



Godavari Foundation's

## Godavari College of Engineering & polytechnic, Jalgaon

P-51, Additional MIDC, M-Sector, Bhusawal Road, Jalgaon 425001 (M.S.)

Phone No:- 0257-2212999, 2213500, 2270451 Fax :- 0257-2212998

E-mail: [gcoe1999@gmail.com](mailto:gcoe1999@gmail.com), Web site address: [www.gfgcoejal.ac.in](http://www.gfgcoejal.ac.in)

5.1.4 Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year 2023-2024

Year	Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the last five years		Name of the Activity conducted by the HEI to offer guidance for career counselling offered by the institution during the last five years		Number of students placed through campus placement	Link to the relevant document
	Name of the Activity	Number of students attended / participated	Details of career counselling	Number of students attended / participated		
2023-24	Cyber Success	7				<a href="https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK">https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK</a>
2023-24	Kiran Academy	5				<a href="https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK">https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK</a>
2023-24	Paarsh Infotech	3				<a href="https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK">https://drive.google.com/drive/folders/18TjEJCKZXcqki9m_oBzBNreBxiSmNuK</a>



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2023-24	Qspider	11				<a href="#">4 QSpiders 2024 Batch!!! Free Incubation-placement integrated Boot camp program Final Selection List.pdf</a>
2023-24			Career Enhancement Through LinkedIn	188		<a href="https://www.facebook.com/photo/?fbid=878003071002675&amp;set=pcb.878003381002644">https://www.facebook.com/photo/?fbid=878003071002675&amp;set=pcb.878003381002644</a>
2023-24			Look Beyond Ordinary	120		<a href="https://www.facebook.com/photo/?fbid=866045268865122&amp;set=pcb.866046325531683">https://www.facebook.com/photo/?fbid=866045268865122&amp;set=pcb.866046325531683</a>
2023-24			Personality Enhancement Program	68		
2023-24			Career Opportunity in Piping Design Engineering and Construction	37		<a href="https://www.facebook.com/photo/?fbid=881552540647728&amp;set=pcb.881552673981048">https://www.facebook.com/photo/?fbid=881552540647728&amp;set=pcb.881552673981048</a>
2023-24			Career and Higher Education at USA	72		<a href="https://www.facebook.com/gfgcoe/posts/pfbid031UBdgPhum5wyDDyL9oiC3p3iyNB5hqsk6RMdPxDuQzCMihhWrQituDeYW8YyWiUtI">https://www.facebook.com/gfgcoe/posts/pfbid031UBdgPhum5wyDDyL9oiC3p3iyNB5hqsk6RMdPxDuQzCMihhWrQituDeYW8YyWiUtI</a>
2023-24			A Development- Dialogue on Semiconductor Packaging : Fundamentals and challenges from academic industrial perspective	430		<a href="https://www.youtube.com/watch?reload=9&amp;si=yW4q6Jh-hztFa24g&amp;v=jB4Xp2SBinA&amp;feature=youtu.be">https://www.youtube.com/watch?reload=9&amp;si=yW4q6Jh-hztFa24g&amp;v=jB4Xp2SBinA&amp;feature=youtu.be</a>



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2023-24			Data Science	60		<a href="https://www.facebook.com/photo/?fbid=902326925236956&amp;set=pcb.902327191903596">https://www.facebook.com/photo/?fbid=902326925236956&amp;set=pcb.902327191903596</a>
2023-24			Personality Development Program	41		
2023-24			Personality Development Program	60		
2023-24			Career Opportunities as Software Engineer	55		<a href="https://www.facebook.com/photo/?fbid=811319681004348&amp;set=pcb.811319887670994">https://www.facebook.com/photo/?fbid=811319681004348&amp;set=pcb.811319887670994</a>
2023-24			CEO Connect on Udayamita Diwas	32		<a href="https://youtu.be/C9taNKJnCzs">https://youtu.be/C9taNKJnCzs</a>
2023-24			Career Roadmap : Design Engineer	40		<a href="https://www.facebook.com/photo/?fbid=816728387130144&amp;set=pcb.816728540463462">https://www.facebook.com/photo/?fbid=816728387130144&amp;set=pcb.816728540463462</a>
					38	<a href="https://drive.google.com/drive/home">https://drive.google.com/drive/home</a>





Godavari College of Engineering, Jalgaon ( Maharashtra) &lt;tpogcoej@gmail.com&gt;

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**Fwd: BYJUS\_Onboarding Confirmation**

