's CSR Program 2024**

**Harshita Raikwar,**

Congratulations! We're happy to welcome you to KodNest Technologies Pvt. Ltd., Bengaluru, as a "Software Development - Intern" under our CSR Program 2024. This program is a step towards empowering aspiring tech professionals like you, offering free training coupled with unlimited placement opportunities.

**Please Note the Following Terms and Conditions:**

- 1. Completion of Dream Factory 2024:** It's essential that you complete the Dream Factory 2024 program before the stipulated deadline. This program is a cornerstone of your training and a prerequisite for maintaining the validity of this offer. Please understand that failure to completing the program within the deadline will result in this offer becoming inactive. We place significant emphasis on the completion of this program as it equips you with the necessary skills and knowledge for a successful start in your learning with KodNest.
- 2. Adherence to KodNest Policies:** You're required to comply with all KodNest policies and procedures. Failure to accept this offer within 15 days will lead to forfeiture of your seat.
- 3. Mandatory Participation in Training and Placement Drives:** You're expected to actively participate in all training and placement opportunities. Emergencies requiring absence must be pre-approved. Non-compliance could lead to termination of this opportunity.



**Call / WhatsApp Us**  
+91 8095 000 123



**E-Mail Us**  
support@kodnest.com



**Visit Us**  
www.kodnest.com

**4. No Financial Burden:** KodNest is committed to offering this program free of charge, with no hidden fees.

**5. Policy Violation Consequences:** Any policy violation or misconduct can lead to immediate training termination, post-investigation.

**6. Training Mode Notification:** We will inform you about the training mode (online/offline/hybrid) 15 days before your joining date. Remember, no pending backlogs are allowed at the time of joining.

**7. Training Materials:** KodNest will provide all necessary training materials, including Welcome Kits.

KodNest's CSR & Dream Factory program is an unparalleled opportunity to build a strong foundation for your future in the IT sector. We offer comprehensive learning experiences and extensive placement opportunities. Grab this chance to turn your aspirations into achievements.

**Confidentiality Policy:** All company-provided documents are to be kept confidential, except when seeking legal advice.

**Action Required:** Please sign and return a copy of this letter to confirm your acceptance.

We eagerly await your contribution to our mission and your own growth. Welcome aboard, and here's to a successful journey together!



**Akash Pandey**  
CEO, Co-Founder

**Accepted**

**(Signature of the Candidate)**



**Document Checklist:**

List of documents copies to be submitted while reporting at KodNest and now you can reply back to the same email by replying I accept the offer if you accept it.

1. Education provisional certificate and mark sheets of the highest qualification degree / professional qualification.
2. One (1) passport-size photograph.
3. Copy of the PAN (permanent account number) Card, self-attested.
4. Any Govt ID Proof - One copy.



**Call / WhatsApp Us**  
+91 8095 000 123



**E-Mail Us**  
support@kodnest.com



**Visit Us**  
www.kodnest.com



## sklr edtech private limited

29 January 2024

OL Number: SKLR22-3757

Dear **Kartik Agarwal**,

We are excited to extend an offer to you for an Intern position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development Trainee**.

This position is scheduled to begin on **14 February 2024** and will be ending on **23 June 2024**. Your first 10 days of Training period shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m. IST. This position will pay INR **18000** per month and upto 15,000 INR incentives which will vary according to your performance. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your training with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your tenure, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the training offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 6364872864. Please review this letter in full, and sign and return it via email to [hr@skolar.in](mailto:hr@skolar.in) to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful Training period. Welcome to our team!

Sincerely,  
Muskan Rastogi  
Chief Executive Officer  
SKLR EDTECH PVT LTD

**Other Terms and Conditions**

1. During the Training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the Trainee Period (including the unpaid days) due to personal reasons , you will have to serve a notice period of 1 month or have to pay a compensation equal to 1 month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. The original documents you provided will be returned to you once the Training period is completed.
6. Anytime you wish to take back the original documents due to any reasons between your Training period, you are required to submit a valid replacement document which is approved by HR.
7. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
8. Official communication either within the company or outside the company should be through the company Email of your manager only.
9. Post successful completion of the Training tenure, the candidate will be eligible for a pre-placement offer at Skolar, the package shall be depending on performance during the Training Period ( The package ranges from 6 LPA - 9 LPA).

I, **Kartik Agarwal**, accept the above offer and will begin the Business Development Trainee position on 14 February 2024.

Name:

Sign:

sklr edtech private limited

ANNEXURE

Sl. No	Particulars
1.	<p><b>Professional / Educational Certificates and Mark Sheets towards:</b></p> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination</li><li>• 12th standard or equivalent examination</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> <p><b>Other relevant educational or skill certifications</b></p>
2.	<p><b>COLOUR SCANNED COPY OF YOUR :</b></p> <ul style="list-style-type: none"><li>• Signed Offer Letter with passport size photograph attached to it.</li></ul>
3.	<p><b>Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.</b></p>
4.	<p><b>Bank Account Details:</b></p> <ul style="list-style-type: none"><li>• Bank PassBook First Page</li><li>• Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</li></ul>
5	<p><b>Any of the below mentioned Original Marksheet must be submitted for employment verification.</b></p> <ul style="list-style-type: none"><li>• 10th Standard Original Marksheet</li><li>• 12th Standard Original Marksheet</li><li>• Degree Consolidated Marksheet</li><li>• Diploma Consolidated Marksheet</li></ul>





## sklr edtech private limited

29 January 2024

OL Number: SKLR22-3756

Dear **Mitali Rajput**,

We are excited to extend an offer to you for an Intern position within our Business Development Department at Skolar. This position is located in Bangalore, Karnataka. The position is for the role of a **Business Development Trainee**.

This position is scheduled to begin on **14 February 2024** and will be ending on **23 June 2024**. Your first 10 days of Training period shall be unpaid training period. The work schedule for this position is 6 days a week from 11.00 a.m. to 8:00 p.m. IST. This position will pay INR **18000** per month and upto 15,000 INR incentives which will vary according to your performance. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits.

During your training with Skolar, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Skolar.

Also, you agree that upon completion of your tenure, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program may or may not entitle you to an employment offer from Skolar.

Please bring your PAN card, Passport/Driving Licence/other address proof and your bank account information on your first day to complete your profile.

This offer letter represents the full extent of the training offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our recruiting department at 6364872864. Please review this letter in full, and sign and return it via email to [hr@skolar.in](mailto:hr@skolar.in) to confirm your acceptance of the position. We look forward to having you begin your career at Skolar and wish you a successful Training period. Welcome to our team!

Sincerely,  
Muskan Rastogi  
Chief Executive Officer  
SKLR EDTECH PVT LTD

### Other Terms and Conditions

1. During the Training period you will not receive any of the employee benefits that regular employees receive.
2. At any time if you wish to discontinue the Trainee Period (including the unpaid days) due to personal reasons , you will have to serve a notice period of 1 month or have to pay a compensation equal to 1 month stipend.
3. You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
4. All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
5. The original documents you provided will be returned to you once the Training period is completed.
6. Anytime you wish to take back the original documents due to any reasons between your Training period, you are required to submit a valid replacement document which is approved by HR.
7. Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
8. Official communication either within the company or outside the company should be through the company Email of your manager only.
9. Post successful completion of the Training tenure, the candidate will be eligible for a pre-placement offer at Skolar, the package shall be depending on performance during the Training Period ( The package ranges from 6 LPA - 9 LPA).

I, **Mitali Rajput**, accept the above offer and will begin the Business Development Trainee position on 14 February 2024.

Name:

Sign:

sklr edtech private limited

ANNEXURE

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination</li><li>• 12th standard or equivalent examination</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> <b>Other relevant educational or skill certifications</b>
2.	<b>COLOUR SCANNED COPY OF YOUR :</b> <ul style="list-style-type: none"><li>• Signed Offer Letter with passport size photograph attached to it.</li></ul>
3.	<b>Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.</b>
4.	<b>Bank Account Details:</b> <ul style="list-style-type: none"><li>• Bank PassBook First Page</li><li>• Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</li></ul>
5	<b>Any of the below mentioned Original Marksheet must be submitted for employment verification.</b> <ul style="list-style-type: none"><li>• 10th Standard Original Marksheet</li><li>• 12th Standard Original Marksheet</li><li>• Degree Consolidated Marksheet</li><li>• Diploma Consolidated Marksheet</li></ul>



## OFFER LETTER

**DATE: 01-02-2024**

**ELITE883**

**Dear Vansh Raj Patel**

**Congratulations**, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE.**

**Please find the following details:**

Job Title: **BDT**

Duration of Internship: **4 Months**

Unpaid Training Date: **19th February to 23rd February 2024**

OJT Start Date: **24th February 2024**

OJT End Date: **24th June 2024**

Reporting Date and Time: **10:30AM, 19th February 2024**

**Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.**

**Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of probation period.**

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days. Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline.** In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 19th February 2024**

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ [Greetings@internselite.com](mailto:Greetings@internselite.com) 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
  - You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
  - During your internship period you will be receiving 1 sick leave which will be paid (need to submit required document of your sickness for the same).
  - Apart from the sick leaves you are not able to receive any of the employee benefits in your internship period.
  - During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
  - By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
  - Incase you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
  - All the rules, regulations and code of conduct and other policies need to be followed at organization.
  - After successfully completion of your internship, On your consent or based-on performance you will be offered with Full time offer by the company.
- 
- Working Hours: **9 hours including Lunch break of 1 hour.**
  - Job Type: **Full Time**
  - Location: **Gurgaon (Spaze I-Tech Park sector-49)**
  - Office Time: **10:00 AM TO 07:00 PM.**

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

With Regards,



**INTERSELITE EDUTECH PVT. LTD.**

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

## Documentation

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination (Original MS for Verification)</li><li>• 12th standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)</li></ul>
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code</b>

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.



**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Mohd Sufiyan Jamal**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Mohd Sufiyan Jamal,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Mohd Sufiyan Jamal**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### 4. Confidentiality

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### 5. Exclusiveness

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### 6. Others

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Mohd Sufiyan Jamal)

Date:

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

**Date: 01st March, 2024**

**Appointment Letter for Trainee**

To,

**Mr. Shashank Singh**

**Sub: Appointment Letter for Trainee at Cyberevolve Technologies Pvt. Ltd.**

**Dear Shashank Singh,**

This is in response to your application and interview with us. We are pleased to appoint you as **Trainee** with **Cyberevolve Technologies Pvt. Ltd.** You will be working as Trainee with the Technical Department of the company at the **Delhi** Branch for the span of Six months which will start on **18th March, 2024**.

During your period you will receive a monthly **Stipend of INR 10500/- per month**.

You will be receiving this monthly stipend for the complete duration of the training which is going to start from **18th March, 2024**. Your KRA will include training along with concentration on learning and inculcating new skills. It will also focus on helping you understand different concepts and processes related with the department so that you can have a practical knowledge of all that you have learnt.

Your performance will be reviewed after Six months. On successful completion of training period, you will be taken on permanent role on mutually agreed upon terms and conditions. Further conditions to your employment and progress path for internal development are mentioned in the '**Annexure – I**'.

The company may require the employee to undergo training/certifications at the company's affiliate offices or any other location, as the company may decide. Such training/certifications will be subject to terms and conditions, the company may notify from time to time. During the period of such training/certifications, the company will bear the cost of lodging and boarding as per company policy. In case trainee leave the company before 06 months of joining, the expenses incurred on his training/certifications would be recovered from him.

Congratulations and we look forward to work with you.

**For Cyberevolve Technologies Pvt. Ltd.**



**Ashok Kumar**  
**(Managing Director)**

**Shashank Singh**

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122

## ANNEXURE - I

### EMPLOYMENT THROUGH TRAINING AND DEVELOPMENT MODULE

#### 1. Objective

The objective of this Training and Development Module (T&D Module) is to implement a progressive career plan for trainees and employees to help create a productive workforce to achieve company's goals and aspirations.

#### 2. Scope

In order to be competitive in the business environment and to meet client's expectation, a certain level of productivity is expected from all employees within their respective functions to be able to deliver quality products and services.

This T&D Module applies to person(s) who join the company as trainees. Their performance will be assessed at regular intervals to ascertain training needs, improvement areas and deliverables. The assessment shall either be in form of written tests or interviews. The assessment has been divided into three (03) half-yearly assessments in a span of two (02) years from the Date of Joining (DOJ) of the trainee.

#### 3. T&D Process

- i. The New Hire shall join the company as a trainee and shall remain a trainee for a period of six (06) months.
- ii. During the training time period, the trainee shall be paid a **Stipend of INR 10500/- (INR Ten Thousand Five Hundred Only) per month.**
- iii. **First Assessment:**
  - After the completion of six (6) months of training time period, the performance of the trainee shall be assessed by their respective Reporting Manager or Head through an assessment test.
  - If the trainee clears the First Assessment, such trainee shall be elevated to the position of **Junior Developer** with a **Annual CTC of INR 3,50,000/- (INR Three Lakh Fifty Thousand Only) per annum.**
  - If the trainee fails to clear the First Assessment, such trainee shall be put in the Performance Improvement Plan (PIP) of the company and shall be trained and assessed as per the terms of PIP for a further period of three (03) months.
- iv. **Second Assessment:**
  - The employees that clear the First Assessment or the PIP assessment shall be subject to a second assessment, six (06) months from the date of confirmation as **Junior Developer.**
  - If the employee fails the second assessment, the employee will be put in PIP and shall be assessed further for a period of three (03) months as per the terms of the PIP.
- v. **Third Assessment:**
  - Employees that have cleared the second assessment or the PIP assessment shall be subject to a third assessment six (06) months from clearing the second assessment or the PIP assessment.
  - If the employee successfully clears the third assessment, the employee shall be eligible to receive an increment in salary to **Annual CTC of INR 5,00,000/- (INR Five Lakh only) per annum.**

- If the employee fails to clear the third assessment, such employee shall be put in PIP for further training and assessment for a period of three (03) months and shall be eligible for the increment in salary post successfully clearing the PIP assessment.

***NOTE: The trainee and employee shall be eligible for the PIP assessments mentioned above only once after each assessment. On failing any PIP assessment, the employment of the trainee and employee shall be terminated on immediate basis.***

#### 4. Confidentiality

You will not disclose, divulge, make public, or make any use whatsoever of, whether for your own or any other purpose, any information, knowledge, know how, instruments, documents or other matters confided in, or become known to or obtained by you, during your employment with the company.

#### 5. Exclusiveness

You will be in exclusive appointment of the company and will not provide any professional services or engage yourself with any individual or any organization for any work or business whether in similar industry or line of business or otherwise.

#### 6. Others

- The employee shall adhere and require to the availability of travelling requirements as per any assignment or the business need at client place of other branch location.
- The employee undergoing the employment in the SOC Team shall be comfortable to work under 24\*7 work profile with rotational shifts or as per the business requirement.
- All the employees are expected to stay in the organization for a minimum period of twenty-four (24) months during which you will be required to give two months' notice in case you decide to leave the services of the Company. Also, apart from the notice period, the employee willing for separation on his any terms or reasons will be liable to settle out the total cost incurred over his thorough training or any certification program provided by the Company.

### **Declaration:**

If you agree to the above-mentioned terms and conditions, please intimate your acceptance to us by signing the duplicate of this document. Unless we receive intimation from you as stated above, the appointment made by this letter, shall, unless otherwise decided by the Company, stand automatically revoked.

"This is to certify that, I \_\_\_\_\_ <Full Name of the candidate> \_\_\_\_\_, S/O \_\_\_\_\_ <Father's Name> \_\_\_\_\_,  
and residing at \_\_\_\_\_ <Permanent Address with proper Pin Code> \_\_\_\_\_

\_\_\_\_\_

is providing my confirmation as the statement of acceptance for the provided terms and conditions of the employment which are discussed and well addressed to me towards my further employment with CyberEvolve Technologies Pvt. Ltd. I hereby, declare that I abide myself towards the allocated responsibilities and will adhere the same with long term association with the Company.

(Shashank Singh)

Date:

**Cyberevolve Technologies Pvt. Ltd.**

F-8, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi - 110020  
Ph.: +9111 4244 1111 | E-mail: info@cyberevolve.com | CIN No.: U62099DL2023PTC421122



## **OFFER LETTER**

Dear **Sudha Agrahari**,

With reference to your application and the subsequent selection process, we are delighted to inform you that you have been selected as an INTERN to work with ALPHA E BARCODE SOLUTIONS PVT.LTD.

