



S.I.W.S.
N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS
AND SMT. THIRUMALAI COLLEGE OF SCIENCE
337, Major R. Parameshwaran Marg, Sewri-Wadala Estate,
Wadala, Mumbai - 400031


Criteria-5.2.1

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ACADEMIC YEAR-2019-20

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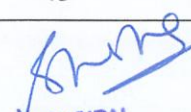
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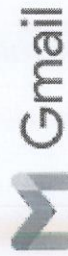
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S. No.	First Name(*)	Last Name(*)	Full Name	Gender (*)	Phone(*)	Email(*)	Current College	Current Qualification	Current GPA	On a Scale Of	UG College(*)	My availability to take up the assignment with Oracle would be	UG Qualification	UG Graduated Degree	UG GPA	On a Scale Of	PG College (*)	My availability to take up the assignment with	PG Qualification	PG Graduated Degree	PG GPA	On a Scale Of		
1	Zeeshan	Shaikh	Zeeshan Shaikh	Male	98197186	zsheeshan1@gmail.com	SIWS College	Commerce	7.25	10	SIWS College, Mumbai	a) After completion of my academic degree in the next 12 months	Commerce	Bachelor	7.25	10								



Nikhil Mamaniya <nikhilmamaniya@gmail.com>

Oracle OFSS KPO Undergraduate Hiring

Jaspreet Walia <jaspreet.walia@oracle.com>

To: Nikhil Mamaniya <nikhilmamaniya@gmail.com>

Dear Nikhil,

Out of 30 students, 15 of them are not meeting the criteria of 7 CGPA and for the rest 14, their performance was not good in the test.

Regards,

Jaspreet

[Quoted text hidden]

Wed, Mar 11, 2020 at 2:21 PM



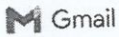
Jaspreet Walia

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10/30/19, 1:26 PM
@Mumbai

Gmail - LTI: Recruitment Readiness Session for Non-Engg. Graduates - 2020 Batch

Nikhil Mamaniya <nikhilmamaniya@gmail.com>



LTI: Recruitment Readiness Session for Non-Engg. Graduates - 2020 Batch @Mumbai

1 message

Tue, Oct 29, 2019 at 3:48 PM

Nikhil Govekar <Nikhil.Govekar@Intinfotech.com>



From the desk of Sr. Manager – Campus Recruitment

Dear Academia Partner,
Greetings from LTI!!!

It gives us immense pleasure to expand the realm of opportunities at LTI to Non-Engineering students of Year-2020 batch.

In this regards, we have scheduled a Recruitment Readiness (RR) session for eligible & interested students that aims to prepare them face the interview process with uttermost confidence & grab this opportunity with LTI!

To witness a strong handshake in our endeavor of collaborating with young minds, we would be delighted to have a quick connect with the Training & Placement Officers (TPOs) during this session.

Details of the RR session is as follows:

Date: Monday, 4th November 2019
Timing: 2:00 pm to 4:00 pm
Venue: A. P. Shah Institute of Technology, Survey No. 12, Opp. Hypercity Mall,
Kasarvadavali, Ghodbunder Road, Thane West, Thane, Maharashtra 400615

Kindly share your participation confirmation in the below given link:


[Click here to confirm your participation!](#)

Do encourage young minds of your Institute to grab the most out of this session. (Eligibility criteria attached for reference)

Looking forward to meet you...!!

Warm Regards,
Nikhil Anil Govekar

The contents of this e-mail and any attachment(s) may contain confidential or privileged information for the intended recipient(s). Unintended recipients are prohibited from taking action on the basis of information in this e-mail and using or disseminating the information, and must notify the sender and delete it from their system. LTI will not accept responsibility or liability for the accuracy or completeness of, or the presence of any virus or disabling code in this e-mail


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September 2, 2020
Ref: LTI/HR/AT/T0027744

Mr. Suresh Ganapathy NA

Room No 401, Om Sai Baba Apts Milind Nagar , Agasan Road, Diva(E) After Sai Baba Temple
Dombivli-400612
Maharashtra, India
Tel: 8291587069

Dear Mr. Suresh Ganapathy NA,

LETTER OF APPOINTMENT AS ASSOCIATE TRAINEE

With reference to the interview you had with us, we have pleasure in appointing you as a Associate Trainee on the following terms and conditions:-

1. MEDICAL FITNESS AND OTHER REQUIREMENTS

- a) Being found medically fit by our authorized doctor.
- b) Conforming to the eligibility criteria mentioned in the offer of employment issued to you.
- c) Signing Letter of Undertaking with the company and /or Bank Guarantee as per the specified format.
- d) Clear scan copy of mandatory documents to be uploaded within one week in the portal.

2. PROBATION

You will be on probation for one year from the day you report for training. During the period you will be given an on the job training for various assignments and knowledge transfer process, the contents of which are Company's/Clients proprietary information and confidential information.

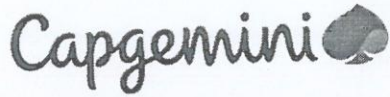
3. SALARY & ALLOWANCES

Your Basic Salary during probation will be Rs. 15,000/- pm. and allowances as per details in the Annexure enclosed.

4. ABSORPTION

On successful completion of the said one year training, of which the Company shall be the sole judge, the Company or any of the 'Larsen & Toubro Group of Companies' will consider offering you employment in a suitable grade in the Company and will be based at any of our proposed SEZ sites across India.

LTI-Confidential



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: January 11, 2020

Ref No: HR/Campus/LO15724362/1

Manshika Prakash Shetty
South Indians welfare

Letter of Intent ("LOI")

With reference to your interview conducted by us at Saraswati College, Mumbai, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.


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Cappgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

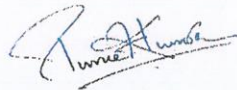
The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Cappgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring



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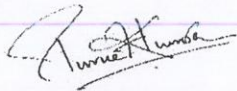
ANNEXURE 1

Manshika Prakash Shetty

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Manshika Prakash Shetty**

Date: _____



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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: January 11, 2020

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Mahesh Mudiraj
South Indians Welfare Society

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

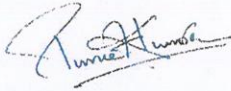
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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring



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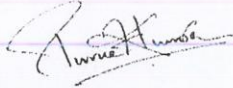


ANNEXURE 1

Mahesh Mudiraj
Associate and A3

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For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Mahesh Mudiraj

Date: _____



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TECHNOSERVE
BUSINESS SOLUTIONS TO POVERTY

**Report to S.I.W.S. N.R. Swamy College of Commerce and Economics, Wadala
Principal and Head Coordinators**

Subject: Final Training Report 2019-20

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
Bcom	31	29/11/2019	28/01/2020	26	Reshma R

Total Placed students through TechnoServe is 26.

Summary of training:

The students have completed 80-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 80 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Company Name	Number of students placed	Salary offered
Axis Bank	4	1.8 Lakhs to 2.2 Lakhs+Incentives
HDB Financial Services	15	1.56 Lakhs+Incentives
ICICI Bank	2	1.68 Lakhs+Incentives
ICICI Prudential	2	2.65 Lakhs + Incentives
IIFL(Bharti Axa Insurance)	3	1.08 Lakhs to 1.44 Lakhs+ Incentives
Self-Placed	-	
Total	26	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.

Reshma R
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Wadala, Mumbai - 400 031.



Sr.No.	Name (First name (space) last name)	Gender	Stream	WhatsApp Num	Email ID (full name@gmail.com)	Placed	Company	Designation	Salary (CTC per annum) eg. 2,40,000
1	Ajit Ramkumar Gupta	Male	B.Com	9987687823	ajitgupta221167@gmail.com	Yes	Axis Bank	Relationship Officer/Business Executive	1.8 Lakhs to 2.2 Lakhs+Incentives
2	Anmol Gupta	Female	B.Com	8655264927	anmolgupta8655@gmail.com	Yes	Axis Bank	Relationship Officer/Business Executive	1.8 Lakhs to 2.2 Lakhs+Incentives
3	Aparna Pravin Mahadik	Female	B.Com	9987134395	aparnamahadik0305@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
4	Falguni Dalavi	Female	B.Com	9920574695	falgunidalavi1@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
5	Husne Jabeen	Female	B.Com	9082447580	husnejabbeen1999@gmail.com	Yes	Axis Bank	Relationship Officer/Business Executive	1.8 Lakhs to 2.2 Lakhs+Incentives
6	Khan Mohammed Ayub Raees	Male	B.Com	9892077584	ayub95715@gmail.com	Yes	ICICI Prudential	Financial Sales Consultant	2.65 Lakhs+Incentives
7	Lalit Waghela	Male	B.Com	7045330902	lalitwaghela004@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
8	Manish Sharma	Male	B.Com	8779648789	ms263533@gmail.com	Yes	IIFL	Tele Marketing Executive	1.08 Lakhs to 1.44 Lakhs+ Incentives
9	Manisha Gole	Female	B.Com	7045274466	manishagole508@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
10	Mohammad Arman	Male	B.Com	9320946715	mdarmanmansoor18@gmail.com	Yes	ICICI Bank	Phone Banking Officer	1.68 Lakhs+Incentives
11	Mohini Maharana	Female	B.Com	8928556622	mohinimaharana20@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
12	Namrata Dhale	Female	B.Com	8451989529	namratadhale661@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
13	Pooja Gupta	Female	B.Com	9769765450	pg15061998@gmail.com	Yes	Axis Bank	Relationship Manager/ Business Executive	1.8 Lakhs to 2.2 Lakhs+Incentives
14	Pooja Patwa	Female	B.Com	8104868247	poojapatwa96@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
15	Poonam Varma	Female	B.Com	8291736078	yarnapoonam96@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
16	Prachi Daval	Female	B.Com	8693088748	prachidaval86@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
17	Prapti Sawant	Female	B.Com	9820763742	praptisawant189999@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
18	Puja More	Female	B.Com	9920690733	pujam7628@gmail.com	Yes	ICICI Bank	Phone Banking Officer	1.68 Lakhs+Incentives
19	Ramesh Renetia	Male	B.Com	9653693797	rameshrenetia4575@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
20	Sakshi Kanhed	Female	B.Com	7069739547	kanhedsakshi@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
21	Shaikh Rukhsar Bano	Female	B.Com	7506240212	rukhsarshaikh01999@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
22	Shivani Patwa	Female	B.Com	8692924825	patwashivani2000@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
23	Sreelakshmi Vliakithala	Female	B.Com	9820597193	sreelakshmi.padmalahari@gmail.com	Yes	Andromeda	Tele Marketing Executive	1.08 Lakhs to 1.44 Lakhs+ Incentives
24	Vaishali Phalke	Female	B.Com	7039704199	vaishaliphalke66@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
25	Vikas Tulve	Male	B.Com	8652460797	vikastulve_111@gmail.com	Yes	HDB Financial Services	Phone Banking Officer	1.56 Lakhs+Incentives
26	Zahid Chand Khan	Male	B.Com	8452935998	zahid3689@gmail.com	Yes	ICICI Prudential	Financial Sales Consultant	2.65 Lakhs+Incentives
27	Aman Mishra	Male	B.Com	9004398326	am3320665@gmail.com	No			
28	Mehmood Mansoor Ali Shaikh	Male	B.Com	9326954314	mehmoodshaikh280@gmail.com	No			
29	Mohammad Naim	Male	B.Com	7039660807	naemmhamed139@gmail.com	No			
30	Prashant Behera	Male	B.Com	8652043272	prashantmb233@gmail.com	No			
31	Shafique Shah	Male	B.Com	9167916823	shafiquesah540@gmail.com	No			
32	Kajal Rajjapati	Female	B.Com	8291032314					
33	Pranjali Sunil Kapjole	Female	B.Com						
34	Praniksha Jadhav	Female	B.Com	8108337852					


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 Wadala, Mumbai - 400 031.





TECHTEST NDT SERVICES

Regd. Add: 605/11, MMRDA Colony, Bhakti Park, Wadala (E), Mumbai - 400 037.
Of fice : Address: A-4, 2nd Floor, Kiran Industrial Estate, Opp. Kapadia Hospital,
M.G. Road, Goregaon (W), Mumbai - 400 104.
Contact : +91-98330 88808 / 88798 96638
Email : techtestndt@gmail.com

Appointment Letter For Radiographer

Date: 28-08-2021

To,

Mr. Asrar Khan

Address: 605/11, MMRDA Colony, Bhakti Park, Near IMAX Theater, Wadala (E), Mumbai 400037

This is with reference to your application and the subsequent discussions you had with us at the telephonic interview on August 25th-2021, on the following terms and conditions.


- 1) **Designation:** Industrial Radiographer.
- 2) **Job Location:** Karnataka, Humnabad (You May However be required to work at any place of the business or sometimes at clients place or as per the requirement.)
- 3) **Commencement of Employment:** Your employment will be effective with us since September 1st 2021.
- 4) **Salary/Food& Accomodation:** Your salary will be Rs (20,000/- INR per Month) food and accommodation will be provided by company at working site free of cost, Tax Deduction and other statutory deductions will be done at source. After completion of the probationary period which is of six months you will be eligible for leave as per the company rules.
- 5) **Working Hours:** The working days will start normally from Monday and end on Saturday, The working hours for your profile will be nine hours in a rotational shift .
- 6) **Notice Period:** One Month prior notice is mandatory for leaving and relieving.

We congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

Sincerely


(Techtest Ndt Services)




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S.I.W.S. N.R. Swamy College of
Commerce & Economics and
Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

Maathesh Achar...



GBIMTechnologies Pvt. Ltd.



Date : 1st-July-2021
Ref No: GBIM/EMP/313

To,

Mr. Maathesh Acharya
B-13, Adarsh Gharkul Society,
Rawlicamp, Sardar Nagar-4,
Sion Koliwada, Mumbai-37.

Subject: Appointment Letter

Dear Maathesh,

With reference to our discussions, we are pleased to make you an offer as **SEO Executive** with GBIM Technologies Pvt Ltd starting from **29th June, 2021** as per the details given below.

On your joining you are expected to enter into an agreement, which details the scope and terms and condition of your employment and the contractual obligation with our company. You will be on probation for a period of three months, from the date of joining. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and condition as per company policies.

Our Vision at GBIM is to be the most valued and preferred consulting partner, by providing superior outcomes to our customers (internal and external) globally.

We hope this Vision motivates you too, as we start walking together to achieve our goals – individually and as a team.

Objective:

To achieve GBIM goals (mutually discussed and documented as part of Annexure-A) for SEO, On-page, off-page, Content writing, Social Media, Adwords, Sales, Marketing and provide you opportunities for a performance-based growth for your career. This engagement shall continue as long as the business and revenue goals are achieved. As GBIM is growing, your designation, job profile and competencies may vary with growth, strategic fit and business requirements.

CIN NO : U72502MH201OPTC202537

511, Rupa Solitaire, Sector-1, Millennium Business Park, Mahape, Navi Mumbai - 400 710

Phone No. 022 41274800 / 9769664599 Email : accounts@gbim.com Web : www.gbim.com

GBIMTechnologies Pvt. Ltd.




Job Profile:
Designation – SEO Executive

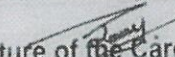
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


Identity Card CURATIO



Name : ALOK ASHOK GUPTA
Designation : PSR
Employee Code : 1872
Date of Joining : 04.08.2017
Head Quarter :

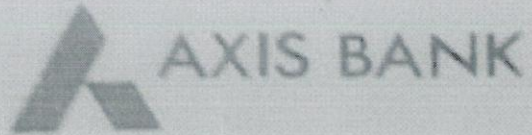

Signature of the Cardholder


Authorized Signatory

None

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Wadala, Mumbai - 400 031.





Sneha Shrirang Kadam

Employee No. : 178764

Blood Group : O+ve

A handwritten signature in dark ink, appearing to read 'Sneha'.

Authorised Signatory

A handwritten signature in blue ink, appearing to read 'Arme'.

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AXISB/HR/REC/NPC/NA /10984
13-Mar-2019

Ms. Sneha Kadam
,Mumbai,Maharashtra400022

Dear Sneha Kadam,

LETTER OF APPOINTMENT

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven performance linked growth. Subsequent to the selection process, we take pleasure in offering you the position of **Officer in Central Processing Unit**. The said appointment shall be governed by the under mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time.

1. Remuneration & Benefits

1.1 Remuneration:

Basic Salary	Rs.	6,510.00p.m.
Basket of Allowance	Rs.	8,500.00p.m.
Provident Fund	Rs.	781.00p.m.
Gratuity	Rs.	313.00p.m.
Fixed Cash + Retirals	Rs.	16,104.00p.m.
Location Pay	Rs.	1,000.00p.m.
Total Fixed Cash + Retirals	Rs.	17,104.00p.m.

Upon your transfer/ deputation to any other location, the Remuneration as mentioned above is subject to change basis the place of posting.

1.2 Retirals:

1.2.1 Contributory Provident Fund:

You will be covered under the Provident Fund Trust. You will be required to contribute to the Provident Fund of the Bank in accordance with the regulations in force. At present this is 12% of the basic salary. In addition, the Bank will contribute 12% of your basic salary to this fund.

1.2.2 Voluntary Provident Fund (VPF):

The Bank also has a voluntary provident fund scheme wherein you will be allowed to opt for a percentage of your Basic Pay, up to a maximum of 23% as Voluntary Contribution to Provident Fund (VPF). The window for opting for VPF will be open on the Bank's HRMS for two months from your date of joining. Employees opting for VPF will be allowed to discontinue their contribution during the year, but they will not be permitted to re-start the contribution during the year.

The contribution under this scheme will be in addition to the statutory Provident Fund contribution of 12% deducted from salary, and there will be no matching contribution from the Bank towards VPF.

1.2.3 Gratuity:

You will be paid gratuity as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service in the Bank. As per the extant rules, the gratuity amount will be calculated @ 15 days on last drawn basic salary for each completed year of service, subject to a maximum amount of Rs. 20 lacs.

1.3 Other Benefits:

1.3.1 Loan concession:

You will be entitled to staff loans at concessional rates of interest after your confirmation in the Bank as per details provided in the CTC Annexure. At the time of your joining, the Bank may, at its discretion, take over certain staff loans with your existing employers. Post confirmation of your service in Axis Bank, outstanding specific loans may be taken over at the Bank's discretion and subject to eligibility criteria laid down.


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1.3.2 Group Medclaim (Floater) Policy:

On joining the services of the Bank, subject to completion of all formalities in connection with your appointment and fulfillment of the requirements of the Insurance Company, you will be covered under the Bank's Group Medclaim (Floater) Policy in respect of yourself and a maximum of 3 of your dependents (relations comprising of Spouse and Children upto 25 years of age). Further, you have an option to enrol additional dependents under Parents and / or Parent-in-Law s policy by paying applicable premium in addition to the above 3 dependents. Additionally an option of Top Up policy is also available by paying the premium. The coverage limit under the existing policy applicable to your grade is detailed in the CTC Annexure. For more details related to terms of inclusion, eligibility etc. you may refer to the Bank's Myconnect Portal upon your joining. The terms & conditions of the medclaim policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal.

1.3.3 Group Term Life Insurance Policy:

You will be covered under the Bank's Group Term Life Insurance Policy for a limit as applicable to your grade and is detailed in the CTC Annexure. The requisite premium for the coverage will be deducted from your first salary. The policy provides for the payment of the sum insured to the nominee / legal heirs in the event of the death (accidental / natural) of an employee.

1.3.4 Variable Pay / Incentive Plan:

Annual performance linked variable pay / incentive, as may be applicable, will be paid as per the Company's policy, based on your performance and subject to your being a confirmed employee.

Your detailed compensation and benefit structure is given in the enclosed CTC Annexure. The said remuneration and benefits will be taxable as per prevalent Income Tax Laws.

2. Reimbursement of Notice Period Pay

The Bank at its discretion may reimburse any shortfall in notice period pay to your current employer subject to prior approval from the Competent Authority. In such case, the following terms and conditions shall apply:-

- 2.1 You will serve the Bank for a minimum period of three years, from the date of your joining the Bank's services, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate Prevailing on your last working day.
- 2.2 The Notice period pay reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year. Thus, the reimbursement shall be net of tax of the total amount paid by you to your employer.
- 2.3 For reimbursement of shortfall in notice period pay, you are requested to advise the amount, which you need to pay to your present employer, to your Recruitment Manager before your resignation with your present employer to enable him / her to take prior approval from the Competent Authority. Thereafter, upon your joining the Bank, recruitment manager shall advise you to submit a certificate / letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement.

3. Leave Entitlements

The various leave entitlements are detailed in the Leave Annexure

4. Terms of Employment**4.1 Conditions precedent /Joining formalities:**

Your appointment and subsequent joining is subject to the following:

- 4.1.1 Your submission of self-declaration of medical fitness in the prescribed format provided on our onboarding portal.



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- 4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 4.1.3 The below mentioned documents to be submitted by you at the time of your joining –
- Joining booklet (duly filled)
 - Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
 - Proof of date of birth
 - Copy of Pan Card
 - Copy of Address Proof
 - One recent passport size color photograph
 - Copy of acceptance of resignation letter and relieving letter from your previous employer.

Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this letter of appointment.

- 4.1.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

4.2 Probation Period:

- 4.2.1 You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 4.2.2 On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.
- 4.2.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.
- 4.2.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

4.3 Transfer:

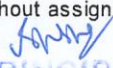
- 4.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 4.3.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 4.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

4.4 Resignation / Termination / Retirement:

4.4.1 Separation during probation:

a. **On account of Resignation :** During the period of probation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 30 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.

b. **On account of Termination:** During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days' or on payment of salary in lieu thereof without assigning any reasons therefor.


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4.4.2 Separation after Confirmation:

a. **On account of Resignation:** After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 90 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.

b. **On account of Termination:** Notwithstanding what is provided in the Staff Rules and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons therefor.

4.4.3 Separation arrangement:

a. Written resignation should be submitted to your immediate supervisor, and also initiated on HRMS. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.

b. Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

c. On separation, you will have to submit your claim for settlement of Provident Fund in the prescribed form. If no claim is received within 6 months of separation, the Bank will close your Provident Fund account and credit proceeds to your SB account with us or send you the proceeds by Demand Draft.

4.4.4 Retirement:

The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

4.5 Other Terms**4.5.1 Code of Conduct & Ethics:**

a. As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.


b. If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the Staff Rules of the Bank in force.

4.5.1 The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

4.6 Whole-time / Alternative Employment:

4.6.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.

4.6.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.


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4.7 Fidelity & Secrecy:

You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the Staff Rules accessible through the Bank's intranet. These shall be made available to you, post joining.

Kindly note that you are required to convey your acceptance within 15 days from the date of this letter. You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately. This Letter of Appointment will be valid only for fifteen days from the date of this letter.

For any further information / clarifications please feel free to contact:-

Nitten Salve

Nitten.Salve@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,
Human Resources

Encl: - a/a

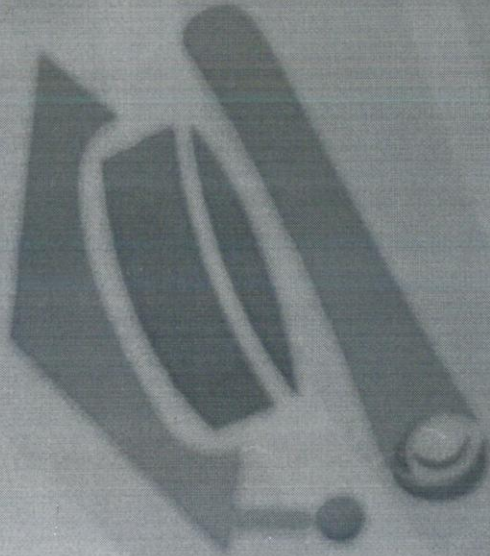


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Nishant Bhanushali
English Trainer

nishant.bhanushali@gmail.com
9820204656



Voice and Accent
Business English
Phonetics

Done

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Date: 26.08.2019

To,
Ms. Prajka Subhash Hulle
Room No 2, Sajjangad C.H.S,
Hill Road, Panchasheel Nagar,
Sion, Chunabhatti,
Mumbai – 400 022

Sub. : Letter of Appointment

Dear Ms. Prajka Subhash Hulle,

We are pleased to offer you the post of **Account Executive**, for a period of **One Year**, on the following terms and conditions:

1. This employment is strictly for a period of **One Year** from **01.09.2019** to **31.08.2020**. On successful completion and performance, the management may at its sole discretion, may extend the period of Appointment or Reappoint you for any period that suits the management. After the period of Appointment, you will be ceased to be our employment, unless the extension / reappointment is confirmed in writing.
2. Your salary and other allowances shall be as per enclosed **Annexure - 1**.
3. This is a managerial cadre post and your job functions and responsibilities as **Account Executive**.
4. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working. The company depending upon need shall take suitable cover of GPA to take care of liability under Workmen Compensation Act provided you are not covered under ESI Scheme.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.



Registered Office : Unit No. 126, Building No. 6, Jogani Industrial Complex, Chunabhatti, Mumbai - 400 022.
Phone : 2405 5888 / 2405 4999 • CIN : U74900MH2008PTC180536
E-mail : consultipm@gmail.com / hr@ipmandfumigation.com

[Signature]
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28th June 2021

Ishtiyak Shakil Surve
B1/703, Minar Regency, Near Nadi-ul-Falah
Talao pali road, Kausa, Mumbra-400612

Subject: Apprenticeship training offer

Dear Ishtiyak,
With reference to your application and subsequent interview and discussion on the subject, we are pleased to offer apprentice training for period of **6 months** at our company.

Your monthly stipend will be **INR 20,000/-** only (Twenty thousand only).
During your 6 months training you will be entitled for **6 days** of leave without deduction of the stipend for the same.

Please arrange to send copies of the certificates for our records and provide us with two references of respectable professionals for necessary background checks.

1. Copy of curricular/ academic certificate (Degree/Diploma certificate).
2. 2 references.
3. Proof of current residence.
4. 1 identity proof.
5. Copy of passport (if available).
6. 1 scan copy of photo.