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**Rushikesh Chaudhari** <rushichaudhari1120@gmail.com>  
To: tpogcoej@gmail.com

Wed, Aug 23, 2023 at 5:41 PM

----- Forwarded message -----

From: <hitesh.sharma@byjus.com>  
Date: Wed, 23 Aug, 2023, 5:37 pm  
Subject: BYJUS\_Onboarding Confirmation  
To: <rushichaudhari1120@gmail.com>

Dear [rushichaudhari1120@gmail.com](mailto:rushichaudhari1120@gmail.com)

We are delighted to inform you that you have cleared the interview process at Byju's for the position of Business Development Associate for **Indore Location on 27th August, 2023.**

**FORM LINK:** <https://forms.gle/aS3jGA47naDAUzAw6>

To proceed further in processing your application kindly fill below mentioned form.

<https://docs.google.com/forms/d/1ZGXJqCsFTnueDMJcxGY2NhRvxwaFF-2gf07qiDlb6Gc/edit>

upon which, the next step in your journey is to physically attend the three weeks of on-the-job training at INDORE on 27th August 2023 where you would be paid a stipend of 10000 INR which will be on a pro-rata basis based on the number of days you have worked.

Upon successful completion of the 3 weeks of on-the-job training, you will be offered the role of Business Development Associate (BDA) with a 3 months probation period. Initially, your monthly salary for the first three months will be 16000 INR, and starting from the fourth month, your annual package will be 4lpa fixed+ 3 LPA (incentives).

Furthermore, an additional amount of 18000 will be rewarded if and only if you achieve 2 valid sales and 6 valid conductions during the on-the-job training period (20 days).

Role Location :

Address: 10th Floor, C-21 Business Park, Opp. Hotel Radisson, Indore - 452010

Reporting Date: 27th August 2023

Report Time: 9:30 AM

For any queries kindly connect with your recruiter [pallavi.kakde1@byjus.com](mailto:pallavi.kakde1@byjus.com)

**Pls Join the Whatsapp Group -** <https://chat.whatsapp.com/DyvJF6HBDVIJ8JqiakDhIO>

**Regards**

**Hitesh Sharma**

Asst.Senior Manager - Sales Dev



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The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



Godavari College of Engineering, Jalgaon ( Maharashtra) &lt;tpogcoej@gmail.com&gt;

**Fwd: Byju's Final Round Results (IS Bangalore Hindi)**

1 message

**Rushikesh Chaudhari** <rushichaudhari1120@gmail.com>  
To: tpogcoej@gmail.com

Thu, Aug 3, 2023 at 5:25 PM

----- Forwarded message -----

From: **Rushikesh Chaudhari** <rushichaudhari1120@gmail.com>  
Date: Thu, 3 Aug, 2023, 12:26 pm  
Subject: Fwd: Byju's Final Round Results (IS Bangalore Hindi)  
To: Prashant Chaudhari <prashantch1991@gmail.com>

----- Forwarded message -----

From: <piyush.aggarwal@byjus.com>  
Date: Thu, 3 Aug, 2023, 12:16 pm  
Subject: Byju's Final Round Results (IS Bangalore Hindi)  
To: <rushichaudhari1120@gmail.com>

Dear [rushichaudhari1120@gmail.com](mailto:rushichaudhari1120@gmail.com),

We are elated to inform you that you have cleared the 1-day workshop (sales grooming and development program) successfully. The next step towards it would be physically attending the 4 weeks of on-the-job training where you would be paid a stipend of INR 10000 for the duration of OJT. To clear the on-the-job training candidates need to do 1 sale during the duration of 4 weeks. Post clearance of 4 weeks of on-the-job training you would be offered a role of BDA on probation where the first 3 month's salary will be 19000 per month and from the 4th month onwards your yearly package will be 5 LPA + 3 LPA(incentives).

You are required to **report to the Bangalore office on the 6th of August** for your 1-day training refresher and a complete office tour!