Your appointment will be subject to your acceptance of the terms & conditions mentioned here-in else the letter shall automatically stand invalidated without any further obligation on the part of the Company.

**Designation:** Software Support Executive (Trainee)

**Location:** Ahmedabad

**Date of Joining:** 19<sup>th</sup> February, 2024 (**Monday**)

**Internship Period:** 6 Months (19<sup>th</sup> Feb 2024 TO 31<sup>st</sup> July 2024)

**Structure:** Annexure 1 / Annexure 2

### **Terms & Conditions:**

1. You will be bound by all the existing rules and regulations as framed by the Company.
2. Your stipend period will be of 6 months, which will be effective from **19<sup>th</sup> Feb 2024 TO 31<sup>st</sup> July 2024**
3. During your internship period, all your leaves will be considered under **LWP (Leave Without Pay)**
4. No other employee benefits will be provided to the intern.
5. We will be offering you a PAID INTERNSHIP.
6. Once your internship period is over you will be offered a full time position based on your performance.
7. Company has the authority to extend your internship period if found necessary.
8. Company has the full authority to Relieve you if your performance & behaviour is not as per company's expectation.
9. During your full time employment, you will be eligible for leave as per the rules of the company.
10. If for any reason, you remain absent/abstain from duty without informing the authorised person, it would be treated as misbehaviour from your side and you will be liable to disciplinary actions.
11. You are required to provide all the necessary documents/ evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

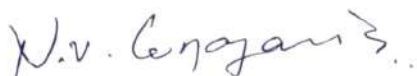
12. The company has the right to take appropriate action in case you are unable to clear the last semester examination.
13. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
  - i. breach of governing laws, applicable rules and regulations;
  - ii. breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - iii. any act/s which is/are regarded as breach to the interest of the Company.
14. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct/procedures/policies/laws/ regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.
15. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
16. **Company will provide total 6 months of internship which will be paid internship.**
17. The mentioned salary structure is confidential and cannot be discussed other than associated organisations.
18. Bond period will be 2 years including your internship period.
19. Your original document will be returned to you after completion of your bond period.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through appropriate communication channels as prevalent. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing.

We look forward to a mutually rewarding relationship.

For & on behalf of

**Alpha E Barcode Solutions Pvt. Ltd.**

A handwritten signature in blue ink, appearing to read 'N.v. Lunagaria'.

**Mr. Narendra Lunagaria**  
**(Director)**

## ANNEXURE 1:

<b><u>BREAK UP OF THE STIPEND:</u></b>	<b>MONTH</b>
Basic Stipend	<b>10,000</b>
<b><u>DEDUCTION</u></b>	
Training and development cost *	<b>3,000</b>
<b>Net Take</b>	<b>7,000</b>

### - (\*) Training and development cost

- Training and development cost amount will be refunded to you once you complete your bond duration of 2 years and if you leave in between, without completing your bond duration we will not give your security amount, your security amount is liable to be deducted. 1
- If your performance is not good during your Internship period than also company is not liable to pay your training and development cost.

## ANNEXURE 2:

After completion of your internship period on the basis of your performance, company will be offering you:

BREAK UP OF THE SALARY		:	MONTH
	Basic @ 45% of Gross	:	13,000
	HRA @ 50% of basic	:	-
	LTC Allowances	:	
	Books & Periodicals Allowances		2,000
	Conveyance Allowances		1,500
	Attire Allowances		1,500
	Telephone Allowances		1,500
	Medical Allowances	:	1,250
	Supplimentary Allowances	:	250
		:	-
<b>A</b>	<b>Monthly Gross</b>	:	<b>21,000</b>
	P.F.	:	1,560
	E.S.I.	:	-
	Bonus 8.33%	:	1,749
	Leave Benefits		933
	Performance Bonus	:	
<b>B</b>	Liabilities	:	4,242
<b>C = A+B</b>	<b>CTC</b>	:	<b>25,242</b>
	P.F.	:	1,560
	E.S.I.	:	
	Prof.Tax	:	200
	Training and development cost *		3,000
<b>D</b>	Deductions	:	4,760
<b>E = A-D</b>	<b>NET TAKE</b>	:	<b>16,240</b>
	Approx Package (Month)		25,242
	Approx Package (Year)		3,02,908



## **ANNEXURE 3:**

### **Undertaking**

Date: 11<sup>th</sup> January 2024

Name: s

Designation: Software Support Executive

Location: Ahmedabad

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions being taken against me by the Company, including but not limited to loss of pay.

Name: Sudha Agrahari

Date:

Candidate Signature :

**OL No: AM7461****Date : 22-December-2023**Dear **Akash**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

---

## Re: Hiring Requirement

1 message

---

**Yogesh Agarwal** <yogesh@marcadeo.in>

13 April 2024 at 13:36

To: 211193 <211193@kit.ac.in>

Cc: manager2tnp <manager2.tnp@kit.ac.in>, Shweta Gupta <shweta@marcadeo.in>

Dear Shobhit Kumar Jha,

I hope this email finds you well. I am pleased to formally offer you the Internship at Marcadeo based on your successful application and interviews.

Position: Software Trainee Intern

Department: Tech

Location: Baake Bihari Appt Saket Nagar Kanpur-208014, near wendy school

Timings: 11:00 A.M

Employment Type: Internship

Start Date: 22nd April 2024

Salary: 10-12k/month

Your responsibilities and duties will include assisting the existing tech team in development of few ongoing projects.

We are excited about the possibility of you joining our team and believe that your skills and experience will be a valuable addition to our company.

We kindly request your response by 15th April, 2024. To accept this offer, please confirm your acceptance by replying to this email.

We look forward to welcoming you aboard and are eager to work with you at Marcadeo.

Warm regards,



Yogesh Agarwal | Partner

[Yogesh@marcadeo.in](mailto:Yogesh@marcadeo.in)

[www.marcadeo.in](http://www.marcadeo.in)

+91-9807540541

**OL No: AM7460****Date : 22-December-2023**Dear **Simran**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-February-2024**Training Period : **07-February-2024 to 16-February-2024 - (Unpaid)**On the Job Training Start Date: **17-February-2024**On the Job Training End Date: **16-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



## Letter of Appointment

### PERSONAL AND CONFIDENTIAL

01-03-2024

**Ayushi Singh**

**74/A Ashok Nagar Colony,**

**Near Laxmi Mandi, Pandeypur,**

**Varanasi, Uttar Pradesh 221007**

**Dear Ayushi,**

#### **Sub: Employment offer as a Business Analyst**

We refer to your application and the subsequent interviews for the open position of business analyst. We are pleased to offer you an appointment as a **Business Analyst** in Sustainometric. While serving the Firm in this position, you will report to, and receive directions from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Varanasi office.

#### **Duties and Code of Conduct**

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm Code of Conduct and all other rules, regulations, policies, and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

#### **Working hours**

Your standard working hours per day will be 9 hours (break included). Your work week comprises Monday to Friday. All Saturdays and Sundays are off. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the

change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **Date of joining**

As per our discussion you will report to **Rajani Pandey** at **10 am**, on **11<sup>th</sup> March 2024** at **Sustainometric Premises No. B34/118-30 Manas Nagar Colony, Durgakund, Varanasi UP 221005**.

### **Probation**

You shall be on probation for a period of three months from the date of joining the Firm. During this probation period, the company or you can end this employment without any notice on the grounds of non-fitment to the job or any disciplinary issue. Your employment will be deemed confirmed after the completion of three months' probation, unless otherwise communicated to you. Please note that no confirmation letter/notification will be issued to you upon completion of the three-months probationary period and this contract will hold good for continuation of your employment. If the company and you continue with your employment, the candidate will be paid in the following month of joining.

### **Compensation**

Your CTC is **INR 350,000 (Rupees Three Lakhs Fifty Thousand Only) per annum**. Further details of your CTC are annexed.

The CTC will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **Confidentiality**

- **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential and shall not disclose such details to any other person within the Firm.
- **Use of Firm name:** You shall use the Firm name, logos, trademarks, or other identifiers strictly in the manner permitted by the Firm policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm personnel.
- **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . Firm business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm products, services, processes including ideas, concepts, projections, technology, manuals,

drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.

- At no time will you remove any Confidential Information from the Firm offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law thereof, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this employment. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- Upon termination of your employment or otherwise upon the Firm request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- Your duty to safeguard and not disclose, share, or publish Confidential Information will survive the expiration or termination of this employment and/or your employment with the Firm.

## **Leave**

You will be entitled to 10 public holidays (which shall be inclusive of 3 national holidays), 10 casual leaves and 8 sick leaves for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you. Your leaves must be approved before you avail them from your reporting manager. These leaves can't be encashed. At the end of your employment, we do not adjust the leaves against any payment.

## **Notice period and termination**

- After confirmation of your service at the Firm, if the employment is terminated by you, you have to serve three months' notice in writing to the Company. The Company reserves all the right to terminate your employment after the confirmation, without assigning any reasons thereof. The

Firm reserves the right to waive off your notice period against a payout from you, three months' salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm may or may not agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper handover of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (ii) sexual harassment (adjudicated guilty as per the Firm policy and local laws) or (iii) other act that threatens or likely to damage Firm reputation or (iv) any misconduct or breach of terms and conditions outlined in this employment including the Firm policies. or (v) any other act which is subversive to the business, practice or workplace environment of the firm, (vi) in case of double employment.
- The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

### **Dual Employment**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention, and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation, or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

### **Maternity Benefit**

Female employees will be entitled to maternity benefits as provided under the Maternity Benefits Act, 1961. However, it is made clear that the last 3 months of the maternity leave shall be payable after joining of duty on completion of maternity leave and serving for a minimum 6 months post maternity leave.

### **Statutory Deductions**

The company in its endeavor to ensure that social security benefit is met out to all the employees has a policy of enrolling every employee on its roll under EPF and statutory deductions against EPF shall be made as per the provisions of the EPF&MP Act, 1952.

### **Gratuity**

It shall be payable as per the provisions of the Payment of Gratuity Act, 1972. It is advised to fill up the nomination form in prescribed Form-F available with the HR Manager within 60 days of your joining.

### **Miscellaneous**

The following annexures form an integral part of this agreement.

- a) Annexure A List of documents to be submitted**
- b) Annexure B Illustrative compensation break-up**

This offer of appointment is subject to the following:

- You sending confirmation of acceptance to this offer within 2 days.
- Your joining the services of the Company latest by **11<sup>th</sup> March 2024**.
- You submitting relieving documents from your present employer, certificates & other testimonials at the time of joining.

We welcome you to our organization and trust that you will enjoy working here and personally grow while contributing to the growth and prosperity of the Company.

Best Wishes,



**Shweta Upadhyay**  
HR Manager

I accept.

Name:

Signature:

Date:

Place:

## Annexure A

Please send a scanned copy of the following documents through email:

- Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.
- Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)
- Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet).
- Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however, within 30 days of joining the relieving letter should be submitted.

## Annexure B

**Total Cost to Company (CTC) = INR 350,000 only**

Components	Per Month (INR)	Annual (INR)
Basic Salary	15000	180000
House Rent Allowance (HRA)	6183.3	74200
Other Allowances (Including Flexible Components)	6183.3	74200
Employer's Provident Fund (PF) Contribution	1800	21600
<b>Total CTC</b>	<b>29,166.7</b>	<b>350,000</b>

**Taxation:** The tax liability on account of salary and allowances will be computed as per the prevailing tax rules. Tax exemptions will become applicable upon submission of appropriate bills and documents prescribed by Income Tax Rules framed for that purpose. All taxes will be borne by you.

**General:** Employees promoted, or joining in the middle of the year, will be eligible to CTC on a prorated basis as applicable to their level for the balance part of the year.

**The Company reserves the right to modify / amend the Policy in part or in full at any time without assigning any reason. However, in doing so the Company shall ensure that contracted gross payments will not be negatively impacted.**



## Letter of Appointment

### PERSONAL AND CONFIDENTIAL

10-03-2024

**Shirin Hashmi**

**Gadahi Mohalla, Mariahu,**

**Jaunpur, Uttar Pradesh 222161**

Dear Shirin,

#### **Sub: Employment offer as a Business Analyst**

We refer to your application and the subsequent interviews for the open position of business analyst. We are pleased to offer you an appointment as a **Business Analyst** in Sustainometric. While serving the Firm in this position, you will report to, and receive directions from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Varanasi office.

#### **Duties and Code of Conduct**

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm Code of Conduct and all other rules, regulations, policies, and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

#### **Working hours**

Your standard working hours per day will be 9 hours (break included). Your work week comprises Monday to Friday. All Saturdays and Sundays are off. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the

change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **Date of joining**

As per our discussion you will report to **Rajani Pandey** at **10 am**, on **18<sup>th</sup> March 2024** at **Sustainometric Premises No. B34/118-30 Manas Nagar Colony, Durgakund, Varanasi UP 221005**.

### **Probation**

You shall be on probation for a period of three months from the date of joining the Firm. During this probation period, the company or you can end this employment without any notice on the grounds of non-fitting to the job or any disciplinary issue. Your employment will be deemed confirmed after the completion of three months' probation, unless otherwise communicated to you. Please note that no confirmation letter/notification will be issued to you upon completion of the three-months probationary period and this contract will hold good for continuation of your employment. If the company and you continue with your employment, the candidate will be paid in the following month of joining.

### **Compensation**

Your CTC is **INR 350,000 (Rupees Three Lakhs Fifty Thousand Only) per annum**.

Further details of your CTC are annexed.

The CTC will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **Confidentiality**

- **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential and shall not disclose such details to any other person within the Firm.
- **Use of Firm name:** You shall use the Firm name, logos, trademarks, or other identifiers strictly in the manner permitted by the Firm policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm personnel.
- **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . Firm business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm products, services, processes including ideas, concepts, projections, technology, manuals,

drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.

- At no time will you remove any Confidential Information from the Firm offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law thereof, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this employment. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- Upon termination of your employment or otherwise upon the Firm request, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- Your duty to safeguard and not disclose, share, or publish Confidential Information will survive the expiration or termination of this employment and/or your employment with the Firm.

## **Leave**

You will be entitled to 10 public holidays (which shall be inclusive of 3 national holidays), 10 casual leaves and 8 sick leaves for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you. Your leaves must be approved before you avail them from your reporting manager. These leaves can't be encashed. At the end of your employment, we do not adjust the leaves against any payment.

## **Notice period and termination**

- After confirmation of your service at the Firm, if the employment is terminated by you, you have to serve three months' notice in writing to the Company. The Company reserves all the right to terminate your employment after the confirmation, without assigning any reasons thereof. The

Firm reserves the right to waive off your notice period against a payout from you, three months' salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm may or may not agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper handover of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (ii) sexual harassment (adjudicated guilty as per the Firm policy and local laws) or (iii) other act that threatens or likely to damage Firm reputation or (iv) any misconduct or breach of terms and conditions outlined in this employment including the Firm policies. or (v) any other act which is subversive to the business, practice or workplace environment of the firm, (vi) in case of double employment.
- The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

### **Dual Employment**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention, and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation, or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

### **Maternity Benefit**

Female employees will be entitled to maternity benefits as provided under the Maternity Benefits Act, 1961. However, it is made clear that the last 3 months of the maternity leave shall be payable after joining of duty on completion of maternity leave and serving for a minimum 6 months post maternity leave.

### **Statutory Deductions**

The company in its endeavor to ensure that social security benefit is met out to all the employees has a policy of enrolling every employee on its roll under EPF and statutory deductions against EPF shall be made as per the provisions of the EPF&MP Act, 1952.

### **Gratuity**

It shall be payable as per the provisions of the Payment of Gratuity Act, 1972. It is advised to fill up the nomination form in prescribed Form-F available with the HR Manager within 60 days of your joining.

### **Miscellaneous**

The following annexures form an integral part of this agreement.

- a) Annexure A List of documents to be submitted**
- b) Annexure B Illustrative compensation break-up**

This offer of appointment is subject to the following:

- You sending confirmation of acceptance to this offer within 2 days.
- Your joining the services of the Company latest by **18<sup>th</sup> March 2024**.
- You submitting relieving documents from your present employer, certificates & other testimonials at the time of joining.

We welcome you to our organization and trust that you will enjoy working here and personally grow while contributing to the growth and prosperity of the Company.