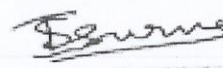
Please note that the above offer is not an offer for employment and is an offer to provide you training. There will not be any obligation either continuation beyond the training period of 6 months or any other offer for training/Employment with the company. You will not be entitled for any benefits available to employees of the company. This offer may be terminated by either party at any time during the period of this agreement by giving to the other party 7 days' notice in writing.
We look forward to your joining the company on or before **5th July 2021**, please sign and return copy of this letter as your acceptance of the offer indicating your joining date.

Sincerely,
For ControlCase International Pvt. Ltd.

Suresh Dadlam,
Director

Accepted & I will join by

5 Jul 2021


Ishtiyak Shakil Surve


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Atos

Name : Naved Mushtaque Qazi
SC# : 6296

Paladion Networks
Private Limited

#49, Shilpa Vidya, 1st &
2nd Floor, 1st Main, 3rd
Phase - J.P.Nagar,
Bengaluru-560078,
Karnataka, India.
T +91 (80) 4254 3444

atos.net

Date: February 08, 2021

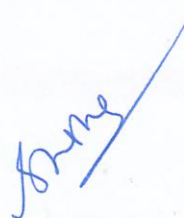
Dear Naved,

Welcome to the Atos Group

In the unified company, we have introduced a new employee relevant structure. Based on your existing Grade and role, you have been positioned effective February 01, 2021 as under:

GCM - SEN02
Designation - Analyst - Infrastructure Security

The above positioning reflects lateral mapping in the new Group hence your compensation Structure will not be impacted by any of these changes. In so far as relevant IT systems are concerned, these changes will be reflected over a period of time



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VISIONET

December 04, 2020

Shalini Manisha,
Bangalore.

Offer Letter

Dear Shalini Manisha,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of "Associate" with Visionet Systems Pvt. Ltd. at our **Mumbai** office. Your date of joining shall be **on or before December 16th, 2020**.

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

You have been offered on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before December 06, 2020** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

By accepting this offer, you are confirming that:

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

General Provisions:

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

Visionet Systems Private Limited

Registered Office: AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel: +91 80 4000 4000

Branch Office: Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel: +91 42 2622 2622

www.visionetsystems.com

Shalini
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and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you, the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



Miriam Shaju
Director, Human Resources

Accepted _____
Shalini Manisha
(Signature & Date)

Visionet Systems Private Limited

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 6669 0000

Branch Office : Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 422 454 7000

www.visionetsystems.com


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Annexure I: Compensation Break-Up

Name	Shalini Manisha	
Designation	Associate	
Particulars	Monthly (INR)	Annual (INR)
Fixed Components		
Basic Salary	11,792	1,41,504
House Rent Allowance(HRA)	590	7,080
Company Contributions		
Provident Fund	1,416	16,992
ESIC Contribution	403	4,836
Gratuity	568	6,816
Medical Insurance Premium	750	9,000
Incentives		
Night Shift Allowance	1,200	14,400
Performance Based Incentive (ICP)	4,200	50,400
ANNUAL TOTAL COST TO THE COMPANY		2,51,028

Notes:

Performance based incentives: All incentives will be paid as per the company policy and depending on individual performance, BU performance, and company performance. For the employee to be eligible for any incentive, the employee should be on the active payroll of the company on the day of incentive pay-out. Employees who are serving notice or in PIP will not be eligible for incentives.

Transport Allowance: You will not be eligible for the 'Transport allowance', if you use the company provided transport facility.

Yours sincerely,



Miriam Shaju
Director, Human Resources

Accepted _____


Shalini Manisha
(Signature & Date)

Visionet Systems Private Limited

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 6688 8888

Branch Office - Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 422 45 45 45

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Wadala, Mumbai - 400 031.



17-08-2023

Akshata Sable
Mumbai

Appointment Letter

Dear Akshata Sable,

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" / "company") as **Customer Response Executive**, at our **Navi Mumbai** office with effect from **12-08-2023**. Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same, may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(es), business(es) and/or location(s) for which you have been recruited.

- You will be employed with OPOS on an annual CTC of INR 156000/- and monthly CTC of INR 13000/-, which is inclusive of all allowances. The monthly salary would be payable to you only after satisfactory completion of training and probation. A detailed break-up of your CTC along with the relevant deductions have been mentioned in Annexure 1(LTC Annexure) of this Appointment Letter.
- The nature of duties and tasks required to be performed by you during your employment with the company are provided in detail in Annexure-2 of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLTs in any given month. The said minimum target shall be subject to timely revision by the management of the company in view of the customers' requirements and business scenarios. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and deductions would be made from your net salary accordingly.
- You shall not, in any situation, whatsoever, refuse to work or not work, in our the instructions of your reporting authority when you are scheduled or required to work. If/Once you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct, for which strict disciplinary action would be initiated.

Dear Sir/Ms./Mx, Dear Sir/Ms./Mx,

SMB

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Wadala, Mumbai - 400 031.



NAME : Suraj Acharya
ADDRESS : Room No:148, Abubakkar Chawl
Opp. St.Anthony School, Dharavi Main road, Mumbai -400017.

30th December 2020

Dear Suraj Acharya,

Sub: Offer of Employment with IT Trailblazers Consulting Private Limited

This is further to our Offer letter; we are pleased to inform you that you will join duty as a Permanent Employee of IT Trailblazers as "Trainee"

You will be deputed to our Client Place at M/s. Saint Gobain IT Development Center (Saint Gobain Group Company) 7th Floor, B Wing, Time Square, Andheri (East), A. K. Road, Mumbai, Maharashtra 400059. Starting on or before 31st December 2020

You are requested to report on or before 31st December 2020 at 10:00 AM at the address mentioned above.

Suraj

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Smt. Thirumalai College of Science
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CS

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cequity



Leslin Devassy Pulluparabil

Emp. Code : CES1092

Emergency Contact
+91 9167081277

Blood Group
B+

Amr

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Commerce & Economics And
Em. Thirumalai College of Science
Vadala, Mumbai - 400 031.



CS



Handwritten signature

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Smt. Thirumalai College of Science
Wadala, Mumbai - 400 031.





Tickle Right
The Right Brain Education

TICKLE RIGHT EDUVENTURES PRIVATE LIMITED

To **Aamin Firoz Malik**

- (A) **Designation:** We are pleased to offer you a service with our company as a Junior Developer.
- (B) **Job Responsibility:** Your major job role will be handling, updating, maintaining, and creating the requirements on our software as per the company requirements. We want you to be flexible in adapting to different responsibilities and be able to multitask as and when required.
- (C) **Joining Month:** 08th July 2021
- (D) **Salary:** The company is pleased to offer you a salary of Rs.11000/- per month
- (E) **Working Hours & Days:** Monday to Saturday 10 am to 7 pm
- (F) **Notice Period:** The employee needs to sign a 1-year bond with the company according to which the company can terminate you on an immediate basis on grounds of non-punctuality/non-performance/absconding/disobeying the company's rule post 3 warnings/misbehaviour/abusive language or any theft proved. If you decide to leave the company post the commitment period then you need to give a three months notice and we would expect you to handover all the necessary assets or follow up's to the management.
- (G) **Festival & National Holidays:** Total **12 holidays** in a year are provided mandatory. That are: Holi, Dahi Handi, Ganesh Visarjan (1st & Last day), Diwali (2 days), 15th August, 26th January, 1st May, Any 3 festival days as per your religious worship.
- (H) **Joining Documents:** Pan card, residence proof, 2 passport size photos.(Documents all Photocopy's). Need to bring original for a day verification & will be handed over to you on same day verifying with photocopies.
- (I) **Alternative Contact Details :** You need to provide your **2 family member name & contact no's**. These contact details are taken for **emergency** contact details on your absence, needful **verification** will be done on this nos. Kindly mention your **relationship** details with the reference nos provided.

We wish you all success in your new assignment.

Tickle Right Eduventures Pvt. Ltd.

I accept the above-mentioned terms and conditions

Mr Pranay Dattani

Mr. Aamin Firoz Malik

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Smt. Thirumalai College of Science
Wadala, Mumbai - 400 031.





NIMAP INFOTECH
FOCUS TO REDEFINE

Nimap Infotech LLP

Regd. Add :- Flat No. B-204, 2nd Floor, Pawapuri Apt 85/87, Seth Motisha Lane, Love Lane, Mazgaon, Mumbai - 400 010.

Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181

Mob : +91 9819312721

+91 9920977080

CIN No. - AAC-2388

Email - info@nimapinfotech.com

Website - www.nimapinfotech.com

Offer Letter

To,

Nitin Navik

Date: 17/08/2021

Address:- Flat No.304, Building 16/B, Sanghyarsh CHS, Kukreja Compound, Vashinaka, Near Vaishali Buddh Vihar, Chembur, VTC: Mumbai, P.O: FCI, Sub District: Kurla, District: Mumbai Suburban, State: Maharashtra, Pincode : 400074.

Congratulations ! You are now a part of the Nimap family !! We are delighted to extend to you our offer to join Nimap Infotech LLP (herein referred as 'Nimap') for the position of **Associate Software Developer** on the terms and conditions set forth in this offer letter.

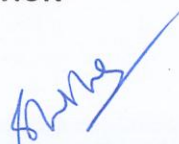
You will join us as a full time employee on 27th September 2021. **You agree to serve the company for a minimum of 2 years.** You will be eligible for your next annual increment in **September 2024.**

You will be on probation for the first 6 months of joining. The address of our premises is Office no 41, Todi estate A wing, Sunmill compound, Senapati Bapat Marg, Lower Parel west, Mumbai - 400 010.

As long as you join us as a full time employee and remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A** subject to the following **terms and conditions:**

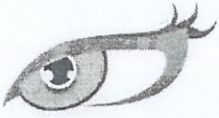
It is essential that you join on the date as mentioned in the offer letter. In case of mediocre performance, Nimap reserves the right to terminate the employee within 30 days without any compensation. After accepting our offer, if you do not report for work on the stipulated date, this offer letter will stand withdrawn.

BENEFITS, INCREMENT AND PROMOTION



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Wadala, Mumbai - 400 031.





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Nimap Infotech LLP

Regd. Add :- Flat No. B-204, 2nd Floor, Pawapuri Apt 85/87, Seth Motisha Lane, Love Lane, Mazgaon, Mumbai - 400 010.

Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181
Mob : +91 9819312721
+91 9920977080

CIN No. - AAC-2388
Email - info@nimapinfotech.com
Website - www.nimapinfotech.com

of Offer as confidential.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter and send or courier the offer of employment forms to the indicated address within 5 business days from the date of this letter.

All additional pre-employment documentation provided to you must be completed and returned on your start date. We look forward to your joining the Company.

Sincerely,

For Nimap Infotech LLP



Priyank T Ranka
Authorized Partner, CEO

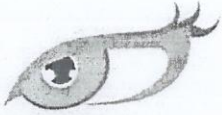
I have read, understood and agreed to the terms and conditions as set forth in this offer letter and the Annexure to the same.

NITIN NAVIK

Date

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Wadala, Mumbai - 400 031.





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Mob : +91 9819312721
+91 9920977080

CIN No. - AAC-2388
Email - info@nimapinfotech.com
Website - www.nimapinfotech.com

Annexure A

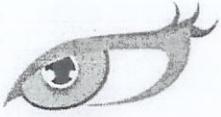
The following compensation items are subject to the terms and conditions of your offer letter, to which this Annexure A is attached. Payments are subject to applicable taxes. Please note that fixed pay and other amounts are expressed on an annualized basis.

Salary Structure 1st Year: CTC :- 264000		
Monthly Payment	Monthly	Annual
Basic	16,000	1,92,000
Performance Bonus	2,000	24,000
Performance & Loyalty Bonus	4,000	48,000
Total Gross - Cash Component (A)	22,000	2,64,000
Less Deductions (B)		
Bonus components	6,000	72,000
Profession Tax	200	2,500
Net Take Home = A-B	15,800	1,89,500
CTC(Cost To Company)	22,000	2,64,000

Salary Structure: CTC 2nd Year: - 348000		
Monthly Payment	Monthly	Annual
Basic	25,000	3,00,000
Performance & Loyalty Bonus	4,000	48,000
Total Gross - Cash Component (A)	29,000	3,48,000
Less Deductions (B)		
Bonus components	4,000	48,000
Profession Tax	200	2,500
Net Take Home = A-B	24,800	2,97,050
CTC(Cost To Company)	29,000	3,48,000

Anne
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Wadala, Mumbai - 400 031.





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Regd. Add :- Flat No. B-204, 2nd Floor, Pawapuri Apt 85/87, Seth Motisha Lane, Love Lane, Mazgaon, Mumbai - 400 010.

Admin Add:- Todi Industrial Estate, A Wing, Gala No. 41, 4th floor, Sunmill Compound, Lower Parel- West, Mumbai - 400013

Tel : +91 22 6639 5181
Mob : +91 9819312721
+91 9920977080

CIN No. - AAC-2388
Email - info@nimapinfotech.com
Website - www.nimapinfotech.com

Salary Structure: CTC 3rd Year: - 480000		
Monthly Payment	Monthly	Annual
Basic	35,000	4,20,000
Performance & Loyalty Bonus	5,000	60,000
Total Gross - Cash Component (A)	40,000	4,80,000
Less Deductions (B)		
Bonus components	5,000	60,000
Profession Tax	200	2,500
Net Take Home = A-B	34,800	4,17,000
CTC(Cost To Company)	40,000	4,80,000

[Handwritten Signature]

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Smt. Thirumalai College of Science
Wadga, Mumbai - 400 031.