As discussed it is required that you are completing all 8 modules assigned on Gurukool Platform, any candidate who is not able to complete all the modules by Friday would not be allowed to onboard on 6th of August

**Gurukool Platform Link-** <https://byjus.disprz.com/#!>

**User ID** - byjus4206

**Password** - Welcome@123

For any further queries please feel free to connect with your recruiter [pallavi.kakde1@byjus.com](mailto:pallavi.kakde1@byjus.com) at 9123646428

Date & Time of Onboarding: 6th of July,2023 1:00 PM

Reporting Office Location: Bangalore

Reporting Office Address: Prestige Tech Park, Venus building 7th Floor, Kodbisanhalli, Bengaluru, Karnataka 560103

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The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences



# Congratulations! on your Job Offer - Welcome to AST Family



Inbox



Pooja Devrukhkar 11:51 am  
to me, Subhash ▾



Dear Candidate,

We hope this email finds you well. We are delighted to extend our congratulations and formally offer you the position of **Associate Consultant at AST Pvt. Ltd.** After careful consideration of your qualifications and interview performance, we are confident that you will be a valuable addition to our team.

To accept this offer, please respond to this email before **July 25, 2023**.

If in case you have any questions or require further clarification, feel free to reach out to Subhash Gadve at:-

**Contact :** 919168900033

**Email :** [sgadve@astcorporation.com](mailto:sgadve@astcorporation.com)



99+







Valeo India Private Limited  
Gat No. 24, 744 & 745, Village - Lonikand,  
Taluka - Haveli, Pune - 412 216  
(Maharashtra) Tel.: +91 (020) 66 78 65 00

25-Oct-2023  
Pune - 412 216

APPT/VIPL/2023/151

To

Roshani Patil  
49, Yamuna Nagar, Ayodhya Nagar,  
Jalgaon  
Pincode - 425003

Dear Roshani Patil,

With reference to your application and subsequent interviews you had with us, we are pleased to offer you a position as **Graduate Engineer Trainee** in our organization on the following terms and conditions:

1. Your training with our company will be commencing from **30-Oct-2023** and ending on **29-Oct-2024** (both days inclusive) at Valeo India Private Limited, Pune, Gate No: 24, 744 & 745, Village- Lonikand, Taluka- Haveli, Pune - 412 216, or in any of the Department/Offices and/or subsidiary/Associate companies either in Pune or elsewhere. You will be imparted on-the-job training at the above place / places.
2. During the course of training you, will carry out all directions and instructions issued to you by the company. You will carry out your duties and obligations faithfully and diligently. The course and manner of your training will be decided by the company at its sole discretion, and you may be required to work as a part of your training, in any of the Department/Offices and/or subsidiary / associate companies.
3. Your performance will be assessed in three stages, Primary assessment will be done at the end of the first quarter that is after completing first three months and the second after the second quarter that is after completing 6 months and the third and the final evaluation will be done on completion of 1 year. In case your performance is not satisfactory in the opinion of the company during assessment the company reserves the right to terminate the training arrangement.
4. During the course of your training, your CTC will be **INR 420000/-** per annum. Please refer annexure-I for detail break-up. You will not be eligible for any other benefits except EPF, Meal Voucher, Medical Insurance Cover, Personal Accident Policy as per Company norms applicable to trainees.
5. Your appointment as **Graduate Engineer Trainee** is subject to your being found medically fit by the Company's Doctor and your testimonials being found to be in order.

  
Roshani Patil



Valeo India Private Limited  
Gal No. 24, 744 & 745, Village - Lonikand,  
Taluka - Haveli, Pune - 412 216  
(Maharashtra) Tel.: +91 (020) 66 78 65 00

6. You will be governed by the extant rules and regulations applicable to trainees in our Establishment as amended from time to time.
7. Your effective hours of training will be 48 hours per week and you will be entitled only to 12 days of paid leave during the period of your training apart from weekly off. The said leave will not be encashable and shall lapse at the end of the training period.
8. You shall not at any time engage in or be concerned with or be interested directly or indirectly, in any business work or activity other than that of the company or commit any act prejudicial to the interests of the company and/or its business, the company being the sole judge thereof.
9. The company shall have the right to terminate this agreement forthwith, without any notice in the event of your indulging in any act of omission or commission, which is in the opinion of the company, act/acts of indiscipline, detrimental to the interests of the company. The list appended below being illustrative and not exhaustive:
  - a. Breach of any of the conditions of this agreement
  - b. Any misconduct on your part
  - c. Failure to carry out any of your duties and obligations
10. Either party can terminate the training hereunder by serving one month's clear notice in writing to the other prior to the date of termination. Upon the expiration of such period of thirty days, the training shall be deemed to have been terminated. This one month's prior notice is mandatory and shall not be relaxed in any circumstances. Breach of the one month notice will be viewed seriously by the company. The company will be within its rights to demand full refund of the net stipend received by you till the date of such termination.
11. You shall treat the affairs of the company and its customers as strictly confidential of which you may be cognizant of, particularly the drawings, quotations, specifications and other information pertaining to the manufacturing processes. Kindly note that the above technical information is protected under the Patents and Copyrights Act and the company would not hesitate to launch civil and criminal proceedings against you, in case leakage of such technical information by you either singularly or in concert with others comes to its knowledge.
12. You shall strictly adhere to the company's policy that you shall not disclose, either directly or indirectly, any information relating to your appointment with us, the terms & conditions of your appointment or relating to salary or any other information relating to the commercial affairs of the company which is likely to be detrimental to the interest or business of the company or to any person including other employees of the company.
13. You shall not use or utilize, or permit the use/utilization of such Proprietary/Confidential Information for your benefit, advantage or profit in any manner whatsoever except with the prior written consent of the Company.