**Best Wishes,**



**Shweta Upadhyay**  
**HR Manager**

**I accept.**

**Name:**

**Signature:**

**Date:**

**Place:**

## Annexure A

Please send a scanned copy of the following documents through email:

- Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.
- Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)
- Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet).
- Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however, within 30 days of joining the relieving letter should be submitted.

## Annexure B

**Total Cost to Company (CTC) = INR 350,000 only**

Components	Per Month (INR)	Annual (INR)
Basic Salary	15000	180000
House Rent Allowance (HRA)	6183.3	74200
Other Allowances (Including Flexible Components)	6183.3	74200
Employer's Provident Fund (PF) Contribution	1800	21600
<b>Total CTC</b>	<b>29,166.7</b>	<b>350,000</b>

**Taxation:** The tax liability on account of salary and allowances will be computed as per the prevailing tax rules. Tax exemptions will become applicable upon submission of appropriate bills and documents prescribed by Income Tax Rules framed for that purpose. All taxes will be borne by you.

**General:** Employees promoted, or joining in the middle of the year, will be eligible to CTC on a prorated basis as applicable to their level for the balance part of the year.

**The Company reserves the right to modify / amend the Policy in part or in full at any time without assigning any reason. However, in doing so the Company shall ensure that contracted gross payments will not be negatively impacted.**



# MOLDOC BIOTECH PRIVATE LIMITED



Registered Office: New Delhi, Incubation office: SINE  
Office, SINE, IRCC, IDC - Rahul Bajaj Technology  
Innovation Centre, YP Rd, IIT Area, Powai, Mumbai,  
Maharashtra 400076, India



Email  
contact@moldocbiotech.com



Phone  
Indian contact (Call and WhatsApp) :  
+91 9910886937, International  
Contacts: +48604489045 (Call or  
WhatsApp)

Date: 02/04/2024

Ref. No.: MBPL/04/2024/01

To,

**Name: Mr. Aryan Singh,**

**Gender: Male**

**Aadhaar Card:**

**DOB:**

**Address:**

**Mobile:**

**Email:**

## **INTERNSHIP APPOINTMENT LETTER**

**Dear Mr. Aryan Singh,**

We are happy to inform you that you have been appointed as *Trainer on the title of "Technical Sales and Business assistant" for six months duration starting from 15<sup>th</sup> of April 2024* in our Organization on the following Terms & Conditions:

**[1]. Date:** Your appointment is effective from the 15<sup>th</sup> of April 2024.

**[2]. Contact:** You will be reporting to **Dr. Ashwani Sharma and Miss Aleksandra Auchimik** per week by std reporting memo. Email: [ashwani.sharma@moldocbiotech.com](mailto:ashwani.sharma@moldocbiotech.com)/[ashwansharma@gmail.com](mailto:ashwansharma@gmail.com) and [Aleksandra.auchimik@moldocbiotech.com](mailto:Aleksandra.auchimik@moldocbiotech.com).

**[3]. Salary:** You will get **5000 rs** as a monthly stipend during your training. You will also get some remuneration from the project assigned by the customer based on your contribution. During the time of your training period, we will review your performance and after six months of training, you may be appointed as Technical Sales and Business Development assistant after passing the exam and company interviews. If you independently achieved any technical sales then you will be **provided 3% of the sales revenue share price** for your contributions.

# MOLDOC BIOTECH PRIVATE LIMITED



Registered Office: New Delhi, Incubation office: SINE  
Office, SINE, IRCC, IDC - Rahul Bajaj Technology  
Innovation Centre, YP Rd, IIT Area, Powai, Mumbai,  
Maharashtra 400076, India



Email  
contact@moldocbiotech.com



Phone  
Indian contact (Call and WhatsApp) :  
+91 9910886937, International  
Contacts: +48604489045 (Call or  
WhatsApp)

**[4]. Working Place:** You will work from home and from time to time may visit our Delhi and Mumbai offices. You may also represent the company at conferences and meet clients and traveling and living expenses will be managed by the company.

## **[5]. Job description:**

You will be responsible for:

1. Technical sales
2. Business Development
3. Present company in conferences
4. Organizing training and workshop
5. Writing reports and publications
6. Promotion of company activities.

[6]. You will keep proper records as directed by the company, relating to work performed by you for the company, all such records to be kept in the company's custody and subject to its control and to be the property of the company exclusively, whether made as directed.

[7]. You will treat as trade secret all confidential or specialized data or information acquired by you during your employment and will not use any such trade secret for your own benefits nor disclose them to any other person, Firm, Association or Corporation during the period of your employment thereafter, except as authorized in writing by the company. You will not submit any information with respect to the company's products, operations, inventions, marketing strategies, discoveries or improvements or business methods or internal system and procedures for publication in any manner whatsoever except as authorized by the company.

[8]. That, all correspondences, vouchers, book, records, note samples, circulars and all other documents of any nature whatsoever relating to the Company's business, which shall come into your possession during the tenure of your employment, is the absolute property of the company and you shall deliver the same to the company on demand and without claiming and lien thereon.

[9]. It is expressly agreed and understood that your services are liable to terminated without any notice or pay in lieu thereof if the Management finds that you have been found guilty of furnishing incorrect or false information at the time of employment or at any time in the past you were involved in any criminal case of moral turpitude and of gross misconduct, misbehavior, indiscipline, and misappropriation of funds of the Company.

# MOLDOC BIOTECH PRIVATE LIMITED



Registered Office: New Delhi, Incubation office: SINE  
Office, SINE, IRCC, IDC - Rahul Bajaj Technology  
Innovation Centre, YP Rd, IIT Area, Powai, Mumbai,  
Maharashtra 400076, India



Email  
contact@moldocbiotech.com



Phone  
Indian contact (Call and WhatsApp) :  
+91 9910886937, International  
Contacts: +48604489045 (Call or  
WhatsApp)

[10]. Your absence for a continuous period of 7 days (including absence when leave though applied for but not granted) or overstay for a period of 7 days after expiry of leave shall automatically come to an end without any Notice or intimation to you by the Management. The Management will presume that you have abandoned the employment and you shall be liable to give stipend in lieu of Notice period for abandoning the service in such a manner.

[11]. You will be advised from time to time about your performance especially if and when it falls below the satisfactory level. If the Management finds that you are incapable of performing the assigned work to you, in spite of the best efforts, on your part, the Company will be at liberty to terminate your services with 7 days' notice during the trial period and 30 days' notice after the trial period. If employee wants to terminate the work, then they must give 30 days' notice to the company.

**For Moldoc Biotech Private Limited**

Date:

**(Dr. Ashwani Sharma)**

**MD, Moldoc Biotech**

**Mr. Aryan Singh**

**Date:**



**IDS/HRO/Offer/2024**

**23 May, 2024**

## Letter of Intent

**Ms. Shiprali Dwivedi**  
**Naka Faizabad,**  
**Gandhi Nagar,**  
**UP, 224001**

### ***Congratulations!***

This has reference to the discussion we had with you regarding your employment in our organization based at IDS Infotech Ltd., located at A-90, Sector 2, Noida, UP-201301, India. We are pleased to confirm that we intend to appoint you at the designation of “**Trainee - Physician Assistant**” in grade “**BJ2**” at “**HCS**” group and salary mutually agreed by us during our discussion.

This letter is subject to your joining duty on or before **14 Jun, 2024**.

On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.

Your joining will be subject to the positive reference check.

A formal appointment letter will be issued at the time of your joining.

Thanking you,  
Yours faithfully,  
**For IDS Infotech Ltd.**

**Shivani**  
**Executive – TA (HR)**

### **Medical Scribe Hiring Norms**

- This is permanent work from office job role at Mohali or Noida location. We will assign job location as per the hiring needs at the specific job location.
- You will not earn any compensation for the first month training. You have to start the training of first month from Office.
- Candidates will be hired as Trainees on **Rs. 1.8 LPA (PF and ESI deductions applicable as per compliance)**. It's mandatory for everyone to start training at office from 1st Month onwards.
- There will be other crucial checkpoints throughout the training period of 4 to 5 months. One needs to clear/pass through all the checkpoints and any failure to do so would lead to the exit from the training program.
- After Training, once candidate becomes Doctor approved and starts working with doctor then there will incentives other than Per Month salary. Incentive limit will be as per the performance of an employee. Candidate will get the detailed explanation and understanding of Incentive criteria from the operations team once he/she becomes Doctor approved and start working with doctor.
- After Successful completion of classroom and On-The-Job trainings of 13 months; the Trainee will become eligible to come on the rolls of IDS as full-time employee and also become eligible for revision of salary and incentives as per company's extant policy.
- We can allow maximum up to 2 Leaves during your training. If you have exams pending and need more than 2 leaves then please join when you are free from your exams.
- Trainee will have to sign a **service agreement or contract of 24 months** on the day of joining (TR code) which will be effective from day one of his/her joining. Any trainee or employee cannot leave the organization or resign during these 24 months
- At any point of time in the training process the moment trainee becomes DR (Doctor Ready) and any deviation from the set norms or breach would incur a compensating amount of Rs 1,20,000 or actuals whichever is higher effective from the date of achieving DR(Doctor Ready) status.
- It is mandatory for you to disclose your medical conditions during the hiring process. In case of failure to provide the results at the time of joining and in case any medical condition is found at a later stage, the trainee would be liable for justifiable actions according to the prevailing policy of the company/client.
- After achieving DA status, the trainee might have to start working from home depending upon the management's decision considering pertinent reasons.

Please feel free to reach out to us on **9103933623, 8091270897, 7973445136** or drop a mail on **shivani.t@idsil.com**.



Dear Rimjhim Srivastava,

Congratulations!!!

With reference to your resume and subsequent interview, we are pleased to offer you the "Product Specialist" position in our organization.

We will pay you Rs. 18,000/- per month.

You are requested to join the company on 01- July-2024, (Monday).

Office timings are 9.00 AM to 6.00 PM, with a week off on 2nd and 4th Saturdays and all Sundays.

Extra Allowance : 1 paid holiday in every month.

Please submit a soft copy and carry Xerox copy the following documents.

1. 1 Photograph
2. 1 Copy of Address Proof
3. 1 Copy of Aadhar card
4. 1 Copy of PAN card
5. 1 Copy of Mark sheet (Highest Qualification-M.sc/B.Tech, etc.)

#### OFFICE ADDRESS

Labtron Equipment Limited  
304, 3rd Floor, SBR Surya Pearl Building, Above Burger King, Opposite To Raidurg Metro Station, Hi-Tech City, Hyderabad - 500081

Kindly confirm 'your acceptance of this Offer Letter' and 'Joining the Company' by replying to the mail.

Signature



Date: March 27, 2024

Dear Nikita Yadav,

Congratulations! We're excited to offer you a position as a Tuberculosis Research Trainee at Manentia Advisory, starting on 05/04/24. You'll be joining our team of experts to contribute to impactful research in tuberculosis.

Position: Tuberculosis Research Trainee

Start Date: 05/04/24

Salary: 20k per month

Your role will involve hands-on research, guided by experienced mentors. You'll have access to top-notch facilities and resources, with opportunities for professional growth through seminars and networking events.

Please review the attached offer details, and let us know your availability for a discussion on next steps. We can't wait to welcome you aboard!

*A.A. Chaudhary*



Best regards,

Anuj Chandalia  
Founder & CEO  
Manentia Advisory



**R J Solar**

hr@hindustanegroup.com

J-33, Site C Rd. Surajpur Industrial Area, Block E, UPSIDC Site C,  
Gullistanpur, Greater Noida, Uttar Pradesh 201307

---

## Offer Letter

**Date:** 17/05/2024

Dear **Zarin Khan**,

We are pleased to extend an offer of employment to you for the position of **GET** at **R J Solar**. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

### Position Details

- **Job Title:** GET
  - **Reporting to:** Production Manager
  - **Start Date:** 27/05/2024
  - **Employment Type:** Full-time
  - **Work Schedule:** 9 AM to 5 PM
  - **Job Location:** In-Office

### Compensation and Benefits

- **Annual Salary Package:** ₹4,00,000.00
- The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

### Terms and Conditions

- The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.
- This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and

**R J Solar** until you have signed the necessary employment agreement and any other required documents. During the probationary period of **60** days, your performance will be evaluated to determine your suitability for the role.

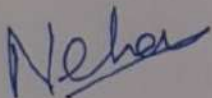
- You will be required to sign Confidentiality/Non-Compete Agreement after accepting this offer letter to protect our company's interests.

## Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

We look forward to your positive response and the opportunity to welcome you to **R J Solar**. If you have any questions or require further information, please feel free to contact Production Manager at [hr@hindustanegroup.com](mailto:hr@hindustanegroup.com).

Sincerely,



Neha Maurya  
R J Solar

I **Zarin khan**, accept, and agree to the proposed terms of employment and request that the Employer prepares a formal contract of employment for execution.

Zarin khan

20th August, 2024

VL/APP/2024-25

**Mr. Shivendra Kumar**

**Sub - Apprentice Trainee**

Dear Mr. Shivendra Kumar ,

We are pleased to engage you as an '**Apprentice Trainee**' at our **Commercial Refrigeration Business** on the following terms & conditions :

Your engagement shall be subject to the qualifications / standards required under the Apprentices Act, 1961. In the event you fail to fit into such qualifications / standards then this Offer shall stand cancelled with immediate effect,

Although you've received the appointment letter from Voltas, please ensure that you follow the rules and regulations, as well as the specified in dates for starting and ending your apprentice training as outlined your contract / offered through the National Apprenticeship Training Scheme (NATS) portal.

Your period of training shall be for a duration of **12 months** starting from 20th August, 2024.

You will be paid a consolidated Stipend of Rs. **18000/- ( Eighteen thousand only )** Per month during this period.

You will not be eligible for any payment of Dearness Allowance, Provident Fund, Bonus or any other benefits applicable to the employees of the company.

During the period of your training with us, you will also follow the Rules & Regulations of the Company applicable from time to time.

You will be responsible for safe keeping and return in good condition & order, whenever demanded by the Company and / or after completion of your training period, of all our property such as : PC's, Laptop, Instruments, Equipment, Tools, Library Books etc. which may be in your custody, care or charge, during the training period.

You will have to sign a contract of apprenticeship as per the Apprenticeship Act - 1961, containing detailed terms and conditions, which will be registered on the online portal: [www.nats.education.gov.in](http://www.nats.education.gov.in)

You are requested to report to Mr./Ms. Mukesh Bhandari at our Pantnagar Office on 20th August, 2024.

Yours faithfully,  
**For Voltas Limited**



Ashu Deep Saddi  
Head HR - Products

**VOLTAS LIMITED**

Human Resources Development Department

Voltas House B 1st Floor T B Kadam Marg Chinchpokli Mumbai 400 033

Tel 91 22 66656666 Fax 91 22 66656351 website [www.voltas.com](http://www.voltas.com)

Registered Office Voltas House A 4th Floor Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033

Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

OFFER LETTER

GTL/23-24/OL/164  
Date: February 17<sup>th</sup>, 2024

Mr. Mulayam Yadav  
Village Bhisaha, Post Reoti, District Ballia,  
Uttar Pradesh - 277209.

Dear Mulayam,

Welcome to Gauri Telecommunications Private Limited.

With reference to your application and subsequent interview conducted by our customer, we are pleased to offer you a position of "**Scope Based Engineer**" to work for our customer TCS at their BSNL Project.

Salary remuneration: Rs. 2,64,000/- (Rupees Two Lakh Sixty-Four Thousand Only) CTC per annum.

You are advised to join on February 19<sup>th</sup>, 2024 at our Customer prescribed location latest by 9:00 A.M. You will be governed by the policies of the organization pertaining to transfer, leaves and holidays. Also note that **your attendance will be marked strictly on the basis of the time sheet approved by our customer.**

It will be your responsibility to discharge your duties as per the requirement and rules and regulations of the company. Besides, it is on the basis of mutual understanding that you will always keep the interest of the Organization in mind and take care not to discuss/disclose any confidential information including the business affairs, inventions, process of the company, its collaborators, subsidiaries, and associates of the Organization to anyone. If ever you decide to resign you are supposed to give one month working notice to the company. Use of any unfair means to secure this position would result in termination of your candidature. Also, if ever you are found guilty of working for another company while being employed with Gauri Telecom, this offer letter will stand null and void and your employment with Gauri Telecom will be dissolved.

Here's wishing you the very best in your assignment with us and as a token of your understanding and acceptance of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within two days.

Best regards,

for Gauri Telecommunications (P) Ltd.

Authorized Signatory


I (Mulayam Yadav) hereby accept the above - mentioned terms and conditions.