Date:- 05/03/2021

To,

Mr. **PRATHAMESH KADAM**

44/343 Ramdas Chowk,
Rajabali Dube Chawl,
New Mill Road ,Kurla (West)
Mumbai -400070, Maharashtra

Subject: OFFER Letter for CSV Engg (trainee)

Dear, Mr. Prathamesh,

This has reference to your application and subsequent interview with us. Based on the same, we are pleased to make an offer for employment as detailed below.

Position :- Computer System Validation Trainee.

Profile :- Employee agrees that their duties will be primarily rendered at registered office Vikhroli or any other such places as the Employer shall in good faith require. You will agree to do shift duties for and willing to go to remote location as per company's requirement.

Joining Date:- 8th March 2021.

Salary :- Rs.15694/- CTC Per Month.

Probation :- 6 months

Other terms:- You shall provide the following documents before joining date.

- Pan Card
- Proof of Education
- Aadhar Card
- Two passport photographs
- All certificates that you have claimed

We look forward to a fruitful & long relationship with you,

Welcome on Board Brisk.

Thanking You,

Your's faithfully,
For BRISK TECHNOVISION PVT LTD



Authorized Signatory

Shree
PRINCIPAL
S.I.W.S.R. Swamy College of
Commerce & Economics And
Smt. Thirumalai College of Science
Wadala, Mumbai - 400 031.



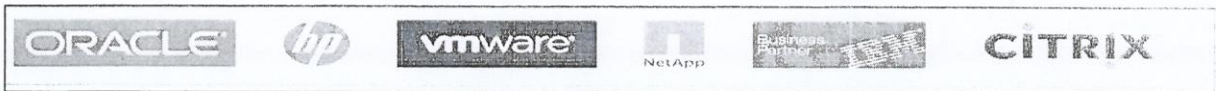
An ISO 9001 & 27001 CERTIFIED COMPANY



Brisk Technovision Pvt Ltd	
Prathamesh Kadam	
Salary Structure	
Less: Pf Contribution Employee	1440
Less: Esic Contribution Employee	102
Less: Prof Tax	200
Net on hand	12000
Add:- Pf Contribution Employer	1440
Add: Esic Contribution Employer	512
CTC	15694

Sanjay

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Wadala, Mumbai - 400 031.



An ISO 9001 & 27001 CERTIFIED COMPANY

PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

REF: PPIL/15(11)/RICDL433

Date: 15-Nov-2021

PPIL Emp ID: RICDL433

Ananthraj

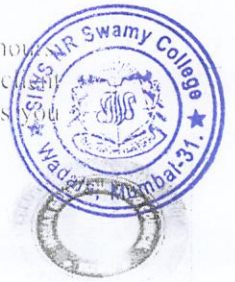
Subject: Contract Letter for the Post of Associate customer Engineer

Dear Ananthraj,

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **01-Dec-2021 as Associate customer Engineer on deputation at Minosha India Limited** on total yearly CTC of **Rs. 383400/- (Thirty One Thousand Nine Hundred Fifty Only Only)**.

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **01-Dec-2021**. Not with standing this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Resignation / Notice Period
 - a) During your Probation Period a minimum Notice Period of 15 Days will be required to be given by either side for termination of employment.
 - b) As a confirmed employee of the Company, you are required to give ONE month written notice in case of resigning from the services of the Company.
 - c) The services can be terminated from either side by giving ONE month written notice or payment of Gross Salary in lieu of such notice.
 - d) In case of any misconduct during your tenure with the Company, your services will liable to be suspended or terminated as per the Management's decision without any prior notice period.
 - e) You shall be required to hand over all the official documents, plans, drawings, models material and other properties that may be in your possession or under your control, to your Line Manager or to the person as nominated by your Line Manager.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated there in.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserve the right to modify/ alter your hours of work from time to time. In addition to this

Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon 122016 (India)
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87
Fax: +91-124-4871698-99, 2342688
E-mail: planet@planet-pci.com, Web: www.planetpci.com
Regd. Office: Prime Group Building, II 5B, Pusa Road, New Delhi - 110005 (India)



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Wadala, Mumbai - 400 031.

PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	18000	216000
HRA	7200	86400
Statutory Bonus	1499	17988
Other Allowance	3301	39612
Gross(A)	30000	360000
PF Contribution Employee	1800	21600
ESIC Employee	0	0
LWF Employee	0	0
PT	200	2400
Total Deductions (A)	2000	24000
PF Contribution Employer	1950	23400
ESIC Employer	0	0
LWF Employer	0	0
Employee Benefit	0	0
Total Contributions (B)	1950	23400
Net Payable (A - B)	28000	336000
Cost To Company (A+B)	31950	387600

Yours faithfully,
for Planet PCI Infotech Ltd.

Authorized Signatory


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Wadala, Mumbai - 400 031.



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon 122016 (India)
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87
Fax: +91-124-4571698-99, 2342688
E-mail: planet@planet-pci.com, Web: www.planetpci.com
Regd. Office: Prime Group Building, 11-5B, Pusa Road, New Delhi - 110005 (India)





11/11 BC, Thakkar Building, 1st Floor,
54-56, Champs Elyse Road,
Opp. New Post Office,
Mazgaon, Mumbai 400 010.

E: hr@talismanstaffing.com T: +91 22 2573 2528 W: talismanstaffing.com

EmpCode - T10070

30-Sep-2021

To,
Nilesh Dinesh Gavandi
Mumbai

Subject: Letter of Fixed Term Employment

Dear Nilesh Dinesh Gavandi,

We are pleased to inform you that you have been appointed as "Trainee" in our organization on the following terms and conditions.

- **Period:** Your Fixed Term of Employment will be valid upto 31st March 2021. Notwithstanding this, in the event of the project/work for which you have been employed comes to an end before the aforesaid mentioned period, this contract shall be co-terminated with the project/work. At the end of the above-mentioned period, the contract will stand to be terminated automatically without any notice or communication to you, unless they are explicitly extended by us, by a letter in writing. Notwithstanding anything above, depending upon the project/work, the company reserves its right to extend your temporary appointment for such period as may be necessary. In that event the company shall in writing, extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance, of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
- **KYC Documents:** As per government rules, it is mandatory for all employees to submit their Aadhar card, PAN Card, Bank account details & photographs to ensure KYC is updated with Provident Fund department as well as other applicable departments notified by the government. Employees need to submit the same within 7 days of joining. Salary will only be paid once the KYC is completed and acknowledged signed copy of this letter is received. Company reserves the right to terminate employment if KYC is not submitted.
- **Deputation:** During the period of employment, your services could be deputed at the sole discretion of the management to any of our client's company across India to do work pertaining to or incidental to the client's business.
- **Salary:** You will be paid total yearly salary as shown in Annexure in this letter. Your salary would be reviewed from time to time and revision may be made at the Company's discretion based on your conduct, length of service, performance, results achieved etc. However, revision of salary is at management discretion and there is no compulsion that salary will be revised yearly. You will be entitled to all statutory benefits wherever applicable during the period of your employment. Necessary deductions will be made from your Salary for Statutory Government Deductions & any other deductions as specified thereafter. You will need to declare your investments and submit proof of investment on the company HRMS as per investment declaration process to claim income tax benefits else the management will deduct income tax at its sole discretion from your monthly salary based on applicable income tax rules.

Yours faithfully,
For Talisman HR Solutions Pvt. Ltd.

Ms. Dnyanada Salvi
(Deputy General Manager - Human Resources)

I hereby agree on the above
Terms and Conditions,

Nilesh Dinesh Gavandi

PRINCIPAL

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Commerce & Economics And
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Wadala, Mumbai - 400 031.



Antraweb Technologies Pvt. Ltd.

1st Floor, B Wing, Steel House,
Off Mahakali Caves Road,
Andheri (E), Mumbai - 400093
Tel: 022-40864086
CIN: U72500MH1997PTC108554

Pay Slip
for November-2021

Prathamesh Ravindra Mane

Employee Number	: 1018	Tax Regime	: Regular Tax Regime
Function	:	Income Tax Number (PAN)	: ELDPM4663K
Designation	: TDL Developer	Universal Account Number (UAN)	: 101690054137
Location	: Mumbai	PF account number	: MH/4527
Bank Details	:	ESI Number	: 3517059379
Date of joining	: 27-May-21	PR Account Number (PRAN)	:

Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Salary	7,506.00	7,506.00	Profession Tax	200.00	200.00
Conveyance Allowance	1,001.00	1,001.00	ESIC	102.00	102.00
House Rent Allowances	3,753.00	3,753.00	Provident Fund (Employees Contr)	1,051.00	1,051.00
Children Education Allowance	250.00	250.00			
Statutory Bonus	1,000.00	1,000.00			
Total Earnings	13,510.00	13,510.00	Total Deductions	1,353.00	1,353.00
			Net Amount	₹ 12,157.00	₹ 12,157.00

Amount (in words):

Indian Rupees Twelve Thousand One Hundred Fifty Seven Only

This is a Computer Generated Pay Slip

for Antraweb Technologies Pvt. Ltd.



Authorised Signatory

Handwritten signature

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Smt. Thirumalai College of Science
Wadala, Mumbai - 400 031.





24/01/2021

Mr. Inzamamul khan
Navi Mumbai, Maharashtra
Sub: Letter of Employment

Dear Inzamamul khan,

With reference to your interview, we are pleased to offer you a position with New Turn Innovation Studios Pvt. Ltd. as **Software Developer - Trainee** on the following terms and conditions:

1. Your remuneration, will be Rs 4000/- per month
2. You are requested to join us on **01/02/2021 or earlier**
3. You will be on probation for **Six months** from the date of your joining New Turn and shall continue to be so until and unless specifically communicated to you in writing. The probation period is extendible at the sole discretion of the Management.
4. During the continuation of your employment with us, you shall not be engaged or interested directly or indirectly in any other occupation, business or employment but shall devote your whole time, attention, ability to the performance of your duties and faithfully serve the company to the best of your endeavors.
5. You shall communicate immediately to the company all invention and innovation made by you in course of your employment relating to your business or resulting from tasks specifically assigned to you by the company and assign to the company all such invention and innovations
6. Your duties will be such as assigned to you by your superiors from time to time.
7. You are requested to bring the following at time of joining:
 - 4 passport size photographs,
 - Copies of all Educational Degrees, Mark sheets, Transcripts, & Training Certificates
 - Copies of Certificates, Awards, Courses, Diplomas, etc.
 - Letters of Experience from all Present and past employers
 - Copies of All pages of Passport

New Turn Innovation Studios Pvt Ltd

401, Devashree heights, Sector 30D, Gothivali, Rabale, Navi Mumbai - 400701
Email: hr@newturnstudios.com


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Wadala, Mumbai - 400 031.





**K SERA SERA
BOX OFFICE**

11th Aug 2021

To,
Mr Rohit Pillai
57/588, Sector-2, CGS Colony,
Antophill Mumbai-400037

Subject: Offer Letter

Dear Rohit,

This is with reference to your application and subsequent interviews you had with us. Please accept our heartiest congratulation on your selection as "Tele Sales Executive" in our organization.

This offer is subject to confirmation of your acceptance and joining on 12th Aug 2021
Your annual CTC is INR. 1, 80,000/- (One Lakh Eighty thousand only).

You are required to submit your age proof, address proof, proof of education qualification, photographs, last drawn certificate, relieving letter from previous company and reference letter on joining.

You acknowledge that you are well aware of the HR Policy of the organization/Company as well as terms and conditions of appointment letter and the same has been read over and explained to you and you have no objections with respect to any of the terms and conditions of appointment letter as well as HR Policy.

You further acknowledge that the decision of the management of the Company/Organization shall over ride and prevail upon all the terms and conditions of offer letter, appointment letter, HR policy and the decision of the management shall be final and binding upon you.

Kindly return us the duplicate copy duly acknowledged / signed by you as a token of your acceptance of this offer.

We welcome you to our organization and look forward to your long and fruitful association with us.

For, K Sera Sera Box Office Pvt. Ltd.

Kalyani B Khurde
Authorized Signatory



Mr Rohit Pillai

K Sera Sera Box Office Pvt. Ltd.

(a wholly owned subsidiary of K Sera Sera Ltd)

CIN : U22130MH2009PTC193284

Unit No. 101A & 102, 1st Floor, Plot No. B-17, Morya Landmark II, Andheri Link Road, Near Infinity Mall, Andheri (W) Mumbai - 400 05
Tel: 022-40427600 | Fax: 022-40427601 | Web: www.kserasera.com | Email: boxoffice@kserasera.com

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Smt. Thirumalai College of Science
Wadala, Mumbai - 400 031.