  
Roshani Patil





**Valeo India Private Limited**  
Gat No. 24, 744 & 745, Village - Lonikand,  
Taluka - Haveli, Pune - 412 216  
(Maharashtra) Tel:- +91 (020) 66 78 65 00

14. That the Company has invested substantially for your training to achieve skills required to remain competitive and viable in the globally competitive market. Therefore, as an equitable remedy, you specifically agree that in the event you severing your appointment with the Company for any reason whatsoever prior to completion of the training period, without complying with the stipulation on notice period, you shall reimburse to the Company the sum of net consolidated stipend that you have received from the company since joining. In the event of non-payment, Company shall be free to take recourse to legal remedies for recovering the amount.
15. Any disputes or differences that may arise between you and the company in regard to this offer of training or its interpretations shall be referred to an Arbitrator to be appointed by the Company at its sole discretion. The decision of the arbitrator shall be final and binding on you and the Company. The provisions of the Arbitration and Conciliation Act, 1996 or its amendments there of shall apply in this behalf. The venue of arbitration shall be the Company Premises at Pune and the arbitral proceedings shall be conducted in English language.
16. All communications between Company and the Trainee shall be deemed to have been effectively served if sent by registered post acknowledgment due or Speed Post POD to the following address:

- a. COMPANY : Valeo India Private Limited  
Pune, Gate No: 24, 744 & 745,  
Village- Lonikand, Taluka- Haveli,  
Pune - 412 216
- b. TRAINEE : Roshani Patil  
49, Yamuna Nagar, Ayodhya Nagar,  
Jalgaon  
Pincode - 425003

Any change in the above addresses of any of the concerned parties i.e. Company, or Trainee shall be intimated to the other parties by registered mail return acknowledgement due and by way of email or fax number as stated above by the party whose address has been changed within a period of seven days of such a change.

17. If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties and delivery of such notice at the above addresses will constitute sufficient notice to the parties for all proceedings to be initiated as necessary.

  
**Roshani Patil**



Valeo India Private Limited  
Gat No. 24, 744 & 745, Village - Lonikand,  
Taluka - Haveli, Pune - 412 216  
(Maharashtra) Tel.: +91 (020) 66 78 65 00

18. Please sign and return to us the duplicate copy of this letter in token of your agreement with the terms and conditions thereof. You will report to our Human Resources Department at Valeo India Private Limited, Pune, Gate No: 24, 744 & 745, Village- Lonikand, Taluka- Haveli, Pune - 412 216, 30-Oct-2023 on for training. In case you fail to report on the stipulated date this offer letter will be deemed to be withdrawn without any further notice to you and the Company will not entertain any representation in this regard.
19. On the date of your reporting for training please bring with you the following documents in original and photocopy.
- a. Proof of Age-either SSLC Certificate or any other acceptable document
  - b. Educational certificate including mark sheets for all the years
  - c. Four copies of your recent colour photograph in passport size

We welcome you to Valeo and look forward to a mutually beneficial association,

For Valeo India Private Limited

**Shashank MOGHE**  
Head - Human Resources

I accept the appointment on the above terms and conditions.