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

Corporate Office

**GAURI TELECOMMUNICATIONS PVT. LTD.**

309, Centrum Plaza, 3<sup>rd</sup> Floor, Golf Course Road,  
Sector-53, Gurugram 122002, Haryana (INDIA)

Tel. : +91 124 4256844

E-mail : info@gauritelecom.com

Regd. Office

**GAURI TELECOMMUNICATIONS PVT. LTD.**

PNB-164, The Pinnacle, DLF City Phase-V,  
Sector - 43, Golf Course Road

Gurugram 122009, Haryana (INDIA)

CIN No. : U32204HR2007PTC037369



**OL No: AM7468****Date : 22-December-2023**Dear **Saurabh Verma**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**Training Period : **07-March-2024 to 16-March-2024 - (Unpaid)**On the Job Training Start Date: **17-March-2024**On the Job Training End Date: **16-September-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## OFFER LETTER

To,  
Mr. Abhishek Kumar,  
S/O, Mr. Indresh Kumar  
Dalmau, Rae Bareli,  
Uttar Pradesh - 229207

Dear Abhishek Kumar,

We are pleased to inform you that you have been selected by **Elementz Group** in the Job drive.

We would like to offer you the position **Production – Dixon Padget Electronics Pvt Ltd.** in Noida, Uttar Pradesh.

Your Reporting Office Address will be **Plot no-06, Sector-90, Noida, G.B.Nagar, 201305**

Your date of joining will be **08<sup>th</sup> May 2024**

You will be paid fixed salary of Rs **13000** per month with **PF & ESIC** benefit.

We look forward to welcoming you

Thanking You,

(Name of the Signature Authority)

Company's Stamp



**OL No: AM7469****Date : 22-December-2023**Dear **Mansi Prajapati**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**Training Period : **07-March-2024 to 16-March-2024 - (Unpaid)**On the Job Training Start Date: **17-March-2024**On the Job Training End Date: **16-September-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**OL No: AM2483****Date : 24 April 2024**Dear **Shaifali Chaurasiya**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 16 May 2024**Training Period : **16 May 2024 to 25 May 2024**On the Job Training Start Date: **26 May 2024**On the Job Training End Date: **25 November 2024**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4.5 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **OFFER LETTER**

**Friday, 01st, March 2024**

**Ms. Akansha Yadav**

**Type - 2,4/4, Baba Saheb,**

**Etawah, Uttar Pradesh - 206001**

**M: +91- 7300595963**

**E-mail:201500@kit.ac.in**

Congratulations on choosing Aviotron Aerospace as your workplace. We are pleased to offer you the position of 'K12 – STEM Trainer', provided you accept the following terms and conditions.

### **Position Details:**

Designation: STEM Trainer

Department: Training and Development

Employment Type: Full-Time at an Educational Institution/WFO

Location: TBD

Date of Joining: Monday, 11<sup>th</sup> March 2024

### **Compensation Details:**

Stipend during Training: INR 10000 / Month

Full-Time Employment CTC: INR 3.6 LPA

Post On-Boarding you shall be employed in a training position for 2 month training period and after successful completion of the training period you shall be shifted to the full-time position either placed at a school or for the position of In-house STEM Trainer offered at the CTC mentioned above.

The company shall be entitled to deduct, from the above remuneration (CTC) payable to you, the following contractual, statutory, and compulsory deductions, if and when applicable:

1. Provident Fund
2. Income tax is deducted at source as per government norms.
3. Employment/Professional taxes
4. Due to company including loans and advances
5. Any other applicable statutory deductions

You will be governed by and agree to abide by the General Terms and Conditions of service of the company, as mentioned in Annexure A. You are also requested to join your position no later than Monday, 11<sup>th</sup> March 2024, failing which you may consider the offer to be withdrawn unless you ask for an extension of that date which has to be mutually agreed in writing.

We again take this opportunity to congratulate you and welcome you to our organization and look forward to reaching many more milestones together.

Thanks and Regards, Accept the offer by signing below:

For AVIOTRON AEROSPACE PRIVATE LIMITED  
  
Director

Vaishnav Chintalpudi  
Founder  
Aviotron Aerospace Pvt Ltd

Signature:

## **Annexure A**

All confidential information, training, and teaching material, 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, student lists, records, reports, memoranda which is confidential to the company or which the company is under obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The employee 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 a business relationship and may amount to invasion of privacy or misappropriation or improper disclosure of trade secrets.

**Probation period:** On joining the company, you shall be on a probation period of three months. During this period, your employment may be terminated upon giving 48 hours notice. Furthermore, your services shall stand confirmed at the end of the probation/ training period, unless otherwise communicated to you in writing.

**Lock-in Period:** There will be a lock-in period of one year which will start from the day of probation (The lock-in period will include 3 months of probation). If the employee fails to serve one year, he/she will be penalized by 50% of their one-year CTC. In case an employee fails to follow above terms and conditions, legal action will be taken from the employer and restricts the employee for 3 months from joining another organization.

**Code of Conduct:** Aviotron Aerospace Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our ethical standards practice applicable to our employees relating to their dealings with you in various business transactions.

**Business conduct:** Our basic premise in the conduct of business: employees should do nothing that might discredit or embarrass the Company, its clients, or themselves as an employee of the Company. All Aviotron Aerospace Pvt. Ltd., employees 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.

**Termination/Exit:** In case of voluntary exit from the company after 12 months of joining, the company shall have full rights to withhold the pending salary and shall only clear the same if the company deems it so. To exit the company rightfully, you must serve a notice period of 30 days and should inform the company well in advance.

**No-dispute Condition:** The employee acknowledges that, if and when he/she is asked to move to a school for a full-time tutor position there should not be any hesitation and second thoughts as this is the base premise of providing an employment opportunity to the said candidate. Failure to do so might incur a penalty and withholding of pending compensation/salary.



## **Annexure B**

You are required to submit the following documents, either in original or upload original scanned copies of the same.

1. 10<sup>th</sup> Certificate and Mark sheet.
2. 12<sup>th</sup> Certificate and Mark sheet.
3. Graduation/Post Graduation Mark sheet of all semesters.
4. Graduation/Post Graduation Certificate.
5. Resume
6. Signed Offer letter.
7. PAN Card.
8. Aadhaar Card.
9. Voter ID/Passport/Driving License.
10. Canceled Cheque/Bank Statement/Bank Passbook.
11. Passport Size photograph.
12. All current and previous companies relieving/experience letters.
13. Current/Last company's last three months' payslips.



COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LETTER

Dear : ...Devesh.Kumar.....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ...15/03/2024....

DATED : .....07/03/2024.....



Yours sincerely,

**Acknowledgement By Candidate:**

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....



# Dhoot Wirings Systems Pvt. Ltd.

Ref: DWSPL/OL/2024-02

Date: 24/06/2024

To,  
Dear,  
Shorya Shobit Srivastava

**Sub: - Offer letter for the post of "Trainee Operator" for 01 Year Apprentice.**

Dear Shorya Shobit Srivastava

With the reference to your application and the subsequent personal discussion we had with you on hereby pleased to offer you the employment for the post of APPRENTICE as per terms & conditions discussed and mutually agreed during personal discussion. **Your stipend shall be Rs. 16,200/- Per Month** (30 Days) You are required to work at our **DHOOT WIRINGS SYSTEMS PVT.LTD BIDKIN PLANT 1301** [ if candidate present 26 official working days then he is eligible for 02 days attendance bonus and **Rs.2000/-** incentive] – (Attendance bonus and Incentive included in above stipend)

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the Original documents for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) TC copy
- 2) Recent passport size photograph [2-copies]
- 3) Aadhar card –copy mandatory
- 4) Bank passbook
- 5) Mark sheet – Academics year

Note: bus facility is free of cost; canteen deduction is 21 rs per day.  
You may note that your joining is on or before 01/07/2024.

Contact Person Mr. Abhinav Yadav – [9527787859](tel:9527787859).

For,  
**DHOOT WIRINGS SYSTEMS PVT. LTD.**

**Plant HR**

Receivers Name & Signature

Date:-

**Corporate Office:**

Gut No. 102, Farola III,  
Paithan Road, Aurangabad  
- 431105, Maharashtra, India

: +91 - 02431-662601

E-mail : [cs@dhoottransmission.com](mailto:cs@dhoottransmission.com)

**CIN No.:** U31909MH2022PTC381276

Harnessing Safety.....Building Future.



qualityaustria  
central asia

ISO 9001:2015, ISO 14001:2015

**Regd. Office :**

312, Nanekarwadi, Chakan,

Taluka Khed,

District - Pune- 410 501

: +91-2135 - 660781,

: +91-2135-286499.



COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LETTER

Dear : Aman Kumar

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : 15/03/2024

DATED : 07/03/2024



Yours sincerely,

Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....





COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LATER

Dear : *Gupta*  
...SHIVAM K. Y. SAWAHA...

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ...15/03/24.....

DATED : ...07/03/24.....

#### Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....





COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LETTER

Dear : ....Aditya.Singh.....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ....15/03/2024.....

DATED : .....07/03/2024.....



Yours sincerely,

Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....



OL No: AM7467

Date : 22-December-2023

Dear Aman Kushwaha,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 07-March-2024.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR.

Date of Joining : 07-March-2024

Training Period : 07-March-2024 to 16-March-2024 - (Unpaid)

On the Job Training Start Date: 17-March-2024

On the Job Training End Date: 16-September-2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 07-March-2024.

SIGNATURE: Aman Kushwaha  
(Candidate's Signature)

DATE: 15/08/23

Training Policy

OL No: AM7467

Date : 22-December-2023

Dear Aman Kushwaha,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**

**Training Period : 07-March-2024 to 16-March-2024 - (Unpaid)**

**On the Job Training Start Date: 17-March-2024**

**On the Job Training End Date: 16-September-2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: Aman Kushwaha  
(Candidate's Signature)

DATE: 15/02/23

**Training Policy**



OL No: AM7467

Date : 22-December-2023

Dear Aman Kushwaha,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 07-March-2024.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**

Training Period : 07-March-2024 to 16-March-2024 - (Unpaid)

On the Job Training Start Date: 17-March-2024

On the Job Training End Date: 16-September-2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 07-March-2024.

SIGNATURE: Aman Kushwaha  
(Candidate's Signature)DATE: 15/02/23

Training Policy

**OL No: AM7463****Date : 22-December-2023**Dear **Gopal Gupta**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**Training Period : **07-March-2024 to 16-March-2024 - (Unpaid)**On the Job Training Start Date: **17-March-2024**On the Job Training End Date: **16-September-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



MKU/HR/MISC/17-18/F/02/A

Date: - 26<sup>th</sup> Feb 2024

To,

**Mr. Vaibhav Mishra**

B-33 Yashoda Nagar Kanpur, Kidwai Nagar, PO: Kidwai  
Nagar, Dist: Kanpur Nagar,  
Uttar Pradesh - 208011

**Offer Letter**

Dear Mr. Mishra

With reference to our discussions and meetings, we are pleased to offer you the post of **Graduate Engineer Trainee**. Your location of job is at MKU Limited, Shyam Nagar, Kanpur. The salary will be as discussed during the meeting.

The salary paid by MKU Ltd will be subject to applicable statutory and lawful deductions and will be borne by you. Other terms and conditions shall be applicable as mutually agreed which has been discussed with the undersigned.

You will be on the probation period of three months' subject to further extension if required from the date of joining MKU Ltd. Please note that during your employment with MKU Ltd, you may be relocated to any other location in MKU Ltd. On date of joining, you must sign documents mentioned below-

1. Service Agreement - Terms & conditions of services with MKU Ltd.
2. Non - Disclosure Agreement (NDA)

You shall not solicit the employment or engage yourself directly or indirectly in similar business activities which compete with MKU Ltd. in any manner in India or abroad up to the period of 60 months after the termination of services from MKU Ltd. Your employment will be subject to receiving the experience & relieving letter from your last employer.

Please note that this offer is valid for acceptance till **27<sup>th</sup> Feb 2024**. We require a copy of your resignation letter or relieving letter in your present or previous organization **27<sup>th</sup> Feb 2024**. In case you are not able to provide these documents before the given date then MKU Ltd has the right to withdraw this offer letter. Your joining date should be no later than **01<sup>st</sup> Mar 2024**.

**For- MKU Limited**

  
**Anarat Dwivedi**  
(Manager - HR)

Encl: CTC Document

**MKU Limited**

CIN: U19202UP2001PLC026027

13, Gandhi Gram,

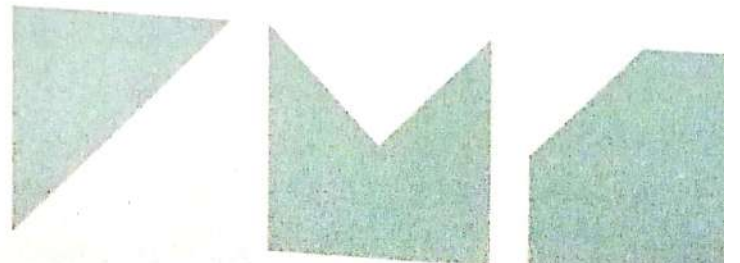
Kanpur - 208 007 (UP) INDIA

T: (+91-512) 7102710

F: (+91-512) 7102727

E: protection@mku.com

www.mku.com





COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LETTER

Dear : Saurabh yadav.....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ...15/03/2024....

DATED : ...07/03/2024....



Yours sincerely,

Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....

**OL No: AM7462****Date : 22-December-2023**Dear **Shaifali Singh**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**Training Period : **07-March-2024 to 16-March-2024 - (Unpaid)**On the Job Training Start Date: **17-March-2024**On the Job Training End Date: **16-September-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**OL No: AM7466****Date : 22-December-2023**Dear **Harsh Agnihotri**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **07-March-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 07-March-2024**Training Period : **07-March-2024 to 16-March-2024 - (Unpaid)**On the Job Training Start Date: **17-March-2024**On the Job Training End Date: **16-September-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **07-March-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

Ram Bahadur Singh  
Gram-Biraha, Nathaupur, Koraon, Allahabad, Uttar Pradesh, 212306, India

19 March 2024

Dear **Ram Bahadur Singh**

On behalf of Premier Energies Photovoltaic Private Limited (“**Company**”), a subsidiary of Premier Energies Limited, I am pleased to extend you an offer to join the Company as **Graduate Engineer Trainee** in our **Manufacturing Unit : Fab City, Maheshwaram Mandal, Ranga Reddy District, Telangana - 501359**. We have been very impressed with you and are excited about having you join the Company. With your qualification and experience, we are confident that you will make a significant contribution to the Company.

This letter formally confirms our offer and a detailed appointment letter along with the benefits you are entitled to will be shared with you at the time of your joining. Your date of joining will be **18 April 2024** and annual CTC offered is **237916.00 (Two Lakh Thirty Seven Thousand Nine Hundred Sixteen Only)**. You will initially be on probation for a period of **24 Months**, which may be extended at the sole discretion of the company.

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented or fabricated, Company shall have the right to terminate your appointment without any notice or compensation.

To accept the Company’s offer, please sign and return a copy of this letter. We ask that you inform us of your response (by signing and returning these documents) no later than **19 March 2024**, failing which this letter and the offer shall expire.

Prior to your employment, **Mounika** will function as your main point of contact at the Company. Please do not hesitate to contact the concerned should you wish to discuss anything further about the offer at [mounika.k@premierenergies.com](mailto:mounika.k@premierenergies.com)

We look forward to your favorable reply and are enthusiastic about you joining the Company’s professional staff.

Sincerely,



Chiranjeev Saluja  
Managing Director  
Premier Energies Photovoltaic Pvt Ltd

**Agreed and Accepted:**

Ram Bahadur Singh

**ANNEXURE  
SALARY DETAILS**

<b>CTC</b>	237916.00		
<b>Gross Benefit Amount</b>	17227.00		
<b>Other Benefits</b>	0.00		
<b>Contribution Amount</b>	2599.00		
<b>Recurring Deduction Amount</b>	1593.00		
<b>Net Take Home Before Tax</b>	15634.00		
<b>GROSS BENEFITS</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
Basic	Fixed	9913.00	118956.00
HRA	Fixed	3965.00	47580.00
Washing Allowance	Fixed	1000.00	12000.00
Statutory Bonus	Fixed	1400.00	16800.00
Special Allowance	Fixed	949.00	11388.00
<b>OTHER BENEFITS</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
<b>CONTRIBUTION</b>			
<b>COMPONENT NAME</b>	<b>MONTHLY CONTRIBUTION</b>	<b>YEARLY CONTRIBUTION</b>	
Employer PF	1594.00	19128.00	
Employer ESI	528.00	6336.00	
Gratuity	477.00	5724.00	
<b>RECURRING</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
Employee PF	Fixed	1471.00	17652.00
Employee ESI	Fixed	122.00	1464.00

\*Net Take home is subject to income tax deduction as per your taxable income slab.