Trigent Software Private Limited.
CIN U72200KA1995PTC065161
Professional Services Division
Khanija Bhavan, East Entrance 2nd Floor,
49, Race Course Road,
Bangalore - 560 001, India
P: +91 (80) 2215 7000

August 20, 2021

Neha Suresh Bamaniya
305, Shiv Nagar S.m.d Road,
New Post Office Antophill,
Mumbai 400037

APPOINTMENT LETTER

Dear **Neha Suresh Bamaniya,**

We are pleased to welcome you to Trigent Software Private Limited and offer you an engagement as **Transaction Processing Representative** and you will be deployed at our client. Your engagement will be effective from **September 01, 2021** and shall continue as per the client business requirements. Failure to report to work as per the date mentioned will render this offer null and void, unless permitted in writing by the company. Your engagement is transferable across our clients and across different locations in India. As discussed and agreed, you will be paid a Gross Cost to Company of **Rs.188,808/- (Rupees One lakh eighty eight thousand eight hundred and eight only)** per annum. The detailed breakup of the compensation is attached as Annexure A.

This engagement will be governed by the terms and conditions as indicated in **Annexure-B**. You will also be governed by all the rules and regulations of the company and client applicable from time to time.

On the day of joining the client Company, we request you to carry the following original documents with photocopies.

- Certificates / testimonials of your qualification & professional trainings.
- Relieving and Experience certificates of last employer.
- Last 2 months pay slip of your last employer.
- Passport size colour photographs.
- PAN Card.
- e-Adhaar.

We look forward to working with you, and hope you will find your engagement at Trigent a rewarding experience.

Yours truly,

For Trigent Software Private Limited,

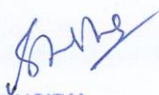
Srinivasan TPR

Associate Director - Human Resources

Declaration by the Employee:

I have read and understood the contents of this engagement letter along with the description provided in Annexure A & B and accept the terms and conditions of engagement by sending the acceptance mail.




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ANNEXURE - A

Given below is the breakup of the Compensation and benefits package:

Components	Amount in INR	
	Month	Annual
Basic	13,025	156,300
HRA	700	8,399
Total	13,725	164,699
Company's PF Contribution	1,563	18,756
Company's Insurance Contribution	446	5,353
Total	2,009	24,109
Gross Cost to Company	15,734	188,808

Take Home Calculation (before Income Tax/Professional Tax):

Monthly Salary	13,725
Less ESI	103
Less PF	1,563
Take Home before IT/PT	12,059

(Take Home Calculation (before IT/PT) = Monthly Total - Deductions [Employee State Insurance + Provident Fund])

Annual Benefits

- A Provident Fund: If opted/covered under the Provident Fund Scheme. You will be contributing 12% of your Basic+DA every month and the Co. will make an equal contribution to the fund (restricted to a maximum of Rs. 15000 only).
- B Gratuity: You will be entitled to Gratuity as per the rules of the scheme.
- C Medical Insurance: Employees drawing a monthly salary of Rs. 21000 or less will be covered under ESI. Employees drawing monthly salary above Rs. 21000 will be covered under the Company Medical Insurance for Hospitalization to the tune of INR. 1,00,000 per annum for self, spouse and two children.

Disclaimer:

Any commitments with respect to Compensation and Benefits which are not included in the "Cost to Company Components" table or explicitly mentioned in the offer letter stands null and void.



[Handwritten Signature]
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ANNEXURE - B

1. Job Roles and Responsibilities:

- 1.1 You shall be responsible for the performance of the functions expected of your position and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company/Client.
- 1.2 You shall use the best of your efforts to promote, develop and extend the business of the Company/Client and comply with the directions and regulations of the Company/Client at all times and in all respects.

2. Working hours, Salary payments & Leave eligibility:

- 2.1 The working hours will be as per the client's office timings. However, due to business exigencies employees may be required to work at different timings, which may be communicated by the immediate reporting Manager at the client site from time to time. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
- 2.2 Salary payments will be made directly to your IDFC/HDFC/CITI bank salary account pursuant to our direct payroll deposit plan on or before the seventh working day of every month. All the payments made, are subject to the Income-tax Act, 1961 and the Income-tax Rules, 1962 and any amendments thereto. Payments are also subject to other statutory and agreed to deductions.
- 2.3 You will be entitled for leave as per the leave rules of the company.
- 2.4 Annual Furlough - i.e. when a client places an employee into temporary non-duty, non-pay status because of business reasons. In this scenario, Trigent will pay the salaries by adjusting against the accumulated leave of the deployed employee. If the employee has no leave credit, the same will be treated as leave without pay.

3. Code of Ethics and Business Conduct:

You are required to adhere to the Trigent Code of Ethics and Business Conduct. By accepting this engagement, you are agreeing to thoroughly familiarize yourself with Trigent Code of Ethics and Business conduct and you are also agreeing to abide by it.

- 3.1 Employee should conduct himself / herself courteously and in the best interest of Trigent without favor or preference whenever one is dealing with Visitors, Clients, Contractors and co employees etc.
- 3.2 If any employee is unable to report for duty on time, he should inform his/her project manager in advance.
- 3.3 Employees are expected to dress appropriate to our business environment.
- 3.4 Employee needs to wear the identity cards provided by the company at all times during the office hours.
- 3.5 Employees are strictly expected to adhere to No Smoking policy inside the office premises.
- 3.6 Employees are expected to maintain decorum inside the office and Office etiquette.
- 3.7 All employees are required to make judicious use of the facilities, which include telephone, fax, e-mail, Internet, and/or any other resources provided to them.
- 3.8 No employee shall use any of the company resources for soliciting any kind of employment elsewhere or for personal gain.

Trigent will communicate important information about its policies by way of electronic updation on the HRMS portal. By accepting this engagement you agree to thoroughly review these policy communications and abide by them without any deviations.



4. Deployed Engagement:

The employees joining our professional services division are recruited by us to work at our client location and the engagement will continue depending on the client's business needs. The deputed employees work at the client site and generate a timesheet which is approved by the client manager based on which Trigent disburse salaries. The deployed engagement is purely contingent on the business needs of the client. Trigent will make efforts to place the deployed employees at other client sites when they are rolled off from a client. However, for all practical purposes the last working day at a client will also be the last working day at Trigent.

Timesheet is the essence of this engagement. It is on the basis of the client approved time sheet that Trigent can substantiate its services to the client. Absence of client-approved timesheet means that services have not been delivered by the employee.

5. Attendance & Performance:

Attendance & Performance will be monitored by the client and the process will vary from client to client. The deputed employees may check for performance feedback from their client supervisors from time to time.

Performance based salary revision are the prerogative of the client.

6. Non Solicitation of Employment & Business

During your tenure with the company and for a period of one (1) year after separation, for any reason, whether with or without cause, you will not render professional services of the type provided by you during the term of engagement with the company, directly or indirectly, as an employee, employee of a third party, consultant, or otherwise, to any person, firm or organization which is a past, current client/competitors of the company.

During the term with the company and for a period of one (1) year after separation for any reason, whether with or without cause, you will not, on behalf of yourself or any other person, corporation or entity: (a) directly or indirectly solicit business from or call upon entities or individuals that are current clients or active prospects of the company for the purpose of soliciting, serving or selling services or products similar to those being developed, licensed, or marketed by the company or (b) recruit Trigent employees, or otherwise seek to induce such employees to terminate employment with the company or violate any agreement with the company.

7. Confidentiality of Information:

As part of your engagement with the company, you will be exposed to substantial amounts of technical, secret, critical and other information of the company as well as its clients and/or third parties. This information will be obtained by you or will be available to you; you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or company, or made public in any manner, except with the written permission of the company. You will therefore sign an Agreement of Confidentiality with Trigent. This clause is perpetual in nature and will be applicable during and after your employment by the company.

You are also required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the company.

8. Proprietary Information:

All the work carried out by you during your engagement with the company shall, at all points of time, belong to the company and shall be considered to be the Proprietary Information of the company (whether or not learned, obtained or developed solely by you or jointly with others). Where such work is carried out for a client of the company, the work shall belong to the company's client. Such Proprietary Information and all intellectual property rights therein shall remain the property of the company or its clients, and upon termination of employment or at any earlier time as requested by the company, you will immediately deliver all Proprietary Information in your possession or control to the company.

You also agree to hereby irrevocably and unconditionally assign to the company or its clients, all right, title, and interest worldwide in and to any work developed by you and all Intellectual Property Rights thereto, at the request of the company.

John



John

You shall execute such documents in this regard as may be required for the purpose. In view of the above, you shall be called upon during your tenure with the company to execute one or more "Non Disclosure Agreements" to this effect, based on business requirements.

9. Dual employment:

You are expected to remain in duty throughout the business / working hours of the organization and be present in time for any meeting or get together scheduled by the company. This is a full time engagement and you shall not engage yourself, directly or indirectly without prior consent in writing of the company with or without remuneration, in any trade, business, occupation, employment, service or calling which is similar to

or the same as that carried out by the company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this engagement or with the company's interests.

10. Training:

You may be selected and sponsored by the company for training assignments with company's associates or other institutions in India or abroad. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such training, for a minimum period of 6 months or such period as may be stipulated by Trigent.

11. Travel and overseas assignments:

You may be required to undertake travel on company work during the course of this engagement. Further, in the event of the company deputing you to a foreign country, either for business, training, higher education or on any assignments, you shall furnish a bond backed by a surety, undertaking inter alia the following:

- 11.1 That you will not resign, abandon, desert or unauthorizedly absent yourself during the period of your deputation abroad;
- 11.2 That you will neither seek nor accept appointment, consultancy or business for anybody or any third party except for the company, during the period of your deputation abroad.

12. Transfer:

You are liable to be transferred from one client to another or from one department to another department or from one establishment to another establishment or one location to another location (our client site both in India and abroad) without assigning any details/reasons or explanation. You shall do such other work, which will be assigned to you by the Management 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.

It is also expressly agreed to by and between us that the company shall be entitled to loan or transfer your services, provisionally for any duration or permanently, wholly or partly to any company which is an associate, client, affiliate, successor, assign or subsidiary or principal contractor to, or the latter having a controlling interest in the said company

13. Medical Check:

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

14. Documentation:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents and declarations as may be deemed necessary by the company and / or its clients (including Privacy and Confidentiality agreements).

15. Indemnity:

You shall keep the Company indemnified for any demanges, which the Company or its clients may suffer due to any act/s by you including breach of any terms of this agreement.

Johnston



[Signature]

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16. Jurisdiction:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

17. Separation:

In the event of separation/resignation/abandonment of your services with the company, a mandatory notice period of 30 days would have to be given by you, unless the company/client agrees to a shorter notice period depending on the client requirements. You cannot avail leave of absence during this period and you need to serve full term of notice period of 30 days. If you are availing leave during the notice period, the said notice period gets extended by the number of days of such leave.

17.1 In the event of the company/client wanting to dispense with your services, the company shall be liable to give 30 days notice as advance intimation or pay you 30 days basic salary in lieu of the notice, as compensation.

17.2 Notwithstanding anything to the contrary contained herein, the company shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:

17.2.1 Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein.

17.2.2 Any information provided to the company in the application or during the course of your engagement is found wrong and it is discovered that you have intentionally provided wrong information.

17.2.3 If you are released on the ground of non-performance or termination or an untenable act, your last working day at the client's place will be the last working day at Trigent Professional Services Division.

17.2.4 Unauthorized absence of three or more days

17.2.5 Failure of Back Ground Verification.

17.3 On separation, you will immediately hand-over, to the appropriately designated authority within the company, all information or data or documentation that has come into your custody as a result of your association with the company. The company reserves its right to accept your resignation and relieve you of your duties in the event that any bond executed by you as hereinabove contemplated is yet to lapse.

17.4 Employee is required to submit the tax documents (Investment Proofs) within a week from the date of separation. Failing which, the full and final settlement will be processed by deducting tax at source. The full and final settlement will be paid on recovery of payments from client.

17.5 Please take note that all sums paid to you such as joining bonus, relocation expenses, travel expenses for relocation, initial accommodation expenses and recruitment charges paid to employees are liable to be recovered from your salary/final settlement in the event of your resigning from the services of the company within 3 (three) months from the date of joining.

17.6 You will not be eligible for any relieving, experience, salary certificate and employment references if you resign from the services of the company within 3 (three) months from the date of joining.

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Wadala, Mumbai - 400 031

May 4, 2021

Ref:HDBFS/21-22/HRIC42247/Apppt/136213

Ms.Riddhi Vilas Gavankar,
1/5 B.I.T Vithal Chavhan,
Marg Nr Damodar Hall,
Parel,
Mumbai-400012

Dear Ms.Riddhi Vilas Gavankar,

LETTER OF APPOINTMENT

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

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

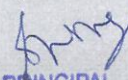
Terms and Conditions:

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

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.



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Page 1 of 5

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



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



v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

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

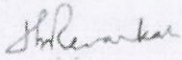
You are requested to join no later than May 19, 2021.

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

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

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

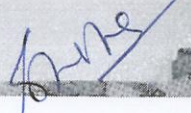
Yours Sincerely,
For HDB Financial Services Ltd.