**Roshani Patil**

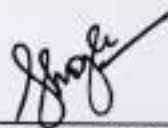


Valeo India Private Limited  
Gat No. 24, 744 & 745, Village - Lonikand,  
Taluka - Haveli, Pune - 412 216  
(Maharashtra) Tel: +91 (020) 66 78 65 00

### Annexure I

Name : Roshani Patil  
Proposed Designation : Graduate Engineer Trainee

	MONTHLY	ANNUAL
<b>PART A - COMPONENTS</b>		
Basic	15000	180000
HRA	7500	90000
Washing Allowance	1000	12000
Education	100	1200
Personal Allowance	9600	115200
<b>Total (A)</b>	<b>33200</b>	<b>398400</b>
<b>PART B - FLEXI BENEFITS</b>		
Employees are entitled for the Flexi benefits like Academic Research Allowance, Telephone Reimbursement, LTA, Vehicle Allowance, National Pension Scheme and Superannuation Scheme as per the provision of Income Tax Rule		
ARA, TR, LTA, VA, NPS, SA	TBD	TBD
<b>Total (B)</b>	<b>0</b>	<b>0</b>
<b>Gross Salary</b>	<b>33200</b>	<b>398400</b>
<b>PART C - SOCIAL SECURITY BENEFITS</b>		
PF	1800	21600
<b>Total (C)</b>	<b>1800</b>	<b>21600</b>
<b>Grand Total (A+B+C)</b>	<b>35000</b>	<b>420000</b>

  
**Shashank MOGHE**  
Head - Human Resources





JOIN INDIAN NAVY

Directorate of Manpower  
Planning & Recruitment  
C Wing, Sena Bhawan  
Naval Headquarters  
New Delhi – 110011

Oct 2023

**CALL LETTER FOR ENROLMENT IN THE INDIAN NAVY**  
**AGNIVEER (SSR) 02/2023 BATCH**

Dear **Prashant vijay patil**,

1. This is to inform you that you have been provisionally selected for recruitment in the Indian Navy for **Agniveer (SSR) 02/2023** batch. Your enrolment will be subject to your clearing the documents verification & various tests (Screening, Entry Behavior Test, Medicals etc.) being conducted for the particular entry as applicable, on arrival at INS Chilka.
2. You are to report to the Recruiting Office, INS Chilka on **17 November 2023** at **06:30 hrs (AM)**.
3. You have been appointed against your Registration Number **G1301034AL**.
4. Your present selection will stand cancelled and you will have no claim for enrolment in the Indian Navy, on any of the following grounds:
  - (a) If you are found medically unfit.
  - (b) In case you fail to report on the date and time mentioned at Para 2 of this letter.
  - (c) Failure to bring with you the documents/ items mentioned in the Joining Instructions.
  - (d) Particulars / Information uploaded or declared during application process not matching with original documents.
5. **Please get your Pre-Enrollment police verification certificate completed, duly signed by the police authority, and bring the same to INS Chilka. Candidates unable to produce valid and duly completed Police Verification Certificates shall be liable for rejection.**
6. Your basic training at INS Chilka will cover the following:
  - (a) Academic and service subjects.
  - (b) Sports Activities.
  - (c) Outdoor training such as Parade Training, Sailing, Boat Pulling, Swimming, Cross-Country, Trekking, Firing etc.
  - (d) Service oriented activities including maintenance of equipment, living spaces, training areas etc.
7. You are liable to be discharged as 'unsuitable' if your progress or conduct is unsatisfactory in any field during probationary / training period, in accordance with Regulation 278 (4) of the Regulations for the Indian Navy Part III (Statutory).
8. Post enrolment during the period of training and thereafter, if certain diseases/ ailments are detected which were not detected during Induction Medical, you will be invalidated out from the service through a Medical Board as per current orders.
9. During your training period and thereafter, you will be entitled to Pay and Allowances (as applicable under Agnipath scheme), entitled uniforms, food and accommodation. On completion of training you will be entitled to the laid down services and benefits as provided for, in the regulations as applicable for Agniveer entry. Your service conditions will be governed by the current orders.

**Warning against Impersonation**

Candidates' identity will be verified using technological means and biometrics. If any impersonation is detected, concerned candidates will be disqualified at any stage of selection, training or service and debarred from further selection opportunities. Also, candidates involved will be prosecuted under IPC Sections 420 (Cheating), 467 (Forgery of valuable security), 468 (forgery for cheating) and 471 (using genuine as forged).

**NOTE:**

1. This is a computer-generated report and does not require signature.
2. Please download the joining instructions for further action. The candidate is required to carry the downloaded copy for reporting at Chilka.