**And request you to carry the below documents on your date of joining.**

1. Academic certificates (Provisional & Marks memo) i.e. 10th,12th, Graduation and Post-graduation if any
2. Offer/ Increment Letter of current organization
3. Appointment letter and salary slips of last six months of current employer
4. Resignation acceptance or relieving letter from last employer
5. ID Proof (PAN Card Mandatory)
6. Aadhaar Card (Mandatory)
7. Address Proof with contact detail of parents/ spouse, children if any

**MFG. UNIT & REGD. OFFICE:**  
PLOT NO. 8/B/1&2, E-CITY (FAB CITY)  
MAHESHWARAM MANDAL, RAVIRYALA VILLAGE  
RANGA REDDY DISTRICT-501359  
TELANGANA, INDIA

**CORPORATE OFFICE:**  
8th FLOOR, ORBIT TOWER 1  
SY.NO. 83/1, HYDERABAD KNOWLEDGE CITY  
TSIIC, RAIDURGAM, HYDERABAD- 500081  
TELANGANA, INDIA

**T** +91 40 27744415/16  
**E** INFO@PREMIERENERIGES.COM  
**W** PREMIERENERIGES.COM

8. 4 passport size photographs
9. Bank passbook / cancelled check

**MFG. UNIT & REGD. OFFICE:**  
PLOT NO. 8/B/1&2, E-CITY (FAB CITY)  
MAHESHWARAM MANDAL, RAVIRYALA VILLAGE  
RANGA REDDY DISTRICT-501359  
TELANGANA, INDIA

**CORPORATE OFFICE:**  
8th FLOOR, ORBIT TOWER 1  
SY.NO. 83/1, HYDERABAD KNOWLEDGE CITY  
TSIIC, RAIDURGAM, HYDERABAD- 500081  
TELANGANA, INDIA

**T** +91 40 27744415/16  
**E** INFO@PREMIERENERIGES.COM  
**W** PREMIERENERGIES.COM

Saurabh Kuamr Singh  
Salaiya, Ayodhya, Allahabad, Uttar Pradesh, 212306, India

16 March 2024

Dear Saurabh Kuamr Singh

On behalf of Premier Energies Photovoltaic Private Limited (“**Company**”), a subsidiary of Premier Energies Limited, I am pleased to extend you an offer to join the Company as **Graduate Engineer Trainee** in our **Manufacturing Unit : Fab City, Maheshwaram Mandal, Ranga Reddy District, Telangana - 501359**. We have been very impressed with you and are excited about having you join the Company. With your qualification and experience, we are confident that you will make a significant contribution to the Company.

This letter formally confirms our offer and a detailed appointment letter along with the benefits you are entitled to will be shared with you at the time of your joining. Your date of joining will be **18 April 2024** and annual CTC offered is **237916.00 (Two Lakh Thirty Seven Thousand Nine Hundred Sixteen Only)**. You will initially be on probation for a period of **24 Months**, which may be extended at the sole discretion of the company.

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented or fabricated, Company shall have the right to terminate your appointment without any notice or compensation.

To accept the Company’s offer, please sign and return a copy of this letter. We ask that you inform us of your response (by signing and returning these documents) no later than **16 March 2024**, failing which this letter and the offer shall expire.

Prior to your employment, **Mounika** will function as your main point of contact at the Company. Please do not hesitate to contact the concerned should you wish to discuss anything further about the offer at [mounika.k@premierenergies.com](mailto:mounika.k@premierenergies.com)

We look forward to your favorable reply and are enthusiastic about you joining the Company’s professional staff.

Sincerely,



Chiranjeev Saluja  
Managing Director  
Premier Energies Photovoltaic Pvt Ltd

**Agreed and Accepted:**

Saurabh Kuamr Singh



**ANNEXURE  
SALARY DETAILS**

<b>CTC</b>	237916.00		
<b>Gross Benefit Amount</b>	17227.00		
<b>Other Benefits</b>	0.00		
<b>Contribution Amount</b>	2599.00		
<b>Recurring Deduction Amount</b>	1593.00		
<b>Net Take Home Before Tax</b>	15634.00		
<b>GROSS BENEFITS</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
Basic	Fixed	9913.00	118956.00
HRA	Fixed	3965.00	47580.00
Washing Allowance	Fixed	1000.00	12000.00
Statutory Bonus	Fixed	1400.00	16800.00
Special Allowance	Fixed	949.00	11388.00
<b>OTHER BENEFITS</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
<b>CONTRIBUTION</b>			
<b>COMPONENT NAME</b>	<b>MONTHLY CONTRIBUTION</b>	<b>YEARLY CONTRIBUTION</b>	
Employer PF	1594.00	19128.00	
Employer ESI	528.00	6336.00	
Gratuity	477.00	5724.00	
<b>RECURRING</b>			
<b>COMPONENT NAME</b>	<b>NATURE OF COMPONENT</b>	<b>MONTHLY RENUMERATION</b>	<b>YEARLY RENUMERATION</b>
Employee PF	Fixed	1471.00	17652.00
Employee ESI	Fixed	122.00	1464.00

\*Net Take home is subject to income tax deduction as per your taxable income slab.

**And request you to carry the below documents on your date of joining.**

1. Academic certificates (Provisional & Marks memo) i.e. 10th,12th, Graduation and Post-graduation if any
2. Offer/ Increment Letter of current organization
3. Appointment letter and salary slips of last six months of current employer
4. Resignation acceptance or relieving letter from last employer
5. ID Proof (PAN Card Mandatory)
6. Aadhaar Card (Mandatory)
7. Address Proof with contact detail of parents/ spouse, children if any

**MFG. UNIT & REGD. OFFICE:**  
PLOT NO. 8/B/1&2, E-CITY (FAB CITY)  
MAHESHWARAM MANDAL, RAVIRYALA VILLAGE  
RANGA REDDY DISTRICT-501359  
TELANGANA, INDIA

**CORPORATE OFFICE:**  
8th FLOOR, ORBIT TOWER 1  
SY.NO. 83/1, HYDERABAD KNOWLEDGE CITY  
TSIIC, RAIDURGAM, HYDERABAD- 500081  
TELANGANA, INDIA

**T** +91 40 27744415/16  
**E** INFO@PREMIERENERIGES.COM  
**W** PREMIERENERIGES.COM

8. 4 passport size photographs
9. Bank passbook / cancelled check

**MFG. UNIT & REGD. OFFICE:**

PLOT NO. 8/B/1&2, E-CITY (FAB CITY)  
MAHESHWARAM MANDAL, RAVIRYALA VILLAGE  
RANGA REDDY DISTRICT-501359  
TELANGANA, INDIA

**CORPORATE OFFICE:**

8th FLOOR, ORBIT TOWER 1  
SY.NO. 83/1, HYDERABAD KNOWLEDGE CITY  
TSIIC, RAIDURGAM, HYDERABAD- 500081  
TELANGANA, INDIA

**T** +91 40 27744415/16

**E** INFO@PREMIERENERIGES.COM

**W** PREMIERENERGIES.COM

## ACCEPTANCE LETTER

Dear Adarsh Pandey,

You are in consideration for the position of 'Trainee Sales Engineer' at our esteemed organisation and you have to join our organisation on 3rd April, 2024. Below are the key terms which you already accepted in our terms and conditions (draft).

1. **Stipend:** During your training period, you will be entitled to a fixed monthly stipend of **Rs 10,000**.
2. **Training Period:** The training will last for six months from the date of joining or the announcement of your final graduation results, whichever is later. Post-training, based on satisfactory performance and approval from your superiors, you may be promoted to the position of 'Executive Engineer - Sales' .
3. **Post-Confirmation Salary:** Upon successful completion of your training and subsequent confirmation, your monthly salary will be **Rs 20,000**.
4. **Joining Letter:** A detailed joining letter outlining further terms and conditions will be provided upon your confirmation.
5. **Incentives for New Customers (For Trainees):**
  - o **Rs 50** for each new customer added on a credit basis (considered in the month the first bill is cleared).
  - o **Rs 100** for each new customer added on a cash basis.
  - o **Rs 200** for each new Industrial/Factory/RWA customer (minimum order of Rs 5,000).
6. **Reporting:** You will be required to report through our GPS enabled online app. Attendance along with your live location during office hours will be strictly monitored through the app, and we request your adherence to this protocol.
7. **Target Expectations:**
  - o **Weekly:** Add at least 3 new customers (Architect, Builder, Company, Industry, Factory, Commercial, Residential). A customer is considered added

upon full payment receipt.

- o **Order Value:** Achieve a minimum order value of **Rs 20,000** per week.  
Orders are considered only upon full payment receipt.

Please note that while there are no deductions for unmet targets, consistently achieving targets is crucial for long-term success and job security.

**8. Work Timings:** We do not have strict work hours, but we encourage the following best practices:

- A minimum of **9 hours daily**, including a **½ hour lunch break**.
- Travel time is not considered part of working hours.

**9. Weekly Off:** Your weekly off will be on **Friday**.

**10. Permanent Holidays:**

- **26th January** - Republic Day
- **Holi** - 1 Day
- **15th August** - Independence Day
- **Diwali** - 1 Day

**11. Leaves:**

- a. Casual Leaves: You are entitled to 1 casual leave per month, which totals 12 per year. These leaves will be credited after the completion of each month or 24 working days, whichever is more.
- b. Complimentary Off: If the company requires your services on your weekly off (Friday), the day will be credited to your leave balance and can be availed on any working day.
- c. Leave Limitation: You may not take more than 7 consecutive days off, including holidays and weekly offs. Exceeding this limit may result in termination of employment without notice or compensation.
- d. Leave Notification: Except for sick leave, all leaves must be applied (in app) for at least 2 days in advance. Failure to do so will incur a fine of Rs 200 per day.
- e. Sick Leave: In the event of illness, you must inform your superior by 9:00 AM on the day of absence, and a certified doctor's report must be submitted upon your return.
- f. Leave Without Pay (LWP): Leaves taken without available leave credit will be unpaid. If more than 2 LWPs occur in a month, no casual leaves will be credited for that month.

**12. Notice Period:**

- If you wish to resign, you must provide at least 30 days' notice, or your salary for the equivalent remaining days will be deducted.
- Conversely, if the company chooses to terminate your services, you will be given 15 days' notice or salary in lieu thereof.

Note: Please confirm your joining date as soon as possible.

Date of joining:

Name:

Signature:





COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LETTER

Dear : ...Rishabh Mishra.....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ...15/03/2024....

DATED : .....07/03/2024.....



Yours sincerely,

**Acknowledgement By Candidate:**

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....

**OL No: AM7465****Date : 22-December-2023**Dear **Anjali Verma**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **15-February-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 15-February-2024**Training Period : **15-February-2024 to 24-February-2024 - (Unpaid)**On the Job Training Start Date: **25-February-2024**On the Job Training End Date: **24-August-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **15-February-2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

DATE: \_\_\_\_\_

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



COMPANY ADDRESS - hitachi india pvt ltd kadi ahmedabad  
9503637618, 9696220348

## HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY

### APPOINTMENT LATER

Dear : ..... Akash Gupta .....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in HITACHI INDIA PVT LTD PAYROLL OF THIRD PARTY on a monthly gross salary of Rs 17000 CTC AND 15000 Net on Hand for 8 hours 26 Days duty.

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents.

Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : ...15/03/2024.....

DATED : ..... 07/03/2024 .....



Yours sincerely,

Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....



MKU/HR/MISC/17-18/F/02/A  
Date: - 17th Feb 2024

To,  
**Mr. Vikrant Singh**  
392/245, Bhabha Nagar,  
Sanigawan Road, Kanpur, UP - 208021

**Offer Letter**

Dear Mr. Singh,

With reference to our discussions and meetings, we are pleased to offer you the post of **Graduate Engineer Trainee**. Your location of job is at MKU Limited, Shyam Nagar, Kanpur.

The salary paid by MKU Ltd will be subject to applicable statutory and lawful deductions and will be borne by you. Other terms and conditions shall be applicable as mutually agreed which has been discussed with the undersigned.

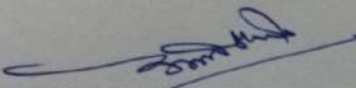
You will be on the probation period of three months' subject to further extension if required from the date of joining MKU Ltd. Please note that during your employment with MKU Ltd, you may be relocated to any other location in MKU Ltd. On date of joining, you must sign documents mentioned below-

1. Service Agreement - Terms & conditions of services with MKU Ltd.
2. Non - Disclosure Agreement (NDA)

You shall not solicit the employment or engage yourself directly or indirectly in similar business activities which compete with MKU Ltd. in any manner in India or abroad up to the period of 60 months after the termination of services from MKU Ltd. Your employment will be subject to receiving the experience & relieving letter from your last employer.

Please note that this offer is valid for acceptance till **19<sup>th</sup> Feb 2024**. We require a copy of your resignation letter in your present or previous organization by **20<sup>th</sup> Feb 2024**. In case you are not able to provide these documents before the given date then MKU Ltd. has the right to withdraw this offer letter. Your joining date should be no later than **01<sup>st</sup> Mar 2024**.

**For- MKU Limited**



**Anarat Dwivedi**  
(Manager- HR)

Encl: CTC Document

**MKU Limited**

CIN: U19202UP2001PLC026027  
13, Gandhi Gram,  
Kanpur - 208 007 (UP) INDIA

T: (+91-512) 7102710  
F: (+91-512) 7102727  
E: protection@mku.com







## OFFER LETTER

Dear : Rohit Saxena

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in **YAZAKI INDIA PVT LIMITED** on a monthly gross salary of Rs 16200 CTC And 13800 On Hand For 08 hours duty.  
( **1 time food and transportation and medical given by company** )

We welcome you to our organization & look forward to a long and happy association.  
At time of joining you have to submit the photocopies of the following

### DOCUMENTS

**Adhar card + Pan card + Bank passbook + Educational certificates + 4 photographs**

DATE OF JOINING.....15/03/224..... DATED.....26/02/2024.....

### Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility.  
And from my personal interest I accept this Job-offer given to me.

Signature of Candidate:.....

### REPORTING ADDRESS

Yazaki India Pvt Ltd sanand  
Ahmedabad

### CONTACT NUMBER

9503637618



Yours sincerely,



# Dhoot Wirings Systems Pvt. Ltd.

Ref: DWSPL/OL/2024-03

Date: 24/06/2024

To,  
Dear,  
Meenakshi Prajapati

**Sub: - Offer letter for the post of "Trainee Operator" for 01 Year Apprentice.**

**Dear Meenakshi Prajapati**

With the reference to your application and the subsequent personal discussion we had with you on hereby pleased to offer you the employment for the post of APPRENTICE as per terms & conditions discussed and mutually agreed during personal discussion. **Your stipend shall be Rs. 16,200/- Per Month (30 Days)** You are required to work at our **DHOOT WIRINGS SYSTEMS PVT.LTD BIDKIN PLANT 1301** [ if candidate present 26 official working days then he is eligible for 02 days attendance bonus and **Rs.2000/-** incentive] – (Attendance bonus and Incentive included in above stipend)

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the Original documents for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) TC copy
- 2) Recent passport size photograph [2-copies]
- 3) Aadhar card –copy mandatory
- 4) Bank passbook
- 5) Mark sheet – Academics year

Note: bus facility is free of cost; canteen deduction is 21 rs per day.

You may note that your joining is on or before 01/07/2024.

Contact Person Mr. Abhinav Yadav – [9527787859](tel:9527787859).

For,  
**DHOOT WIRINGS SYSTEMS PVT. LTD.**

**Plant HR**

**Receivers Name & Signature**

**Date:-**

**Corporate Office:**

Gut No. 102, Farola III,

Paithan Road, Aurangabad

- 431105, Maharashtra, India

: +91 - 02431-662601

E-mail : [cs@dhoottransmission.com](mailto:cs@dhoottransmission.com)

**CIN No.:** U31909MH2022PTC381276

**Harnessing Safety..... Building Future.**



**qualityaustria**  
central asia

ISO 9001:2015, ISO 14001:2015

**Regd. Office :**

312, Nanekarwadi, Chakan,

Taluka Khed,

District - Pune- 410 501

: +91-2135 - 660781,

: +91-2135-286499.