Hemant Revankar
Authorised Signatory
AFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Ms. Riddhi Vilas Gavankar



PRINCIPAL
S.I.W.S. Smt. N.R. Swamy College of
Commerce & Economics and
Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

Date :25 June 2021

Harikrishnan Natarajan Iyer

Pratishtha Apartment B/303 Chinchpada roa

Mumbai-421306

Sub: Employment Letter

Dear Harikrishnan,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Customer Service Associate** in the **Operations** with **CONNQQT Business Solutions Limited** (The Company) with effect from **25 June 2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **194111.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **221004.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

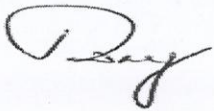
The above mentioned offer shall be valid if you join us on **25 June 2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Mumbai-Airoli** Office. The Company may transfer your services to any of the existing office (s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



[Handwritten Signature]
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You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

Tony Jacob Joseph

Assistant Vice President - Human Resource

I accept the terms of this letter



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Q CONNQCT

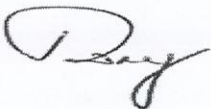
BUSINESS SOLUTIONS LIMITED

Name Harikrishnan Natarajan Iyer
Grade 1A
Designation Customer Service Associate

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	6446.00	77351.00
House Rent Allowance	4512.00	54144.00
Other Allowance	3760.00	45120.00
Advance Statutory Bonus	537.00	6444.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation(100%)	921.00	11052.00
C. MONTHLY GROSS (A+B)		
	16176.00	194111.00
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1225.00	14697.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	310.00	3720.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	526.00	6312.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
E. TOTAL COST TO COMPANY (C + D)		
	18417.00	221004.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1225.00	14697.00
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.)	121.00	1456.00

Provident Fund contribution will be recovered from your salary. Insurance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.



I accept the terms of this letter


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Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:



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Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031
Harzi

Appointment Letter

athena
bpo



Date: 9/11/2020

Employee Code: 1012766826

NAME: Sunita Ramratan Kewat

Room no 3, Parubai Chawl, New mill Road,
Kurla West, Mumbai 400070

Dear **Sunita Ramratan Kewat**

Further to our Offer letter and successful training you have undergone with us, we are pleased to appoint you in our company as "**Customer Service Executive**" with effect from 9/11/2020 on the following terms and conditions.

1. Your Cost to the Company will be as per the enclosed annexure. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. You will be on probation for a period of six months from the date of your appointment which period may be extended at the discretion of the Company. Your probationary period will be deemed to have been extended until such time as your services are terminated or the Company gives you letter of confirmation as per Company policy. During probation, your services can be terminated, without assigning any reason, by giving one month's notice in writing, by either side or by paying an amount equivalent of Gross Salary in lieu of unserved Notice period.
3. After Confirmation, the Company will be entitled to terminate your services without assigning any reason by giving you one month's notice in writing or by payment of one month's salary in lieu of such notice. In the event of you desiring to leave the services of the Company you will give one month's notice in writing to the Company or an amount equivalent of Gross Salary in lieu of unserved Notice period.
4. During your employment with the Company, at any time, the Company may at its own discretion transfer you to any other location in India. You will be required to work for any subsidiaries, associate or related Company on secondment or transfer either full time or part time and to work for any associate or related Company, and you shall comply with all direction and instructions in that behalf.
5. Fulfillment of defined norms is fundamental to this appointment together with conducting yourself in a manner promoting the company's image. You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all Company information. You are expected to engage yourself fully in Company's business and not engage yourself in any other employment or business including on part time basis.

Cont 2



Sunita
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Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

Athena BPO Pvt. Ltd.

CIN : U51900MH1993PTC070252

Regd Office: 121, Colaba, Mumbai 400 006, India. E-mail: hr@athena-bpo.com, recruitment@athena-bpo.com, training@athena-bpo.com, operations@athena-bpo.com, finance@athena-bpo.com, legal@athena-bpo.com, www.athena-bpo.com
Corp Office: The Trade Centre, 1st Floor, Behind the Park, Off Sakinaka Road, Chandraival, Andheri East, Mumbai - 400 022, India.
Bengaluru Office: 1st Floor, 1st Stage, 2nd Stage, Near Juma Masjid, T. Nagar, Bengaluru - 560 002, India.

The Company is not liable to provide any vehicle for carrying out your assigned tasks and you will be expected to arrange your own means of conveyance or alternatively utilize public transport. Conveyance expenses will be reimbursed solely in terms of the Company's Conveyance Scheme as in force from time to time.

During your employment with the Company, you will be bound by the Service rules and regulations on Acceptable use policy (refer Annexure II) of Company's Computing Resources and Email & Internet Policy or as introduced or amended from time to time including but not limited to Code of Conduct, Disciplinary Action Policy (refer Annexure III) where there will be zero tolerance, Confidentiality and Information Security Policy (refer Annexure IV), Leave Policy amongst others.

You are required to maintain utmost confidentiality with regards to records, documents and other information relating to the business of the Company which may be known, provided or confided in you and you shall use the same in a responsible manner, in the best interests of the company. Upon ceasing to be in the services of the Company for any reason, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same.

-) You are required not to divulge, communicate or pass on any information in any form related to any aspect of the Company to anyone not employed by the Company.
- 10 You are required to deal with the Company's money, material and documents with utmost honesty.
- 11 You have been engaged with the presumption that the particulars furnished by you in your Application, Bio-data and the supporting documents submitted to the Company are correct and you have not concealed or withheld any other relevant facts.
- 12 You are required not to engage yourself in any other gainful or commercial employment, business or activity part time or full time, directly, indirectly or simultaneously as long as you are employed with the Company.
- 13 You will not engage yourself in any form of unlawful activities and comply with all applicable laws prohibiting Bribery and Corruption.
- 14 Your service can be terminated immediately without any notice under the following circumstances:
- If you have concealed or withheld any relevant facts or given incorrect information.
 - If your Reference checks are found to be negative.
 - If you have committed any misconduct.
 - If you have engaged yourself in any other commercial employment or business.
 - If you are found to be indulging in the act of bribery and corruption.
 - If you have not declared your previous employment with the Company.

Cont ...2




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Annexure 1
Compensation Details

Employee Code	1012766826
Name of the Employee	Sunita Ramratan Kewat
Designation	Customer Service Executive
Date of Joining	9/11/2020
Location	SYMPHONY
Salary Break-up	Amount in Rs. (12600)
Basic	6674
HRA	3337
Conveyance	1600
Allowance	22
Gross Salary	11633
Advance Bonus	967
Total Pay	12600




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Wadala, Mumbai - 400 031

Date: February 13, 2021
Ref No: 580241

Samjoel George

Room No:- A/2,247,3/4, Nithyanand chawl, Anna Nagar, 90 Feet road,
Mumbai, Dharavi:- 400017

LETTER OF APPOINTMENT

Dear **Samjoel George**,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders

Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions

Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy

Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional

Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

Certification signature by MANOJ PRABHAKAR
PHADNIS <manoj.phadnis@kotak.com>, Validity
Unknown

Digitally signed by MANOJ
PRABHAKAR PHADNIS
Date: 2021.02.13 20:40:40
IST

Manoj Phadnis
Executive Vice President


Samjoel George

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

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

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




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Commerce & Economics and
Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

Date: February 13, 2021

Ref No: 580241

Samjoel George

Room No:- A/2,247,3/4, Nithyanand chawl, Anna
Nagar, 90 Feet road, Mumbai, Dharavi:- 400017

We have pleasure in appointing you as Assistant Manager in the Grade **M1** with effect from **February 22, 2021**, or from your date of reporting to work, whichever is earlier, provided that this letter of appointment shall cease to have effect if you do not report to work by **February 22, 2021**.

Position, Location and Remuneration

1. The details of your remuneration are enumerated in Annexure A, is enclosed. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** ('Bank').
2. You will initially be posted at our office at **Kotak Mahindra Bank Limited, 1461-Thane-Neptune Elements-Kisan Nagar-MAH**, but you will be liable to be posted or deputed at any other office/ branch of the Bank or any of its associate companies or any of its clients and your services are liable to be transferred to any subsidiary or associate or affiliate company including overseas.

Probation

3. Your appointment is subject to a probation period of **6 Months**, where after subject to your performance and conduct being satisfactory, your probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated by giving **1 Month** notice during the initial or extended period of probation.

Other conditions


4. Your appointment is subject to your providing, inter alia:
 - 4.1 A relieving letter from your previous employer relieving you from your duties.
 - 4.2 Receiving satisfactory background verification report.
 - 4.3 A copy of the last pay slip from the previous employer.
 - 4.4 Proof of identity which could be either the copy of voter identity card or Aadhar card or Passport
 - 4.5 Proof of date of birth.
 - 4.6 The Bank's application form complete with photograph.
 - 4.7 Valid email id.
 - 4.8 Mobile no and /or Landline no.

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
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5. Your appointment is subject to submitting a Self-Certified Medical Fitness and Declaration Form issued by the Bank. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.

Duties, Responsibilities & Other employment


6. You will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future. Please note that should you be entrusted with the handling / custodianship of cash / securities, any shortfall will be recoverable from you personally. This does not preclude the Bank from recovering the same from any dues to you, or from taking legal action.
7. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time. The hours of work, holidays and paid leave will be in accordance with the Bank's rules. Please note that if you absent yourself from the services of the Bank without prior written permission or overstay sanctioned leave for eight consecutive days, you will deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.
8. You shall devote the whole of your time and attention to performing your duties and use your best endeavors to promote the interests of the Bank and your conduct at other times shall be such as not to damage the interests of the Bank. You shall not engage yourself directly or indirectly in any trade, business, vocation or occupation or in advisory capacity or accept compensation in any form from any third party for any actions performed on behalf of the Bank without the express written permission of the Bank. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Bank, whether directly or indirectly.
9. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires.
10. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
11. You shall inform the Bank without delay of any act of dishonesty, fraud or cheating or any damage to the Bank's property that you may come to know of, whether the same is under contemplation or is taking place or has already taken place.
12. You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Bank.

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Rules, Regulations and Confidentiality

13. You shall faithfully observe all the rules and regulations of the Bank as applicable from time to time and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places, as you may be required.
14. You shall also abide by and implement "The Corporate policy manual on Conflict of Interest, Confidential and Proprietary Information" including inter alia the Information Technology Security Policy and Code of Conduct as approved by the Bank.
15. The Bank is committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Bank including the Code of Conduct and other policies of the Bank as they form an integral part of the terms of employment with the Bank. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' from time to time through intranet and/or e-mails and you will be governed by the same from time to time as and when the said changes are made. It is your responsibility to read and comply with the same.
16. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination, without the consent of the Bank in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Bank processes, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Bank, its subsidiaries, its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Bank, its subsidiaries, its associates or clients.
- 16.1. In line with the, SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the Employee Share Trading Code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.
17. You are not authorized to and must not at any time:
- 17.1. Trade on your own account by pledging the credit of the Bank;
- 17.2. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear;
- 17.3. Enter into any commitment, dealing or obligation on behalf of the Bank, except to the extent of operating the Bank's bank account or accounts as empowered by a resolution of the Board of Directors of the Bank.
18. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.

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Termination

19. Your services can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:

- 19.1. Any incorrect information furnished by you or on suppression of any material information; and/or
- 19.2. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter or a violation on your part of any of the Bank's rules and policies; and/or
- 19.3. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude; and/or
- 19.4. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or
- 19.5. The results of any background checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion. and/or
- 19.6. Any misconduct pertaining to moral turpitude, riotous/disorderly behaviour, theft, misappropriation, conviction by any court of law.
- 19.7. Any act or omission, which could be construed as loss of confidence in you by the Management.
- 19.8. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.

20. Subject to the right of the Bank to terminate this employment in accordance with clause 19, it may be terminated either by the Bank or yourself by giving **3 Months'** notice in writing to the other.

- 20.1. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated on the basis of monthly gross salary. The decision whether or not to accept the gross salary in lieu of the notice period will rest solely with the Bank and the employee shall be required to serve the applicable notice period as per the exit policy of the Bank if the Bank does not accept the gross salary in lieu of the notice period.

Retirement age

21. The age of superannuation i.e. the age of retirement in our Bank is 60 years.
22. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the Bank or which have been entrusted to you or received by you in the course of your employment with the Bank.

Jurisdiction


23. If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
24. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.

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

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

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




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25. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

26. As a full time employee of the Bank, you shall not be a Director on the Board of any Company. If you are a Director in any Company you are required to resign from the same before joining the Bank.

Annexure A

Compensation Breakup		
Particulars	Monthly	Annual
Basic	11,196	134,352
HRA Allowance	2,516	30,194
Professional Allowance	0	0
Statutory Bonus	2,239	26,870
Gross CTC	15,951	191,416
Gratuity *		6,462
Company PF *		16,122
Total CTC	17,834	214,000

- * Company contribution towards PF is 12% and Gratuity is 4.81%
 - Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.
 - The mentioned CTC is not indicative of monthly take home salary

You are requested to send us a copy that is signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and successful career with us.