**By Speed post**

सं०-4508 / 36 / नियुक्ति आरक्षक(जीडी)-2022 / 23 / OOA/5017-5019  
No.4508/Estt (Rectt)/CT(GD)-2022/23/ OOA/5017-5019

Frontier Headquarters  
Border Security Force  
Chiloda Road, Gandhinagar  
Gujarat, PIN-382045

Dated, the 28<sup>th</sup> Aug'2023

To

Roll No.	- 7208045524
Name	- NAWAJ AFJAL PINJARI
F/Name	- AFJAL BHIKARI PINJARI
VPO & Teh	- SHAH ALAM NAGAR NEAR SAMEER ITI COLLEGE
Distt	- JALGAON
State & PIN	- MAHARASHTRA- 425401
E-mail ID	- nawajamalner@gmail.com
Mobile No.	- 7057804689

विषय:-सीमा सुरक्षा बल में आरक्षक(जीडी) पद के लिए चयन-2022

Sub:- **SELECTION FOR THE POST OF CT (GD) IN BSF – 2022**

कर्मचारी चयन आयोग परीक्षा-2022 के माध्यम से केंद्रीय सशस्त्र पुलिस बल, असम रायफल, राष्ट्रीय अन्वेषण एजेंसी और सचिवालय सुरक्षा बल में आरक्षक (जीडी) के पद के लिए आपके द्वारा किए गए आवेदन और कर्मचारी चयन आयोग के दिनांक **20/08/2023** घोषित परिणाम के संदर्भ में मुझे आपको सूचित करने का निर्देश हुआ है कि आपको सीमा सुरक्षा बल में आरक्षक (जीडी) के पद के लिए 7<sup>वें</sup> केंद्रीय वेतन आयोग की संशोधित वेतन तालिका स्तर-3 अर्थात् रु. 21,700 से 69,100/- और केंद्र सरकार के कर्मचारियों को समय-समय पर स्वीकार्य अन्य भत्तों के साथ निम्नलिखित नियमों एवं शर्तों के अधीन अस्थाई रूप से नियुक्त किया गया है:-

With reference to your application for the post of **Constable (GD)** in CAPFs, AR, NIA, and SSF through SSC Examination-2022 and result declared by SSC on dated **20/08/2023**, I am directed to inform you that you have been **provisionally** selected for the post of **Constable (GD)** in BSF in Revised Pay matrix Level-3 of 7<sup>th</sup> CPC i.e. Rs. 21,700 to 69,100/- and other allowances as admissible to Central Govt. employees from time to time subject to following terms and conditions:-

- (क) रिपोर्ट करने पर, प्रारम्भिक चिकित्सा परीक्षा और शामिल होने की तारीख के बीच की अवधि के दौरान हुई किसी भी बीमारी/विकलांगता/आकस्मिक चोट का पता लगाने/जांच करने के लिए, चिकित्सा अधिकारी द्वारा आपकी चिकित्सा जांच की जाएगी और 'फिट' पाए जाने पर ही आपको जौइन करने की अनुमति दी जाएगी।
- (a) On reporting, you will be medically examined by Medical officer to detect/discover any disease/disability/accidental injury acquired during the intervening period of initial medical examination and date of joining and you will be allowed to join only on being found "FIT".

**Contd -P/2.....**

- (ख) आप सीमा सुरक्षा बल अधिनियम-1968 एवं सीमा सुरक्षा बल नियम- 1969 के समय-समय पर संशोधित प्रावधानों तथा समय-समय पर लागू केंद्र सरकार के अन्य आदेशों, नियमों और विनियमों के अधीन शासित होंगे।
- (b) You will be governed by the provisions of BSF Act 1968 and BSF Rules 1969 as amended from time to time and other Central Government Orders, Rules and Regulations as applicable from time to time.
- (ग) आपके चरित्र एवं पूर्ववृत्त के सत्यापन की प्राप्ति और आपके द्वारा कोई भी तथ्यात्मक जानकारी छुपाई नहीं गई है, जो कि एक अयोग्यता के रूप में आपको सरकारी नौकरी के लिए अनुपयुक्त बनाएगी, की संबंधित प्राधिकारी से पुष्टि होने पर आपकी नियुक्ति तुरंत नियमित कर दी जाएगी।
- (c) Your appointment will be regularized immediately on receipt of verification of character & antecedents and confirmation from the concerned authority that no factual information has been suppressed, which would be a disqualification and render you unfit for employment under the Government.
- (घ) प्रारंभ में आपको दो वर्ष की परीक्षा अवधि पर रखा जाएगा, जिसे नियुक्ति प्राधिकारी द्वारा लिखित रूप में दर्ज किए जाने वाले कारणों से आगे की अवधि के लिए या ऐसी अवधि जो एक वर्ष से अधिक न हो के लिए बढ़ाया जा सकता है। परीक्षा अवधि के दौरान, यदि नियुक्ति प्राधिकारी को लगता है कि किसी भी कारण से आप बल का एक कुशल सदस्य बनने के योग्य नहीं हैं, तो बिना कोई कारण बताए या बिना किसी अग्रिम नोटिस के आपकी सेवाएं समाप्त की जा सकती हैं।
- (d) Initially you will be on probation for a period of two years, which may be extended by the appointing authority for such further period or periods not exceeding one year, for reasons to be recorded in writing. During the period of probation, if the appointing authority considers that you are not likely to become an efficient member of the Force due to any reason, your services can be terminated without assigning any reasons or without any advance notice.
- (ड) यदि आप केंद्र या राज्य सरकारों या स्थानीय निकायों के तहत नौकरी, जिसके लिए कैडर क्लीयरेंस दिया गया है, स्वीकार करने के अलावा अन्य कारणों से 10 साल की अवधि के भीतर सेवा से त्यागपत्र देते हैं, तो आपका त्यागपत्र प्रशिक्षण खर्च या 03 महीने के वेतन और भत्तों जो भी अधिक हो, को सरकार को वापस करने के बाद ही स्वीकार किया जायेगा।
- (e) If you tender resignation from service within a period of 10 years for reasons other than accepting a job under Central or State Governments or local bodies for which cadre clearance has been granted, your resignation may be accepted only after you refund to Government training cost or 3 months' pay and allowances last drawn by you, whichever is higher.