**Prof. Neelam Srivasatva**  
**Dean- Training & Placement**  
Electronics & Comm. Engineering  
Institute of Engg. & Tech. (IET) Lucknow



**Dr. A.P.J. Abdul Kalam Technical University**  
Lucknow, Uttar Pradesh  
Sector-11, Jankipuram Extension, Lucknow  
E-mail: [dean.tp@aktu.ac.in](mailto:dean.tp@aktu.ac.in)

**Ref:AKTU/CTPC/2024/ 1151**

**04 October, 2024**

To,

The Directors/Principals  
Colleges affiliated/associated to Dr. APJ Abdul Kalam Technical University  
Lucknow, Uttar Pradesh

Subject: Result declaration of ORC Engineering Pvt. Ltd. hiring opportunity for B.Tech( ECE/EEE/EE/ME/CE)  
**students from 2024/2025 Passed out/Passing out batch**

Dear Sir/Ma'am,

Please refer to the circular No AKTU/CTPC/2024/959 (Annexure-I) dated 08 July, 2024 and in continuation, this is to inform you that 95 student has selected in ORC Engineering Pvt. Ltd. on Field Site Engineer position from batch 2024/2025. The list includes the name of student, course and college.

Please refer below the result:

S.N	COLLEGE NAME	NAME	ROLL NO.	BRANCH	BATCH
1	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Abhikrit Patel	2101100200002	EE	2025
2	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ankit Yadav	2101100200018	EE	2025
3	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Rahul Kumar	2101100200043	EE	2025
4	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Harsh Gupta	2101100200033	EE	2025
5	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Yuvraj Singh	2101100200065	EE	2025
6	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Saritanjay Rajput	2101100200048	EE	2025
7	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Suyash Ratna Panday	2101100200054	EE	2025
8	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Vishal Tiwari	2101100200063	EE	2025
9	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Prabhat Yadav	2101100200039	EE	2025
10	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ayush Kumar	2101100200024	EE	2025
11	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ayush Kumar	2101100200023	EE	2025
12	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ayush Kumar Sharma	2101100200026	EE	2025
13	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ashutosh Yadav	2001100300018	EE	2024
14	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Harsh Mishra	2001100300025	EE	2024
15	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Adarsh Singh Patel	2101100309001	EE	2024
16	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Vishnu Kumar	2001100300065	EE	2024


17	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Mahipal Kumar	2001100300028	EE	2024
18	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Rishabh Pandey	2101100300046	EE.	2025
19	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Mohammad Haarish	2101100220021	ICE	2025
20	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ishu Sachan	2101100220014	ICE	2025
21	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Anzar Islam	2101100220009	ICE	2025
22	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Aman Jaiswal	2101100400009	ME	2025
23	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ram Sharan Prajapati	2201100409004	ME	2025
24	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Dheerendra Singh	2101100400023	ME	2025
25	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Rahul Sharma	2101100450023	ME	2025
26	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Vivek Maurya	2101100400062	ME	2025
27	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Atyoday Kumar Singh	2101100400018	ME	2025
28	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Akshit Yadav	2101100450004	ME	2025
29	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Vaibhav Gupta	2201100409007	ME	2025
30	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ayushman Singh	2101100450008	ME	2025
31	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Rajan Yadav	2101100400043	ME	2025
32	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Kuldeep Kumar	2101100400029	ME	2025
33	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Vishal Gupta	2101100000060	CIVIL	2025
34	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ankit Kumar Pandey	2201100009002	CIVIL	2025
35	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Arslan Jamal	2101100300018	EE	2025
36	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Amit Verma	2101100300008	EE	2025
37	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ankit Yadav	2101100300014	EE	2025
38	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Geetansh Gupta	2101100300026	EE	2025
39	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Talib Faridi	2201100309006	EE	2025
40	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Kishan Yadav	2101100300033	EE	2025
41	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Jinendra Kumar Sahu	2101100400028	ME	2025
42	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Ayush Singh	2101100400021	ME	2025
43	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Aditya Sharma	2101100400005	ME	2025
44	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Deepak Yadav	2101100300023	ELECTR ONICS	2026
45	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Anurag Tiwari	2201100209001	EE	2025
46	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Sri Ram Prajapati	2201100209010	EE	2025

47	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Avanish Verma	2201100209002	EE	2025
48	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Saurabh Dwivedi	2101100300054	ELECTR ONICS	2025
49	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Dhruv Singh	2101100200032	EE	2025
50	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Aman Krishna	2101100200014	EE	2025
51	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Akshansh	2101100200011	EE	2025
52	(110) INSTITUTE OF ENGG. & RURAL TECH, ALLAHABAD	Sachin Kumar Prajapati	2101100000043	CIVIL	2025
53	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Ashwar Srivastava	2100100210002	EEE	2025
54	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Gautam Kumar Verma	2100100210003	EEE	2025
55	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Abhishek Agrahari	2100100310001	ECE	2025
56	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Himanshu Rajpoot	2100100310017	ECE	2025
57	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Rakesh Kumar Prajapati	2200100209014	EE	2025
58	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Roshan Kumar	2200100209017	EE	2025
59	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Saad Ahmad	2200100209018	EE	2025
60	(010) UNITED COLLEGE OF ENGG & RESEARCH, ALLAHABAD	Sachin Kumar Agrahari	2200100209019	EE	2025
61	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Divyanshu Pandey	2100040200012	EE	2025
62	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Prince Sikarwar	2100040310028	ECE	2025
63	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Rishav Srivastava	2100040310030	ECE	2025
64	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Gagan Srivastava	2100040400009	ME	2025
65	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Hemandra Kulshrestha	2100040400011	ME	2025
66	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Pravendra Yadav	2100040400019	ME	2025
67	(004) RAJA BALWANT SINGH ENGG TECH. CAMPUS,AGRA	Shiva Kumar	2100040400027	ME	2025
68	(054) BABU BANARASI DAS INST. OF TECH AND MGMT,LUCKNOW	Faizan Ahmad Malik	2000540400009	ME	2024
69	(082) MORADABAD INST OF TECH. MORADABAD	Vivek Saini	2100820200008	EE	2025
70	(097) GALGOTIA'S COLLEGE OF ENGG. & TECH. GAUTAM BUDDH NAGAR	Vishal Singh	2100970310179	ECE	2025
71	(097) GALGOTIA'S COLLEGE OF ENGG. & TECH. GAUTAM BUDDH NAGAR	Ayush Kumar	2100970400008	ME	2025
72	(165) KANPUR INST OF TECH. KANPUR	Amaan Hassan	2101650219001	EEE	2024
73	(192) G.L. BAJAJ INST OF TECH. & MGMT, GAUTAM BUDDH NAGAR	Amit Singh Chauhan	2001920310035	ECE	2024
74	(311) DEEWAN V.S. INST OF ENGG & TECH. MEERUT	Abhishek Nath Tiwari	2103110209003	EE	2024
75	(428) KASHI INST OF TECH, VARANASI	Adarsh Tiwari	2004280310001	ECE	2024

76	(467) MADHU VACHASPATI INST OF ENGG & TECH. KAUSHAMBI	Shivanjay Gupta	2104670209042	EE	2024
77	(467) MADHU VACHASPATI INST OF ENGG & TECH. KAUSHAMBI	Abhishek Gupta	2104670209002	EE	2024
78	(467) MADHU VACHASPATI INST OF ENGG & TECH. KAUSHAMBI	Pavan Kumar Gupta	2104670209032	EE	2024
79	(485) S.R.INST OF MGMT & TECH, LUCKNOW	Anubhav Shukla	2004850210016	EEE	2024
80	(492) KCC INST OF TECH. & MGMT, GAUTAM BUDDH NAGAR	Saurabh Kumar	2004920400001	ME	2024
81	(492) KCC INST OF TECH. & MGMT, GAUTAM BUDDH NAGAR	Vivek Kumar Yadav	2004920400002	ME	2024
82	(505) ALLENHOUSE INST OF TECH, KANPUR	Manahir Siddiqui	2005050400007	ME	2024
83	(505) ALLENHOUSE INST OF TECH, KANPUR	Mohd Arshad	2105050400013	ME	2025
84	(505) ALLENHOUSE INST OF TECH, KANPUR	Umam Hussain	2105050400021	ME	2025
85	(735) RAJKIYA ENGG COLLEGE , BIJNOR	Ajay Tiwari	2007350200010	EE	2024
86	(735) RAJKIYA ENGG COLLEGE , BIJNOR	Ankit Pal	2007350200017	EE	2024
87	(735) RAJKIYA ENGG COLLEGE , BIJNOR	Arun Maurya	2007350200019	EE	2024
88	(735) RAJKIYA ENGG COLLEGE , BIJNOR	Sumit Sahu	2007350200057	EE	2024
89	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Arinut Verma	2008410200012	EE	2024
90	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Angad Kumar	2108410200006	EE	2025
91	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Ashish Yadav	2108410200014	EE	2025
92	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Kalendra Kumar Singh	2108410200027	EE	2025
93	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Mohd Avesh	2108410200031	EE	2025
94	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Shiv Prasad	2108410200045	EE	2025
95	(841) RAJKIYA ENGG COLLEGE SONEBHADRA	Subir Kumar	2108410200047	EE	2025

If you have any concern, you are requested to feel free to write at [tnp.aktu@aktu.ac.in](mailto:tnp.aktu@aktu.ac.in)

Best Wishes,



**(Neelam Srivastava)**

Copy to:

- (1) Registrar, AKTU, Lucknow
- (2) Finance Officer, AKTU, Lucknow
- (3) Staff Officer to Hon' Vice Chancellor for kind information



**(Neelam Srivastava)**



**Prof. Neelam Srivastava**  
**Dean- Training & Placement**  
Electronics & Comm. Engg.  
Institute of Engg. & Tech. (IET), Lucknow



Dr. A.P.J. Abdul Kalam Technical University  
Lucknow, Uttar Pradesh  
Sector-11, Jankipuram Extension, Lucknow  
E-mail: [dean.tp@aktu.ac.in](mailto:dean.tp@aktu.ac.in)

**Ref: AKTU/CTPC/2024/959**

**08 July, 2024**

To,  
The Directors/Principals  
Govt. Engineering Colleges affiliated/associated to Dr. APJ Abdul Kalam Technical University  
Lucknow, Uttar Pradesh

**Subject: Regarding Company “ORC Engineering Pvt. Ltd.” hiring opportunity for B.Tech(ECE/EEE/EE/ME/CE) students from 2024/2025 passing out batch**

Dear Sir/Ma'am,

This is to inform you that ORC Engineering Pvt. Ltd. is hiring for B.Tech (ECE/EEE/EE/ME/CE) students from 2024/ 2025 passing out batch, the company “ORC Engineering Pvt. Ltd.” wish to invite the students of AKTU-affiliated colleges for this drive. Please find the invitation and link for the participation of students as per the details attached herewith in (Annexure- A). You are requested to kindly go through the details and encourage the students to register by **14 July 2024** through the given –below registration link:-

Registration Link:- [erp@aktu.ac.in](mailto:erp@aktu.ac.in)

If you have any concerns, you are requested to feel free to write at [tnp.aktu@aktu.ac.in](mailto:tnp.aktu@aktu.ac.in)

  
(Neelam Srivastava)

Copy to:

- (1) Registrar, AKTU, Lucknow
- (2) Finance Officer, AKTU, Lucknow
- (3) Staff Officer to Hon' Vice Chancellor for kind information

(Neelam Srivastava)

<b>Campus Placements 2024</b>	
<b>Job Notification Form</b>	
<b>COMPANY OVERVIEW</b>	
Name of the Company	ORC Engineering Pvt.Ltd.
Website/Other source of Information	www.orcengineering.com
CompanyType	Service-based
Brief write-up on the Company(50to75words)	We are as ervised-based providing client specific solution in tele communication, electronics, electrical and renewable energy field.
<b>JOB PROFILE</b>	
Job Designation	Field Site Engineer
Job Description	Will be mentioned in the JD, attached with this file
Place of Posting	PAN India
Key Responsibilities:	To work on-field as site engineer on the assigned project.
Type of Placement	On-Campus, offline
<b>SALARYDETAILS</b>	
Cost to Company (CTC)	2.4-4.2lpa
Training Period	10 days of theoretical training+10 days of practical training
Salary/stipend paid during training	no Salary during training
Bond or Service Contract(If Yes, give details)	Yes, the selected candidate needs to deposit 16,000/- as security deposit at the time of joining, which would be refunded after 1 year of service.
<b>SELECTION PROCESS</b>	
Shortlist from Resumes	No, but we shortlist from the department, stream is mandatory
Written Test(Technical/Aptitude)	N/A

Group Discussion	N/A
Personal Interview	Technical and HR interview
Minimum Number of Offers You intend to make	100+
Eligible Department and Program	B.Tech(ECE,EEE,EE,ME,CE) 2024 and 2025 batch
Specific Eligibility requirement (Please mention)	N/A
Registration Process	erp@aktu.ac.in
Date & Time of the Drive	4th week of July 2024
Venue	On-Campus
Expected Joining (dd/mm/yyyy)	As soon as the selection is sent, the joining date will be mentioned.

CN072455602

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

1. Name and Registered Address of Establishment : Munjal Kiri Industries Pvt Ltd (E09230600115)

with Telephone no. & E-mail address

: Phase 2, Plot # 192, Sector 4, Imt Manesar,  
GurugramGurugram, Haryana

: 0124-94167513

: nbhatia@munjalkiri.co.in



2. (a) Name of Apprentice (Block Letters) : SANGAM MISHRA (A032468562)

(b) Father's/Mother's /Spouse's Name : Ashok Kumar Mishra

3. Address of apprentice : Home No - 2 Satti Chauraha,  
: Circuit House Cantt,  
: Kanpur Nagar, Uttar Pradesh

4. Gender : Male

5. Date of Birth : 20-07-2001

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : Yes

(b) Name of the Category : General

7. Educational Qualification (Highest) : Graduate - B.tech

8. (a) Category of Apprenticeship : Optional

(b) Name of the trade for which Apprentice is training : Automotive Assembly Operator

9. Apprenticeship Training duration (Total) : 360 Days  
(a) Duration of Basic Training : 4 Weeks  
(b) Period of On-the-Job Training : From 23-01-2024 to 17-01-2025

10. Apprenticeship Training Location : Munjal Kiri Industries Pvt Ltd -  
(a) Name and address of facility where Basic Training is  
to be provided Manesar : N/A

(b) Name and address of the facility where On-the-Job  
Training is to be provided : Munjal Kiri Industries Pvt Ltd  
Munjal Kiri Industries Pvt Ltd - Manesar  
Gurugram  
Haryana

11. (a) Date of execution of contract : 22-07-2024

(b) Age of Apprentice on the date of execution of contract : 22 years, 10 months and 2 days

12. Is the establishment opting for benefits under NAPS\*? : Yes

\*If yes, Annexure 2 to this contract will also be applicable.

**\*For DBT cases- Partial stipend support by the Government of India under NAPS will be limited to 25% of the stipend paid, upto a maximum of Rs. 1500 per month per apprentice during the apprenticeship training period.**

**For Non-DBT cases- Full stipend will be paid by the employer**

13. Monthly stipend amount

Year of training	Total stipend amount (in Rs.)	Break up of total stipend amount (in Rs.)	
		Employer's share out of col. 2	Government of India's share out of col. 2 (25% of stipend paid upto a maximum of Rs. 1500 per month per apprentice)
(a) During 1st year of training	18500	17000	1500
(b) During 2nd year of training	N/A	N/A	0
(c) During 3rd and 4th year of training	N/A	N/A	0

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

15. (a) Whether Apprentice was identified through approved Third Party Aggregator : Yes

(b) Name of TPA (if applicable) : Teamlease Skills University

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

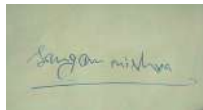
19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

For Manager, Kira Infotech Pvt. Ltd.

Managing Director





Signature of the  
Employer with seal

Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN072455602  
(To be given by the Office of the Apprenticeship Adviser)  
(Mandatory only for Registered Trades)

Signature of Registering Authority  
(Apprenticeship Advisor)  
(Registration required for Designation trade only)



## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

## Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.