Your's faithfully,
For Kotak Mahindra Bank Limited

Certification signature by MANOJ PRABHAKAR PHADNIS <manoj.phadnis@kotak.com>. Validity Unknown

Digitally signed by MANOJ PRABHAKAR PHADNIS
 Date: 2021.07.13 20:40:40 IST

Samjoel George

Date: _____

Manoj Phadnis
Executive Vice President

Kotak Mahindra Bank Limited
 CIN L65110MH1985PLC038137
 Kotak Infinity, Building No. 21,
 Zone 4, 2nd Floor, Infinity Park
 Off Western Express Highway
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11/30/2020

To
Faiz Ahmed Shaikh
Mumbai

Appointment Letter

Dear **Faiz Ahmed Shaikh**,

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" / "company") as **Customer Relationship Executive**, at our **Mumbai** office with effect from **11/30/2020**. Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed.

1. You will be employed with OPOS on an annual CTC of INR **180000/-** and monthly CTC of INR **15,000/-**, which is inclusive of all allowances. The monthly salary would be payable to you only after satisfactory completion of training and certification. A detailed break-up of your CTC along with the relevant deductions have been mentioned in Annexure-I (CTC Annexure) of this Appointment Letter.
2. The nature of duties and tasks required to be performed by you, during your employment with the company, are provided in detail in Annexure-II of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLA's in any given month. The said minimum target shall be subject to timely revision by the management of the company, in view of the customers' requirements and business scenario. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and, deductions would be made from your net salary accordingly.
3. You shall not, in any situation whatsoever, refuse to work or not work, as per the instructions of your reporting authority, when you are scheduled or required to work. In case you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

ONE POINT ONE SOLUTIONS LTD
(Formerly One Point One Solutions Pvt. Ltd.)
Corporate Office: 101, Industrial Area, MIDC, Village Pawane, Navi Mumbai 400 705, INDIA
Phone: +91 22 6687 3889 Fax: +91 22 6687 3889 CIN. U74900MH2008PLC152869 www.1point1.in
Branches: Mumbai . Gurgaon . Indore . Bangalore



[Signature]
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4. You shall also not refuse to perform any other additional duties and/or tasks, as per the instructions of your supervisor and in view of need of the company. In case you refuse to perform any such additional duties and/or tasks, it shall be considered as insubordination on your part and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.
5. Your salary would be strictly processed as per your biometric attendance with nine (9) hours in system, eight (8) hours of productive login, talk-time as per the relevant process(s) and wrap time of maximum thirty (30) minutes, which is applicable for all days that you are present in and working from the office. Thus, all four criteria, viz. the biometric time, the system/dialer login time, talk-time and wrap time, are required to be mandatorily fulfilled as per the prescribed limits for the company to consider your attendance and process your salaries, for all days that you are working from the company office.
6. In case any of your action(s)/omissions(s), during the tenure of your employment, fall within the ambit of Zero Tolerance Policy of the company which includes actions such as, but not limited to, abuse, misbehavior, following wrong processes, leaking information, misuse of IT/system access, damage to company's assets and infrastructure, wrong sale/commitment while performing official duties and/or any other act causing damage of goodwill and/or monetary loss to the company or its clients, you shall not receive any salary for the month in question. In case you are found to have repeated such actions/omissions(s), which fall within the ambit of Zero Tolerance Policy of the company, on more than two occasions, the same would amount to grave misconduct on your part, for which the company would initiate strict disciplinary action against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.
7. You will be governed at all times by the policies, procedures and guidelines of the company relating to salary, allowances, benefits and perquisites, which are specified in this Appointment Letter. Further, the management of OPOS reserves the right to modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies and in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed. You are also required to keep your salary and other related information confidential at all times, and not disclose the same to anybody in the

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company or an external agency. The company reserves the right to take appropriate action against you, in case you are found to have violated this requirement.

8. You will also be entitled to contributory provident fund, employees' state insurance and statutory bonus payments, as per the applicable statutory provisions. Deductions as applicable under law, namely tax deduction at source, professional tax, fringe benefit tax, statutory payments etc., shall be to your account and made by the company on your salary month on month.
9. You are required to furnish the photocopy(s)/soft copy(s) of the documents required by the company, as mentioned in Annexure-III (List of Documents for submission) of the Appointment Letter, prior to or on the date of joining the company. You are also required to produce the originals of the aforesaid documents for verification, on the date of joining the services of the company. You would not receive any salary unless you have submitted all required documents, as per this Appointment Letter, to the Human Resources department of the company. Further, if you fail to submit the required documents, as mentioned in Annexure-III of the Appointment Letter, within forty-five (45) days from your date of joining the company, you would be terminated with immediate effect, without any notice or pay in lieu thereof, for failing to comply with the joining formalities in place. Any change in your date of joining will be communicated to you at the aforementioned contact details and, such change will be at the sole discretion of and without any liability on OPOS.
10. You will be initially on probation for a period of six (6) months from your date of joining the company, during which you will not be entitled to paid leave. The management of the company reserves the right to extend the probationary period for such additional period as deemed appropriate. Your continuation in the services of the company is subject to your performance during the period of probation and your suitability for the job, of which the management shall be the sole judge. Your services in the company shall automatically come to an end on the expiry of the aforesaid probationary period or extended probationary period, as the case may be, unless your appointment is expressly confirmed in writing by the company. If you fail to report to work for four (4) days in a row, without the prior written approval of your reporting manager, you will be marked as absconding and an absconding notice would be issued to you by the company. Furthermore, if, even after the issuance of the absconding notice, you fail to report to work within the timeline stipulated under the absconding notice, the same would be treated as your refusal to work as well as abandonment of employment in OPOS, and your services would be terminated by the company

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Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031



Date: 8th Mar 2021

To,

PRIVATE & CONFIDENTIAL

Samreen Shaikh

Room no 131 BPT railway line
gate no :4 wadala mumbai
:400037

Dear Samreen Shaikh

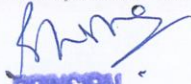
Sub: Offer cum Appointment letter - CSP

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Customer Service professional" on following conditions:

Upon your joining on or before 8th Mar 2021, you will be appointed as "Customer Service Professional" in the employment of SITEL on a fixed term basis. Your annual Base compensation [Total Guaranteed Pay] will be INR 150540 per annum. Details of your overall compensation and other benefits is placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

1. In the initial period of appointment, you may be put into Training wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Sitel. If it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.
2. Your initial appointment will be at Mumbai but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.
3. You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.




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4. The code of conduct and other general rules of employment shall be communicated to you in the induction and would be deemed understood and accepted upon your signing the undertaking.

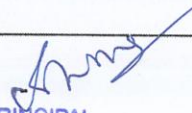
5. You will -

- a. Diligently, faithfully and to the best of your skill and ability serve the Company and perform all the duties entrusted to you from time to time.
 - b. Obey and comply with all orders and directions given to you by the Company or any Officer duly authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees.
 - c. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the Company, engage yourself directly or indirectly with or without remuneration in any trade, business occupation, employment, service or calling nor shall be during the term of this employment directly or indirectly take up any employment of service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.
 - d. Not at any time either during the continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose either directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned or interested whether directly or indirectly.
6. In case, during the continuance of your employment, you are incapacitated by reasons of illness or accident or any other cause beyond your control from attending to your duties for a period of 3 consecutive months or for periods amounting in the aggregate to 3 months in any one year, the Company may in its discretion terminate your employment without any notice or payment in lieu of notice.

7. Background Verification-

Your appointment and further continued employment is subject to your clearing to the satisfaction of Sitel management of background verification which may cover but not limited to employment, education, address proof, criminal and antecedent etc. In addition the Company may send you for medical examination (including Drug test) from time to time to gauge your fitness to continue to work for the Company. The opinion of the Company's approved Medical Practitioner or any Medical Practitioner/Hospital of the choice of the Company shall be final and binding. By signing this contract you also undertake to acknowledge this and provide your unconditional consent to the company to conduct above verification.




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8. Confidentiality and Non-Disclosure of Trade Secrets-

Any information relating to your personal circumstances shall remain confidential. However, it is understood that you hereby grant to the Company the authority to disclose such personal information to appropriate officers or authorities when so required by law and/or judicial authority; or to the Company's clients when required by the latter under circumstances and conditions made known to you in advance; or to information verifiers in relation to employee background check purposes under circumstances and conditions made known to you in advance. You understand and agree that your consent shall be requested by Company prior to the disclosure to third parties of any of your sensitive personal information which includes information: [1] about your race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; [2] about your health, education, genetic or sexual life, or your criminal history; and [3] issued by government agencies such as your social security number, health records, licenses, and tax returns. Your consent will not be required for the disclosure of your sensitive personal information if it is necessary for the protection of life and health, for medical treatment, for court proceedings, or when provided to the government.

You shall not disclose your compensation package and other contents of this employment contract to other employees in the Company.

You shall not disclose or utilize directly or indirectly, other than on behalf of the Company, its subsidiaries and associated companies, and shall keep confidential, during and after your employment, all confidential or proprietary information which may come to your knowledge concerning the business or affairs of the Company, its subsidiaries and any associated company, and their respective customer, clients, principals, and agents.

During or after your employment with the Company, you shall not, remove from the premises any client list, client information, database of any description, whether on hard copy, digital copy, computer disk or computer tape, other than that which may be required during your employment, for the conduct of the business of the Company.

You shall not remove or make copies of any Sitel records, reports, documents and/or database of any description without prior management approval.

Special condition stipulated while working from home

While working from home arrangement, you are advised to ensure :

- Unless you are provided with computer and other peripherals by the company, you shall ensure that all electronic instruments needed to work [Computer, Internet, headset etc] are in line with specification provided by Sitel. All software [including virus protection] and operating system are not pirated.

Sitel India Pvt Ltd

Boomerang, 5th Floor, Wing A&B, Off Chandivali Farm road,
Andheri (East), Mumbai - 400 072



[Signature]
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Wadala, Mumbai - 400 031



- It will be your responsibility to ensure that computer and other peripherals are always in working state and for any reason if you fail to perform your work task for whatsoever reason it may be, it will be treated as willful avoidance of work and necessary action as deemed correct may be initiated by the company.
- To prevent shoulder surfing/ or someone looking over your shoulder to see your desktop and client end Point screens.
- Not to take pictures or video, by any method, of your desktop and client end point screen
- You will not take notes by any method (paper, screenshot, or any other method) of Confidential Information
- You will only work at your home environment(and not outside home)
- You will ensure your desktop, to include the client end point / screens are not viewable thru windows or doors
- You are the ONLY authorized user allowed to access client end point and screens. You will ensure no one else uses the desktop for any purpose
- You understand that your work activity must be performed in a quiet location, without any background noise
- You will ensure your desktop and client end point screens are locked prior to walking away for any reason
- You will NOT use ANY USB devices that have not been provided as part of your work at home equipment

Sitel will actively and aggressively investigate and pursue any instances of breaches of client confidentiality or fraudulent behavior, and will take disciplinary action and pursue criminal charges where applicable.


You shall maintain and comply with all Indian and international data privacy norms as may be applicable to company or the client you serve, and any violation will be treated gross negligence of duty besides attracting any other applicable action under Indian law.

While you working from home, all conditions related to confidentiality, data privacy and any other clauses of prohibition as per this contract or as may be notified or announced from time to time, are automatically extended to your home office environment and you undertake to continue to abide by them.

Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand. Your failure to comply to above, will unconditionally allow the company to withhold any settlement or payment that may be due to you till you comply to above condition.

By signing a copy of this contract, you acknowledge, agree and accept above conditions, voluntarily.




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9. Misconducts: in addition to misconducts described in the Standing Order and other rules and regulations applicable to you the following acts on your part will be treated as misconduct liable for disciplinary action:


- i. Unauthorized absence from work
- ii. Absconding from work
- iii. Insubordination
- iv. Demonstrative / hostile behavior within office premises.
- v. Late reporting to work
- vi. Deliberate misinterpretation of rules
- vii. Non adherence to work schedule.
- viii. Non adherence to work rules.
- ix. Sexual harassment
- x. Drug abuse / Alcohol
- xi. Viewing and downloading prohibited sites
- xii. Theft
- xiii. Manipulation of data/ systems/ data integrity
- xiv. Charging expenses from the company which is not allowable.
- xv. Violence at work place
- xvi. Unfair means used during tests.
- xvii. Misuse of IPLC / STD lines.
- xviii. Not reporting known or suspected violations of integrity
- xix. Breach of confidentiality.

10. If you are found involved or committed any theft, misappropriation of funds, fraud in connection with employment of Company in or outside the premises of the Company or involved in moral turpitude, the Company reserves its right to terminate the services forthwith without assigning any reasons without issuing charge sheet or holding any enquiry.

11. If you remain absent, you are required to intimate to the Company about the same within 24 hours. If you continue your absence without intimation for consecutive three days, the Company will call upon to resume the duties and fulfill the contract of employment, and if you fail to resume the duties, it will be deemed that you are not interested in the employment and Company will reserve its right to terminate your contract of employment without any notice.

12. If you commit any misconduct in connection with employment/organization of the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.