2. आपकी उम्मीदवारी अस्थायी है और मूल दस्तावेजों जैसे कि शैक्षणिक एवं अन्य तकनीकी योग्यता प्रमाण पत्र, आयु प्रमाण के रूप में मैट्रिक या समकक्ष प्रमाण पत्र, जाति प्रमाण पत्र, स्थाई निवास प्रमाण पत्र और संबंधित सिविल प्रशासनिक प्राधिकारी से इनके सकारात्मक सत्यापन के अधीन है।
2. Your candidature is tentative and subject to production of original documents such as Certificate of education and other technical qualifications, Matriculation or equivalent certificate as proof of age, Caste Certificate & Domicile certificate and its positive verification from concerned civil administrative authorities.
3. पहली नियुक्ति पर ज्वाइन करने के लिए आप किसी भी यात्रा/दैनिक भत्ते के लिए पात्र नहीं होंगे।
3. You will not be entitled for any TA/DA for joining your first appointment.
4. नियुक्ति का प्रस्ताव निम्नलिखित शर्तों के अधीन है:-
4. Your appointment will be further subject to:-
  - (i) सीसुबल नियमावली, 1969 के नियम-7 में प्रावधान है कि एक व्यक्ति जिसने पति या पत्नी के जीवित रहने पर विवाह किया है या विवाह का अनुबंध किया है अथवा जिसने किसी ऐसे व्यक्ति के साथ विवाह किया है या विवाह का अनुबंध किया है जिसका पति या पत्नी जीवित है, वह बल में नियुक्ति का पात्र नहीं होगा।
  - (i) Provisions of Rule-7 of BSF rules -1969 envisage that a person who has entered into or contracted a marriage with a person having spouse living or who having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment in the Force.
  - (ii) भारत के संविधान के प्रति निष्ठा/विश्वनीयता की शपथ लेना (या इस आशय का निर्धारित प्रपत्र पर सत्यनिष्ठा पूर्वक प्रण करना)
  - (iii) Taking of an oath of allegiance/faithfulness to the constitution of India (or making a solemn or affirmation to that effect in the prescribed form).
5. आपको एक निर्दिष्ट अवधि के लिए बुनियादी प्रशिक्षण दिया जाएगा। बुनियादी प्रशिक्षण में असफल होना आपको बल में आगे बने रहने के लिए अयोग्य बना देगा।
5. You will be put through Basic training for a specified period. Failure in Basic training shall render you unfit for further retention in Force.
6. आप भारत के किसी भी भू-भाग के साथ-साथ विदेश में भी सेवा करने के लिए उत्तरदायी होंगे।
6. You shall be liable to serve in any part of India as well as abroad.