Sanjeet Kumar



## Sanjeet Kumar

kumaryasanjeet@gmail.com

User Since: 3/18/24, 2:44 PM

Uttar Pradesh / Kushinagar

[About](#)

[Contact](#)

[Education](#)

[Preference](#)

[QR-Code](#)

### About Me [Edit](#)

Registration Number	A032468562	Name	Sanjeet Kumar
Date of Birth	20-08-1998	Gender	Male
Email	kumaryasanjeet@gmail.com	Phone Number	9305845590
Alternate Phone Number		Category	Schedule Caste
Disability/ Divyang	No	Father/Mother/Spouse Name	Nathuni Prasad
Father's Name	Nathuni Prasad	Mother's Name	chanda devi
Relationship	Father	Guardian Name	--
Guardian Relationship	--	Candidate Signature	
Pan Card	IWJPK0265G	Document Proof	
State of Domicile	--	Supporting Document	--
Disability Percentage	--	Disability Proof	--
Disability Category and Sub Category			

### Contact Details

Address Line 1	null, null, null, null, Uttar Pradesh, Kushi Nagar, 274203	Address Line 2	--
City	null,	Pin code	274203
State	Uttar Pradesh	District	Kushinagar

Profile Completion

100%

### Candidate Overview



Gender  
Male



Mobile Number  
9305845590



Email  
kumaryasanjeet@gmail.com

## Education [Add Education](#)

**Note:** Candidate are advised to update their profile with all Educational Qualification attained

Qualification Type	Qualification	Scheme	Eligibility Criteria(Min. Qualification)	Category/Sector	Job Role	Specialization	Institute Name	Progr Date
Educational	Graduate	--	--	B.tech	--	Mechanical Engineering	<a href="#">Kanpur Institute of Technology.</a>	13-03- 21-02
Educational	10th	--	--	--	--	--	<a href="#">UP Board</a>	07-06- 31-03
Educational	12th	--	--	Science	--	--	<a href="#">UP Board</a>	07-06- 31-03

## Preference [Edit](#)

Keywords

## QR-Code



## Acts and Guidelines

[NAPS 2.0 Guidelines issued dated : 25-08-2023](#)

[Apprentices Act 1961](#)

[Apprenticeship Rule 1992](#)

[Apprenticeship Rules \(Amendment\)-2019](#)

[NAPS GuideLines](#)

[Guidelines for framing Courses](#)

[Guidelines for BTP](#)

[Guidelines for TPA](#)

[Variant for BTP eligibility.](#)

[SoP for Basic Training Partner registration under Designated Trade](#)

## **Authorities and Framework**

[Authorities under Apprenticeship](#)

[Role of Agencies](#)

[Corrigendum of CAC Gazette Notification](#)

[CAC Gazette Notification](#)

[SSC's CEO as JAA](#)

[SSC CEO & APPS SPOC](#)

[RDSDE SPOCs](#)

[Appointment of Deputy Apprenticeship Adviser for engagement of Apprentices in Central Ministries/Departments](#)

## **Notices and Advisories**

[National Apprenticeship Promotion Scheme \(NAPS\) Claim Payout Process - Designated Trade](#)

[SOP for Claims Verification Process by SSCs](#)

[Clarification on Reimbursement under NAPS](#)

[OM for category of Apprentices](#)

[Modalities for Apprentices as placed](#)

[SOP for NAPS Claims and Reimbursement](#)

[CSR funds utilization under Apprenticeship Act](#)

[NAPS Continuation OM dated 06-04-2020](#)

[SoP for Apprenticeship during COVID-19](#)

[DO on sending notifications to industries under Apprenticeship Act](#)

[Apprenticeship Promotion across Central Ministries and Departments.](#)

[Office Order on PM National Apprenticeship Mela \(PMNAM\)](#)

[Mapping of Establishment's account with MSDE's new Account No.](#)

[Request for Proposal \(RFP\) under Pradhan Mantri Kaushal Vikas Yojana 4.0 \(2023-24\).](#)

## **Approved Courses**

[Apprenticeship Courses](#)

[Apprenticeship Curriculum Template](#)

[Apprenticeship Curriculum Template-guidelines](#)

[Sample - Apprenticeship curriculum](#)

[Degree Apprenticeship Curriculum template](#)

[Degree Apprenticeship Curriculum Guidelines](#)

[Standard Operating Procedure \(SoP\) for seeking approval for Optional Trade Courses having duration Exceeding One Year](#)

## **Apprenticeship Examination**

[Guidelines for Assessment under Optional Trades](#)

[Guidelines on Optional Trades Assessment Fee](#)

[Schedule of AITT 114](#)

[Revised Schedule of AITT 114](#)

[Schedule of AITT 115](#)

[Schedule of AITT 116](#)

[Schedule of AITT 117](#)



---

[User Terms](#) | [Privacy Policy](#) | [Disclaimer](#)





**IBCC INDUSTRIES LTD**

## APPOINTMENT LETTER

Dear : ..abhay.prapap.singh..

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in **IBCC INDUSTRIES LTD** on a monthly gross salary of Rs 18000 / CTC and 15000 Net on Hand for 8 hours 26 Days duty.

( 1 time food And transportation and medical given by company )

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents .A  
dhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : .....15/03/2024.....

DATED : .....07/03/2024.....



Yours sincerely,

**Acknowledgement By Candidate:**

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....

OFFER LETTER

Dear ANIKET GUPTA,

This has reference to the interview/discussion you had, we are delighted to offer you the position of GET our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : GET  
**Joining Date** : 01/04/2024  
**Salary** : Rs. 256056 /-per annum (Cost to Company)  
**Probation period** : 1 Year  
**Notice Period** : 1 to 7 Days (During Probation Period, both Sides)  
**Notice Period** : 60 Days (After Probation)


We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)

**ANNEXURE - I**

Name	ANIKET GUPTA	
Designation	GET	
<b>Description</b>	<b>P.M.</b>	<b>P.A.</b>
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
Bonus *	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>
<b>Note *</b> Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.		
<b>Note ** (Gratuity)</b> If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.		
<b>Note ***</b> 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.		
<b>Mobile Allowance Reimbursable</b>	As per company norms	





**OFFER LETTER**

Dear **HARSH KUMAR**,

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : GET  
**Joining Date** : 01/04/2024  
**Salary** : Rs. 256056 /-per annum (Cost to Company)  
**Probation period** : 1 Year  
**Notice Period** : 1 to 7 Days (During Probation Period, both Sides)  
**Notice Period** : 60 Days (After Probation)

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)

**ANNEXURE - I**

Name	HARSH KUMAR
Designation	GET

Description	P.M.	P.A.
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
Bonus *	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>

**Note \*** Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.

**Note \*\* (Gratuity)** If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.

**Note \*\*\*** 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.

Mobile Allowance Reimbursable -

As per company norms



*Handwritten signature in blue ink.*

OFFER LETTER

Dear **RAHUL KUMAR**,

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : **GET**  
**Joining Date** : **01/04/2024**  
**Salary** : **Rs. 256056 /-per annum (Cost to Company)**  
**Probation period** : **1 Year**  
**Notice Period** : **1 to 7 Days (During Probation Period, both Sides)**  
**Notice Period** : **60 Days (After Probation)**

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)



**ANNEXURE - I**

Name RAHUL KUMAR

Designation GET

Description	P.M.	P.A.
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
Bonus *	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>

**Note \*** Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.

**Note \*\* (Gratuity)** If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.

**Note \*\*\*** 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.

Mobile Allowance Reimbursable As per company norms



**OFFER LETTER**

Dear **ROHIT KUMAR**,

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : GET  
**Joining Date** : 01/04/2024  
**Salary** : Rs. 256056 /-per annum (Cost to Company)  
**Probation period** : 1 Year  
**Notice Period** : 1 to 7 Days (During Probation Period, both Sides)  
**Notice Period** : 60 Days (After Probation)

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)

**ANNEXURE - I**

Name	ROHIT KUMAR	
Designation	GET	
<b>Description</b>	<b>P.M.</b>	<b>P.A.</b>
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
P	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>
<b>Note *</b> Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.		
<b>Note ** (Gratuity)</b> If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.		
<b>Note ***</b> 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.		
Mobile Allowance Reimbursable -	As per company norms	





**OL No: AM24895****Date : 24 April 2024**Dear **MOHAMMAD UBAID ALI**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 16 May 2024**Training Period : **16 May 2024 to 25 May 2024**On the Job Training Start Date: **26 May 2024**On the Job Training End Date: **25 November 2024**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4.5 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2024**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ANNEXURE**

<b>Sl. No</b>	<b>Particulars</b>
<b>1.</b>	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
<b>2.</b>	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
<b>3.</b>	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
<b>4.</b>	PAN Card, Voter ID or Driving Licence Scanned Copy.
<b>5.</b>	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
<b>6.</b>	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



**OFFER LETTER**Dear **Mr. Krish Yadav**

Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **15-Aug-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **BAREILLY**  
Location : **KANPUR**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BAREILLY**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : **Krish Yadav**  
DIVISION : **CSD**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
DOJ : **15-Aug-2024**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		<b>15100</b>
House Rent Allowance		<b>7063</b>
Advance Statuary Bonus		<b>4481</b>
	<b>Sub Total A</b>	<b>26644</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
Monthly Performance Linked Reimbursement*		<b>4090</b>
	<b>Sub Total B1</b>	<b>4090</b>
Gratuity****		<b>726</b>
	<b>Sub Total C</b>	<b>726</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>31460</b>
	<b>Total Salary Package Per Annum</b>	<b>377520</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>30584</b>	<b>367008</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**OFFER LETTER**

Dear **Mr. Sudhanshu Gautam**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **12-Mar-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **COR**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **A I CENTRE**  
Location : **DELHI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **A I CENTRE**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **12-Mar-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource

**Annexure - A**

NAME : **Sudhanshu Gautam**  
 DIVISION : **COR**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **12-Mar-2024**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		<b>15010</b>
House Rent Allowance		<b>7500</b>
City Compensatory Allowance		<b>982</b>
Advance Statuary Bonus		<b>2786</b>
	<b>Sub Total A</b>	<b>26278</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
	<b>Sub Total B1</b>	<b>0</b>
Gratuity****		<b>722</b>
	<b>Sub Total C</b>	<b>722</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>27000</b>
	<b>Total Salary Package Per Annum</b>	<b>324000</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>26128</b>	<b>313536</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource

**OFFER LETTER**

Dear **HARSH KUMAR**,

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : **GET**  
**Joining Date** : **01/04/2024**  
**Salary** : **Rs. 256056 /-per annum (Cost to Company)**  
**Probation period** : **1 Year**  
**Notice Period** : **1 to 7 Days (During Probation Period, both Sides)**  
**Notice Period** : **60 Days (After Probation)**

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)



**ANNEXURE - I**

Name	HARSH KUMAR
Designation	GET

Description	P.M.	P.A.
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
Bonus *	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>

**Note \*** Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.

**Note \*\* (Gratuity)** If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.

**Note \*\*\*** 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.

Mobile Allowance Reimbursable -

As per company norms





15-12-2023

**Deva Nand Tiwari**  
**Noida**

Subject: **LETTER OF OFFER**

**Dear Deva,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **CERTIFIED INTERNET CONSULTANT**. You will be on probation for a period of six months from your date of joining which will be on or before **22-01-2024**.

The annual compensation calculated on Cost to Company will be **INR 276000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 18400/-
2. CTC per month - 4th month onwards - Rs. 23000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.13800/-
4. Total CTC per annum - Rs. 276000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Kanpur**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Mudra Rastogi**  
**Regional Head -Human Resources**

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Deva Nand Tiwari	
Department	Sales	
Designation	CERTIFIED INTERNET CONSULTANT	
Effective Date	22-01-2024	
CTC (in INR)	276000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	11098	11098
House Rent Allowance (HRA)	4538	5549
Attire Allowance	0	1894
Field Allowance	0	1550
<b>Salary (C1)</b>	<b>15636</b>	<b>20091</b>
Statutory Components		
Employer PF Contribution	1332	1332
Employer ESIC Contribution	508	653
<b>Benefit's(C2)</b>	<b>1840</b>	<b>1985</b>
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	<b>924</b>	<b>924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>18400</b>	<b>23000</b>
Deductions		
Employee PF Contribution	1332	1332
Employee ESIC Contribution	118	151
<b>Total Deductions (b)</b>	<b>1450</b>	<b>1483</b>
<b>*Net Take Home {a - b - C2}</b>	<b>15110</b>	<b>19532</b>
<b>Overall CTC</b>	<b>18400</b>	<b>23000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
**For Just Dial Limited**

**Mudra Rastogi**

**Regional Head -Human Resources**



1747  
**INJECTOPLAST**

P V T. L T D.

Perfection in Engineering Plastics

Regd. Office : 205-Leela Palace, 7/85 Tilak Nagar,  
Kanpur - 208 002, (U.P.) INDIA  
Tel.: +91-512-2334500, +91 7311105469  
E-mail : injecto@injectoplast.com

Ref. No.: IPK:PERS:2024

DATE: 01-01-2024

**MR SAURABH SHUKLA**  
116/281, MATHURA NAGAR,  
RAWATPUR GAON,  
KANPUR NAGAR 208019

**SUB: TRAINEE APPOINTMENT**

Dear Sir,

With reference to your application and the subsequent interview with us, we are pleased to select you for training as a **GRADUATE ENGINEER TRAINEE** under company's scheme in our organization on the following terms and conditions: -

1. The duration of your training will be for One Year commencing from the date of joining and shall be subject to clause 3 of this letter. Your appointment shall be terminated automatically on completion of the training period.
2. During the period of your training, you shall be paid a consolidated stipend of Rs. 13000.00 (Rupees Thirteen Thousand Only) per month. Your stipend payment shall be subject to deductions of all Government taxes, contributions etc., if any. In addition to the above you shall be entitled to the following: -
  - a) House Rent Allowance Rs. 5,829/- per month.
  - b) Provident fund company contribution 12% of Stipend amount per month, which will be deposited with RPFC Office, Kanpur.
3. During the training period, the either side can terminate this contract of training by giving a mandatory 15 days notice. The notice period can not be exchanged by payment of stipend of Fifteen days in lieu of the notice period. The Company may however waive the mandatory Fifteen days notice period of such other period, as it may deem appropriate in its sole discretion after considering the reasons and circumstances of separation and future prospects. Any kind of leave / absence shall not be counted or considered during the notice period and the same would be liable to be encashed. No leave can be adjusted against the notice period.

Contd.....2/-

DATE:

**SAURABH SHUKLA**



**KANPUR WORKS** : 485/B-486, Amiliha,  
Chaubeipur, NH-91, G.T. Road,  
KANPUR - 209 217 (U. P.)  
Tel. : +91- 512- 2334500  
Fax : +91- 512- 2334509  
E-mail : injecto@injectoplast.com

**CHENNAI WORKS** : Plot No. F12 - F-14,  
SIPCOT Industrial Park, Irungattukottai,  
CHENNAI - 602 105 (T.N.)  
Tel. : +91- 44- 47112100  
Fax : +91- 44- 47100990  
E-mail : injecto.c@injectoplast.com

**PUNE OFFICE** :  
C/O Rajendra Vitthal Kude  
S. No. 143/1/D Near Sahara Hotel  
Vadgaon Maval, PUNE - 412 106  
Tel. : +91 9403547211  
E-mail : injecto.p@injectoplast.com





# INJECTOPLAST

P V T. L T D.

Perfection in Engineering Plastics

Regd. Office : 205-Leela Palace, 7/85 Tilak Nagar,  
Kanpur - 208 002, (U.P.) INDIA  
Tel.: +91-512-2334500, +91 7311105469  
E-mail : injecto@injectoplast.com

Ref. No.: IPK:PERS:2024

DATE: 01-01-2024

(2)

4. During the period you are under training with us, you shall not enter into any contract of training or employment with any other employer whether honorary or remunerative.
5. Your appointment shall be terminated automatically on completion of the training period and it will not be obligatory on our part to offer you any employment after completion of training period if found necessary, training period may be extended at the discretion of the management.
6. After successful completion of training, the management may, at its sole discretion, consider your case for suitable appointment in our company subject to availability of vacancy, exigency of work etc. on salary and other terms & conditions to be mutually settled with you at that time.
7. You will attend your training the unit regularly and will devote your full time and attention in this regards as per the instructions of your department officer diligently honestly sincerely and shall maintain a diary, which you will put up periodically before your department officer for inspection and verification.
8. You shall not give out any one by word or mouth or otherwise any particulars or details our manufacturing process, technical know-how, security arrangements, administrative and / or organizational matters, whether confidential, secret or otherwise, either during the training with us or afterwards. You shall also not participate in any activities detrimental to the interests of the company.
9. You shall maintain and keep in your safe custody and will keep a list of such papers, books and magazines etc. as may be issued to you and shall return the same when required or while leaving the company. You shall also keep and index all the instruction given to you by your superior authorities in a proper file and shall return the same at the time of your leaving the company.
10. You will make your own arrangement for housing and transport to attend your duties in the company.
11. You will in all respect abide by the rules and regulations prevailing in the company including the rules framed from time to time. You will also abide by the instructions of the management / departmental officer.