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13. Termination of Employment- The above employment contract is terminable mutually by either parties giving full notice [or compensation in lieu of] of 30 days [Thirty days]. The Company shall be entitled to terminate your employment at any time without assigning any reason on giving a 'Thirty days' notice. Similarly If you wish to resign or leave the Company, you should give 'Thirty days' clear notice to the Company or pay applicable salary in lieu of notice period, purely on operational considerations and management discretion. However your relieving earlier than the stipulated period of Thirty days is at sole discretion of management.
14. The Company shall be entitled notwithstanding anything to the contrary contained herein, to terminate employment at any time without any notice or payment in lieu of notice and without assigning any reason in case of any act of disobedience, insubordination, breach of trust or loss of confidence, dishonesty or other serious misconducts or negligence, incompetence or inefficiency in discharge of your duties or breach of any of the terms and stipulations contained in this letter to be observed or performed on your part. In addition, the company will have liberty to take any remedy that's available in the law to safeguard its interest up to and including approaching law enforcement agencies, courts of law etc.
15. Upon the termination of your services, you will hand over your charge to such person nominated for this purpose by the Company and shall deliver all such articles, effects papers and property of the Company as may be in your possession including without prejudice to the generality for the foregoing statement of accounts, books of accounts, diaries, notes, note-books and all other correspondence either addressed to you or by the Company or received by you for and on behalf of the Company.
16. Without prejudice to any other rights or remedies that the Company may have against you, the Company shall be entitled to deduct from any sums payable to you, the amount of any loss or damage the Company may have sustained in consequence of your actions.
17. The Date of Birth furnished by you at the time of appointment will be treated as final and no representation will be entertained to correct the date of birth subsequently.
18. You will keep the Company informed about any change in the residential address given by you and all the correspondence will be entered into on the last known address as per the record of the Company.
19. If any of the information furnished by you at the time of appointment, on the basis of which the contract of employment is entered with you, is found subsequently incorrect or false, or if you are found willingly and/or deliberately suppressed any material or information, you will be liable to be removed from the service of the Company without any notice or compensation.
20. You will retire from the services of the Company upon completion of 58 years of your age.




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21. The breakup of the compensation is enclosed as per the Annexure I attached herewith.

22. You are requested to furnish the following documents / Information at the time of joining :

- a. Original/Copy of the relieving cum experience letter from the previous employer.
- b. Original/Copy of the latest salary certificate.
- c. Original/Copy of the last education Marksheet.
- d. Original/Copy of the date of birth certificate.
- e. 4 passport size photographs. **[with white background]**
- f. Passport Copy/ Ration Card copy for proof of address/Rent Agreement copy/Utility Bills
- g. Blood Group Type.

23. Non-Compete Clause

During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, and within the cities or municipalities where the Company or any of its branches operate, you will not, either individually or in partnership or jointly or in conjunction with any other person, as principal, agent, shareholder, consultant, employee or in any other capacity whatsoever, directly or indirectly carry on or be engaged in or concerned with or have any ownership or other interest in, or advise, lend money to, guarantee the debts or obligations of, or permit your name or any part thereof to be used or employed by or associated with, any Competitive Business; provided that nothing contained herein shall prevent you from owning not more than 1% of any publicly traded class of shares of any company or from acting in any capacity on behalf of the Company or any of its subsidiaries. "Competitive Business" means any business or other enterprise providing or offering business process outsourcing services or products similar to those offered by the Company including, but not limited to, inbound and outbound telephone, mail, and electronic based services; back office and item processing services; collections, insurance, or other financial services; risk management services; and customer interaction, maintenance, and marketing services in any geographic region in which the Company conducts business and in which you either worked or represented the Company, either in person or virtually (defined broadly to include all forms of communication other than in person), during the one-year period prior to the end of your employment with the Company.

By signing this contract, you guarantee that- you are not prevented or restricted from entering into any employment relationship with the Company, or restricted or limited in the scope of services that you can perform on behalf of the Company by any agreement, judgment, decree, order, or other restraint; and that you agree to indemnify and hold the company free and harmless from any and all expenses, losses or damages it may incur, including, but not limited to all expenses of defense and attorneys' fees, caused by reason of your breach of covenants contained in this paragraph.



[Handwritten Signature]
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24. Pan Card and Aadhar Card or any other government mandatory identification or certification that may be necessary for the company to be compliant on its use and implementation, to be produced at the time of Joining and submit copies thereof. In case you don't have these documents, but have filed for the same, submit an acknowledgement receipt as a proof of your application. You are expected to submit the copies of these documents immediately on receipt to the company.
Please confirm your acceptance of the terms and conditions mentioned in the above letter by signing the duplicate copy of this letter and return it to us immediately

We welcome you to SITEL India and wish you a rewarding career with us.

Thanking You,

For SITEL India Pvt Ltd

Disha Khanna
(Manager II - Talent Acquisition)

Date: 8th Mar 2021

I accept the above terms and conditions

[_____] Signature & Date

DocuSigned by:
Samreen
FBB63FC7F1A84F2...

March 8, 2021



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RAMESH B. SHETTY & CO.
B Com. F.C.A.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, Ms. **Ruchita Yashwant Shetty** working in our firm as Account assistant from 15th December, 2020 onwards.

During her tenure in our office, she was trained to carry out work of Filing of Income Tax returns, Tally entry, drafting of letters and Agreements.

For M/s. Ramesh Shetty & Co.
Chartered Accountants

(Proprietor)

Place: Mumbai

Dated: 19/01/2022.



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S.I.W.S. N.R. Swamy College of
Commerce & Economics and
Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

11-May-2021

C4979732

Saurabh Ashok kumar Singh

46/A, Room no.12,Thadani wadi,Sindhi Society,C.S.T road,Opp. Atithi Anand hall, Chembur Mumbai-40071

Management Level - 13

Sublevel - 3

Job Profile - Customer Service New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear Saurabh,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

Version 7.3 June 2020

1

Candidate's Signature



Reference Id: e9e138de-9d97-4ce1-9607-b04b62ed7c9a_2

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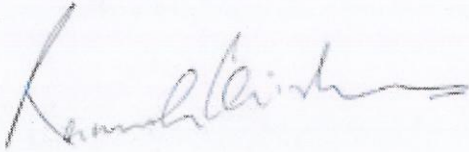
You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents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

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 232000** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

Saurabh, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **amrit.kalsi** at **8801542451** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Ramesh K
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

[Insert full legal name]
Date:

Candidate's signature _____



ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 200000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 200000	INR 232000

* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

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

In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.

You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for



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coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
 3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
 4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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

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



ANNEXURE 3

DECLARATION

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

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

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

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:



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ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by so sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.



Date: February 27, 2021

Ref No: 612264

Vignesh Subramaniam

A-262, Janata Cleaners, Muslim Nagar 60 Feet Road, Dharavi, Mumbai-400017

LETTER OF APPOINTMENTDear **Vignesh Subramaniam,**

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders

Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions

Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy

Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional

Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

Certification signature by MANOJ PRABHAKAR
PHADNIS <manoj.phadnis@kotak.com>, Validity
Unknown

Digitally signed by MANOJ
PRABHAKAR PHADNIS
Date: 2021.02.27 10:59:00
IST

Manoj Phadnis
Executive Vice President

Vignesh Subramaniam

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

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F +91 22 67259071
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Smt. Thirumalai College of Science,
Wadala, Mumbai - 400 031

Date: February 27, 2021

Ref No: 612264

Vignesh SubramaniamA-262, Janata Cleaners, Muslim Nagar 60 Feet
Road, Dharavi, Mumbai-400017

We have pleasure in appointing you as Assistant Manager in the Grade **M1** with effect from **March 04, 2021**, or from your date of reporting to work, whichever is earlier, provided that this letter of appointment shall cease to have effect if you do not report to work by **March 04, 2021**.

Position, Location and Remuneration

1. The details of your remuneration are enumerated in Annexure A, is enclosed. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** ('Bank').
2. You will initially be posted at our office at **Kotak Mahindra Bank Limited, 1461-Thane-Neptune Elements-Kisan Nagar-MAH**, but you will be liable to be posted or deputed at any other office/ branch of the Bank or any of its associate companies or any of its clients and your services are liable to be transferred to any subsidiary or associate or affiliate company including overseas.

Probation

3. Your appointment is subject to a probation period of **6 Months**, where after subject to your performance and conduct being satisfactory, your probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated by giving **1 Month** notice during the initial or extended period of probation.

Other conditions


4. Your appointment is subject to your providing, inter alia:
 - 4.1 A relieving letter from your previous employer relieving you from your duties.
 - 4.2 Receiving satisfactory background verification report.
 - 4.3 A copy of the last pay slip from the previous employer.
 - 4.4 Proof of identity which could be either the copy of voter identity card or Aadhar card or Passport
 - 4.5 Proof of date of birth.
 - 4.6 The Bank's application form complete with photograph.
 - 4.7 Valid email id.
 - 4.8 Mobile no and /or Landline no.

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CIN L65110MH1985PLC038137
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5. Your appointment is subject to submitting a Self-Certified Medical Fitness and Declaration Form issued by the Bank. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.

Duties, Responsibilities & Other employment

6. You will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future. Please note that should you be entrusted with the handling / custodianship of cash / securities, any shortfall will be recoverable from you personally. This does not preclude the Bank from recovering the same from any dues to you, or from taking legal action.
7. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time. The hours of work, holidays and paid leave will be in accordance with the Bank's rules. Please note that if you absent yourself from the services of the Bank without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.
8. You shall devote the whole of your time and attention to performing your duties and use your best endeavors to promote the interests of the Bank and your conduct at other times shall be such as not to damage the interests of the Bank. You shall not engage yourself directly or indirectly in any trade, business, vocation or occupation or in advisory capacity or accept compensation in any form from any third party for any actions performed on behalf of the Bank without the express written permission of the Bank. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Bank, whether directly or indirectly.
9. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires.
10. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.
11. You shall inform the Bank without delay of any act of dishonesty, fraud or cheating or any damage to the Bank's property that you may come to know of, whether the same is under contemplation or is taking place or has already taken place.
12. You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Bank.

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Rules, Regulations and Confidentiality

13. You shall faithfully observe all the rules and regulations of the Bank as applicable from time to time and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places, as you may be required.
14. You shall also abide by and implement "The Corporate policy manual on Conflict of Interest, Confidential and Proprietary Information" including inter alia the Information Technology Security Policy and Code of Conduct as approved by the Bank.
15. The Bank is committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Bank including the Code of Conduct and other policies of the Bank as they form an integral part of the terms of employment with the Bank. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' from time to time through intranet and/or e-mails and you will be governed by the same from time to time as and when the said changes are made. It is your responsibility to read and comply with the same.
16. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination, without the consent of the Bank in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Bank processes, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Bank, its subsidiaries, its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Bank, its subsidiaries, its associates or clients.
- 16.1. In line with the, SEBI (Prohibition of Insider Trading) Regulations,2015 as modified from time to time, you shall comply with the Employee Share Trading Code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.
17. You are not authorized to and must not at any time:
- 17.1. Trade on your own account by pledging the credit of the Bank;
- 17.2. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear;
- 17.3. Enter into any commitment, dealing or obligation on behalf of the Bank, except to the extent of operating the Bank's bank account or accounts as empowered by a resolution of the Board of Directors of the Bank.
18. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.

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Termination

19. Your services can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:

- 19.1. Any incorrect information furnished by you or on suppression of any material information; and/or
- 19.2. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter or a violation on your part of any of the Bank's rules and policies; and/or
- 19.3. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude; and/or
- 19.4. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or
- 19.5. The results of any background checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion. and/or
- 19.6. Any misconduct pertaining to moral turpitude, riotous/disorderly behaviour, theft, misappropriation, conviction by any court of law.
- 19.7. Any act or omission, which could be construed as loss of confidence in you by the Management.
- 19.8. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.

20. Subject to the right of the Bank to terminate this employment in accordance with clause 19, it may be terminated either by the Bank or yourself by giving **3 Months'** notice in writing to the other.

- 20.1. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated on the basis of monthly gross salary. The decision whether or not to accept the gross salary in lieu of the notice period will rest solely with the Bank and the employee shall be required to serve the applicable notice period as per the exit policy of the Bank if the Bank does not accept the gross salary in lieu of the notice period.

Retirement age

21. The age of superannuation i.e. the age of retirement in our Bank is 60 years.
22. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the Bank or which have been entrusted to you or received by you in the course of your employment with the Bank.

Jurisdiction

23. If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
24. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.

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25. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

26. As a full time employee of the Bank, you shall not be a Director on the Board of any Company. If you are a Director in any Company you are required to resign from the same before joining the Bank.

Annexure A

Compensation Breakup		
Particulars	Monthly	Annual
Basic	11,196	134,352
HRA Allowance	2,516	30,194
Professional Allowance	0	0
Statutory Bonus	2,239	26,870
Gross CTC	15,951	191,416
Gratuity *		6,462
Company PF *		16,122
Total CTC	17,834	214,000
<ul style="list-style-type: none"> - * Company contribution towards PF is 12% and Gratuity is 4.81% - Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death. - The mentioned CTC is not indicative of monthly take home salary 		

You are requested to send us a copy that is signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and successful career with us.

Your's faithfully,
For Kotak Mahindra Bank Limited

Certification signature by MANOJ PRABHAKAR PHADNIS <manoj.phadnis@kotak.com>, Validity Unknown

Digitally signed by MANOJ PRABHAKAR PHADNIS
Date: 2021.07.27 10:59:00
IST

Vignesh Subramaniam

Date: _____


Manoj Phadnis
Executive Vice President

Kotak Mahindra Bank Limited
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