Contd.....3/-

DATE:

SAURABH SHUKLA

BR  
2



**KANPUR WORKS :** 485/B-486, Amiliha,  
Chaubepur, NH-91, G.T. Road,  
KANPUR - 209 217 (U. P.)  
Tel : +91- 512- 2334500  
Fax : +91- 512- 2334509  
E-mail : injecto@injectoplast.com

**CHENNAI WORKS :** Plot No. F12 - F-14,  
SIPCOT Industrial Park, Irungattukottai,  
CHENNAI - 602 105 (T.N.)  
Tel : +91- 44- 47112100  
Fax : +91- 44- 47100990  
E-mail : injecto.c@injectoplast.com

**PUNE OFFICE :**  
C/O Rajendra Vitthal Kude  
S. No. 143/1/D Near Sahara Hotel  
Vadgaon Maval, PUNE - 412 106  
Tel : +91 9403547211  
E-mail : injecto.p@injectoplast.com





# INJECTOPLAST

P V T. L T D.

Perfection in Engineering Plastics

Regd. Office : 205-Leela Palace, 7/85 Tilak Nagar,  
Kanpur - 208 002, (U.P.) INDIA  
Tel.: +91-512-2334500, +91 7311105469  
E-mail : injecto@injectoplast.com

Ref. No.: IPK:PERS:2024

DATE: 01-01-2024

(3)

12. You are being employed as Trainee and your continuance as such is subject to your being found and remaining medically fit. The management reserves the right to ask you to undergo medical examination as and when considered necessary.
13. Except with the prior written consent of the company, you, during the tenure of your training with the company and for a period of five years from the completion of your training / leaving the company, shall not.
  - a) directly or indirectly involve or engage yourself either in employment or through consultancy in any activity that competes with the part or whole of the business of the company, and / or
  - b) engage in a business either through yourself and / or through immediate family members(s) either as partner(s) in a firm or as significant shareholder(s) in a company that is engaged in any activity that competes with the part or whole of the business of the company.
  - c) Any breach of the above will be recorded as substantial breach of contract and will make you liable for prosecution under criminal breach of trust.
  - d) Your training will be Conducted at our works at: 485-B/486, Amiliha, Chaubepur, N.H. 91, G.T. Road, Kanpur - 209217 (U.P.).
14. You shall report to Head of Department on 01-01-2024, failing this offer will stand automatically withdrawn.
15. Any dispute relating to the clause of this appointment letter, shall be decided by the sole arbitrator, who shall be the "**PRESIDENT OF MERCHANTS CHAMBER OF U.P. KANPUR**", or any person appointed by him, and the provisions of Arbitration and Conciliation Act 1956 or its modification etc. will govern the arbitration proceedings subject to territorial jurisdiction of Kanpur Courts.

Contd.....4/-

DATE:

**SAURABH SHUKLA**

*Signature*



**KANPUR WORKS** : 485/B-486, Amiliha,  
Chaubepur, NH-91, G.T. Road,  
KANPUR - 209 217 (U. P.)  
Tel. : +91- 512- 2334500  
Fax : +91- 512- 2334509  
E-mail : injecto@injectoplast.com

**CHENNAI WORKS** : Plot No. F12 - F-14,  
SIPCOT Industrial Park, Irungattukottai,  
CHENNAI - 602 105 (T.N.)  
Tel. : +91- 44- 47112100  
Fax : +91- 44- 47100990  
E-mail : injecto.c@injectoplast.com

**PUNE OFFICE** :  
C/O Rajendra Vitthal Kude  
S. No. 143/1/D Near Sahara Hotel  
Vadgaon Maval, PUNE - 412 106  
Tel. : +91 9403547211  
E-mail : injecto.p@injectoplast.com





# INJECTOPLAST

P V T . L T D .

Perfection in Engineering Plastics

Regd. Office : 205-Leela Palace, 7/85 Tilak Nagar,  
Kanpur - 208 002, (U.P.) INDIA  
Tel.: +91-512-2334500, +91 7311105469  
E-mail : injecto@injectoplast.com

Ref. No.: IPK:PERS:2024

DATE: 01-01-2024

(4)

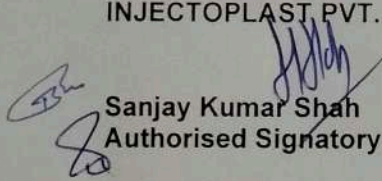
16. In case of any dispute only **KANPUR COURTS** will have the jurisdiction to entertain the dispute.

If the above terms and conditions of your appointment are acceptable to you, please sign and return to us the duplicate copy of this letter of appointment in token of your acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,

for and on behalf of  
**INJECTOPLAST PVT. LTD,**

  
**Sanjay Kumar Shah**  
Authorised Signatory

ACCEPTANCE

I have read and understood the above terms and conditions of employment and hereby signify my acceptance of the same.

DATE:

**SAURABH SHUKLA**



**KANPUR WORKS** : 485/B-486, Amiliha,  
Chaubepur, NH-91, G.T. Road,  
KANPUR - 209 217 (U. P.)  
Tel. : +91- 512- 2334500  
Fax : +91- 512- 2334509  
E-mail : injecto@injectoplast.com

**CHENNAI WORKS** : Plot No, F12 - F-14,  
SIPCOT Industrial Park, Irungattukottai,  
CHENNAI - 602 105 (T.N.)  
Tel. : +91- 44- 47112100  
Fax : +91- 44- 47100990  
E-mail : injecto.c@injectoplast.com

**PUNE OFFICE** :  
C/O Rajendra Vitthal Kude  
S. No. 143/1/D Near Sahara Hotel  
Vadgaon Maval, PUNE - 412 106  
Tel. : +91 9403547211  
E-mail : injecto.p@injectoplast.com



**Letter of Intent/Appointment Offer**

Dear Vishwas Singh

Date: 07-March-2024

With reference to your application, we are pleased to offer you a position of **Senior Admission Officer** with Team Lease and deputed at UNext Learning Private Limited on fixed term assignment and your date of Joining would be 11-March-2024 and expires on 10-March-2025. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Net pay will be 30000 /-respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Noida**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio•data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the Team Lease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



**Rituparna Chakraborty**  
(Authorized Signatory )

Signature and date:

Name:

**OFFER LETTER**

Dear **RAHUL KUMAR,**

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : **GET**  
**Joining Date** : **01/04/2024**  
**Salary** : **Rs. 256056 /-per annum (Cost to Company)**  
**Probation period** : **1 Year**  
**Notice Period** : **1 to 7 Days (During Probation Period, both Sides)**  
**Notice Period** : **60 Days (After Probation)**

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)

**ANNEXURE - I**

<b>Name</b>	RAHUL KUMAR
<b>Designation</b>	GET

Description	P.M.	P.A.
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
Bonus *	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>

**Note \*** Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.

**Note \*\* (Gratuity)** If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.

**Note \*\*\*** 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.

**Mobile Allowance Reimbursable** As per company norms



**OFFER LETTER**

Dear **Mr. Aparna Yadav**  
Kit Kanpur

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
Date of Joining : **12-Mar-2024**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **COR**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **A I CENTRE**  
Location : **DELHI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **A I CENTRE**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **12-Mar-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Arnab Kumar Das  
Human Resource



**Annexure - A**

NAME : **Aparna Yadav**  
 DIVISION : **COR**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**  
 DOJ : **12-Mar-2024**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		<b>15010</b>
House Rent Allowance		<b>7500</b>
City Compensatory Allowance		<b>982</b>
Advance Statuary Bonus		<b>2786</b>
	<b>Sub Total A</b>	<b>26278</b>
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	<b>0</b>
	<b>Variable Component</b>	
	<b>Sub Total B1</b>	<b>0</b>
Gratuity****		<b>722</b>
	<b>Sub Total C</b>	<b>722</b>
	<b>Total Salary Package (A+B+B1+C)</b>	<b>27000</b>
	<b>Total Salary Package Per Annum</b>	<b>324000</b>

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>26128</b>	<b>313536</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.“Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements.”

With best wishes

For Ceasefire Industries Private Limited.



Arnab Kumar Das  
 Human Resource





**OFFER LETTER**

Dear **ROHIT KUMAR**,

This has reference to the interview/discussion you had, we are delighted to offer you the position of **GET** our company.

As a member of Anemo prime team, we are expect deliver outstanding results that exceed management expectations. In addition, we expect your personal accountability in all the products, action, advice & results that you provide as a representative of our organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing

**Designation** : GET  
**Joining Date** : 01/04/2024  
**Salary** : Rs. 256056 /-per annum (Cost to Company)  
**Probation period** : 1 Year  
**Notice Period** : 1 to 7 Days (During Probation Period, both Sides)  
**Notice Period** : 60 Days (After Probation)

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually Challenging and rewarding.

Very truly yours

For Anemo Prime Pvt Ltd

Arun yadav

Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same along with a copy of your resignation letter.

.....  
(Signature and Date)

**ANNEXURE - I**

Name	ROHIT KUMAR	
Designation	GET	
<b>Description</b>	<b>P.M.</b>	<b>P.A.</b>
Basic	11000	132000
HRA	4400	52800
Conveyance	108	1296
Special Allowance	538	6456
Personal Allowance	429	5148
<b>Gross</b>	<b>16475</b>	<b>197700</b>
Pf	1320	15840
Lwf	62	744
P	917	11004
Gratuity **	529	6348
2 Years Commitment Bonus***	1500	18000
Esic	535	6420
<b>CTC</b>	<b>21338</b>	<b>256056</b>
Pf	1320	15840
Lwf	31	372
Esic	124	1488
<b>Total Deductions</b>	<b>1475</b>	<b>17700</b>
<b>NET PAY</b>	<b>15000</b>	<b>180000</b>
<b>Note *</b> Bonus will be applicable to working employee (notice period not account) at the time of Diwali Festival & calculation will be Based on working period from April to March of previous financial year.		
<b>Note ** (Gratuity)</b> If he/she serves the company for 5 years then only applicable for Gratuity as per government rules.		
<b>Note ***</b> 2 Year Commitment Bonus will be given after completion of commitment period & will be depend upon the performance & same will vary from 1500 to 3000 Per month.		
Mobile Allowance Reimbursable -	As per company norms	





# Dhoot Wirings Systems Pvt. Ltd.

Ref: DWSPL/OL/2024-01

Date: 24/06/2024

To,  
Dear,  
Mr. Sarvesh Barnwal

**Sub: - Offer letter for the post of "Trainee Operator" for 01 Year Apprentice.**

Dear Mr. Sarvesh Barnwal

With the reference to your application and the subsequent personal discussion we had with you on hereby pleased to offer you the employment for the post of APPRENTICE as per terms & conditions discussed and mutually agreed during personal discussion. **Your stipend shall be Rs. 16,200/- Per Month** (30 Days) You are required to work at our **DHOOT WIRINGS SYSTEMS PVT.LTD BIDKIN PLANT 1301** [ if candidate present 26 official working days then he is eligible for 02 days attendance bonus and **Rs.2000/-** incentive] – (Attendance bonus and Incentive included in above stipend)

At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the Original documents for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) TC copy
- 2) Recent passport size photograph [2-copies]
- 3) Aadhar card –copy mandatory
- 4) Bank passbook
- 5) Mark sheet – Academics year

Note: bus facility is free of cost; canteen deduction is 21 rs per day.  
You may note that your joining is on or before 01/07/2024.

Contact Person Mr. Abhinav Yadav – 9527787859.

For,  
**DHOOT WIRINGS SYSTEMS PVT. LTD.**

**Plant HR**

Receivers Name & Signature  
Date:-

**Corporate Office:**

Gut No. 102, Farola III,  
Paithan Road, Aurangabad  
- 431105, Maharashtra, India

- 02431-662601

E-mail :cs@dhoottransmission.com

**CIN No.:** U31909MH2022PTC381276

Harnessing Safety ..... Building Future.



qualityaustria  
central asia

ISO 9001:2015, ISO 14001:2015

**Regd. Office :**

312, Nanekarwadi, Chakan,  
Taluka Khed,  
District - Pune- 410 501  
 : +91-2135 - 660781,  
 : +91-2135-286499.





Hyderabad Precision Mfg. Co. Pvt. Ltd.

To,

Date: 29.01.2024

Ms. Divya Agrawal  
128, Nirala Nagar Colony,  
Rawa, Madhya Pradesh, - 486556  
Mobile No. 7224863592

Dear Ms. Divya Agrawal

Sub: Internship Offer Letter

We are pleased to offer you an internship position as Trainee Engineer in our company, with the following terms and conditions

- ❖ Job Location: Hyderabad, Telangana
- ❖ Shift details: One week Day shift & One week Night shift
- ❖ Working Hours: 9 hrs shift.
- ❖ Internship Duration: 3 months
- ❖ Start Date: 10<sup>th</sup> February 2024
- ❖ End Date: 11<sup>th</sup> May 2024.
- ❖ Internship stipend - INR 14,500/- monthly
- ❖ All the rules and regulations of the company pertaining to the company will be applicable.
- ❖ Throughout your internship, you may be given access to confidential information belonging to our company. Upon acceptance of this offer, you agree that you will keep all our company information private and confidential.
- ❖ Based on your performance and demonstrated capabilities during this period, you will be considered for potential placement within our company.

We look forward to working with you. Please feel free to reach out to us directly if you have any questions.

Thanking You

For Hyderabad Precision Mfg. Co. Pvt. Ltd.

Director

I accept all the terms and conditions stated in this letter.

Date:  
Name



**IBCC INDUSTRIES LTD**

## APPOINTMENT LETTER

Dear : .....shreyansh singh.....

With reference to your interest & interview had with us, we are pleased to inform you that We intend to absorb & appoint you as Associate in **IBCC INDUSTRIES LTD** on a monthly gross salary of Rs 18000 / CTC and 15000 Net on Hand for 8 hours 26 Days duty.

( 1 time food And transportation and medical given by company )

We welcome you to our organization & look forward to a long and happy association.

At time of joining you have to submit the photocopies of the following documents .A  
dhar card + Pan card + Bank passbook + Educational certificates + 4 photographs

DATE OF JOINING : 15/03/2024.....

DATED : 12/03/2024.....

### Acknowledgement By Candidate:

I understand all terms and conditions of company regards salary, work-profile and facility. And from my personal interest I accept this Job-offer given to me.

Signature of Candidate : .....



Hyderabad Precision Mfg. Co. Pvt. Ltd.

Date: 29.01.2024

To,

Mr. Nishant Dwivedi  
30AX1, Manoj hotel,  
Krshnapuram Kanpur, - 208007  
Mobile No. 9935617834

Dear Mr. Nishant Dwivedi,

Sub: Internship Offer Letter

We are pleased to offer you an internship position as Trainee Engineer in our company, with the following terms and conditions

- ❖ Job Location: Hyderabad, Telangana
- ❖ Shift details: One week Day shift & One week Night shift
- ❖ Working Hours: 9 hrs shift
- ❖ Internship Duration: 3 months
- ❖ Start Date: 10<sup>th</sup> February 2024
- ❖ End Date: 11<sup>th</sup> May 2024
- ❖ Internship stipend - INR 14,500/- monthly
- ❖ All the rules and regulations of the company pertaining to the company will be applicable.
- ❖ Throughout your internship, you may be given access to confidential information belonging to our company. Upon acceptance of this offer, you agree that you will keep all our company information private and confidential.
- ❖ Based on your performance and demonstrated capabilities during this period, you will be considered for potential placement within our company.

We look forward to working with you. Please feel free to reach out to us directly if you have any questions.

Thanking You

For Hyderabad Precision Mfg. Co. Pvt. Ltd.

Director

I accept all the terms and conditions stated in this letter.

Date

31/01/24

Name

Nishantdwivedi