7. आपकी नियुक्ति अस्थाई है जो आपके चरित्र एवं पूर्ववृत्त, शैक्षणिक, तकनीकी शिक्षा प्रमाण पत्र एवं जाति/जनजाति/अन्य पिछड़ा वर्ग प्रमाण पत्र के उचित माध्यम से सत्यापन के अधीन है। यदि सत्यापन के दौरान कोई भी दावा/जानकारी गलत पाई जाती है तो भारतीय दंड संहिता/सीसुबल अधिनियम और अन्य विधि प्रावधानों के तहत की जाने वाली ऐसी आगे की कार्यवाई पर प्रतिकूल प्रभाव डाले बिना आपकी सेवा बिना कोई कारण बताए तत्काल समाप्त कर दी जाएगी।

7. The appointment is provisional and subject to your character and antecedent, education and the caste/tribe/OBC certificate being verified through proper channel. If the verification reveals that any of your claim/ information is false, your service can be terminated forthwith without assigning any further reason and without prejudice to such further action, as may be taken under the provisions of the Indian Penal Code/BSF Act or any other law.

8. आप केंद्र सरकार द्वारा 1 जनवरी 2004 से सेवा में आने वाले नए कार्मिकों के लिए पुनर्गठित लागू की गई नई परिभाषित अंशदायी पेंशन प्रणाली के अनुसार पेंशन लाभ प्राप्त करने के लिए पात्र होंगे। इसलिए, आपको नियुक्ति की तारीख से नई पेंशन प्रणाली के लिए मूल वेतन और मंहगाई भत्ते के 10% की दर से मासिक योगदान करना होगा।

8. You will be entitled the pensionary benefits as per new restructured DEFINED CONTRIBUTORY PENSION SYSTEM applicable for the new entrants to the Central Govt. Service from Jan 2004. Therefore, you would make monthly contribution @10% of the Basic pay and DA towards the new pension system from the date of appointment.

9. आपको सूचित किया जाता है कि आप सीमा सुरक्षा बल के भर्ती पोर्टल में जाकर यूजर आई डी (उम्मीदवार का नाम) एवं पासवर्ड (जन्म दिनांक डीडी/एमएम/वाईवाईवाईवाई) डालकर खोलने के उपरांत उसमें दर्शाये गये निम्नलिखित फार्म भरकर पुनः पोर्टल में सबमिट करेंगे :-

- (क) नोमिनेशन फार्म।
- (ख) एनरोलमेंट फार्म।
- (ग) अटेस्टेशन फार्म।

9. You are informed to open BSF recruitment portal with user id (Name of Candidate) and password (Date of Birth, DD/MM/YYYY) and following forms to be filled and be submitted :-

- (a) Nomination Form
- (b) Enrolment Form
- (c) Attestation Form



10. यदि आप ऊपर उल्लेखित नियमों और शर्तों को स्वीकार करते हैं, तो आपको पुनः चिकित्सा परीक्षा और उसके बाद नामांकन औपचारिकताओं के लिए निम्नलिखित दस्तावेजों के साथ दिनांक **27/10/2023** को मुख्यालय 59 बटालियन सीमा सुरक्षा बल में रिपोर्ट करने के लिए निर्देशित किया जाता है—

10. If you accept these terms and conditions mentioned above, you are hereby directed to report on **27/10/2023 at HQ 59 Bn BSF** alongwith following documents for re-medical examination and subsequent enrolment formalities :-

- (क) निर्धारित प्रारूप में दो राजपत्रित अधिकारियों द्वारा जारी चरित्र प्रमाण पत्र। (प्रतिलिपि संलग्न)
- (a) Character certificates from two Gazetted Officers in prescribed format. (Copy enclosed)
- (ख) यदि आप सरकारी/अर्ध सरकारी सेवा में सेवारत हैं, तो निर्धारित प्रारूप में मूल विभाग से सेवामुक्ति प्रमाण पत्र।
- (b) If you are serving in Government/Semi Government Service, discharge/release certificate from parent department in the prescribed format.
- (ग) राजपत्रित अधिकारी द्वारा विधिवत सत्यापित पांच पासपोर्ट आकार की नवीनतम फोटो।
- (c) Five passport size latest photographs duly attested by a Gazetted Officer.
- (घ) स्थाई निवास/आवासीय प्रमाण पत्र।
- (d) Domicile/Residential certificate.
- (इ.) आधार कार्ड, पैन कार्ड एवं आपके बचत बैंक खाते (स्टेट बैंक ऑफ इंडिया) के पहले पृष्ठ की प्रति।
- (e) Aadhar Card, PAN Card, Copy of front page of your savings bank account (in SBI)
- (ब) बैंक में जमा/व्यय करने के लिए आपके स्वयं के खाते में पर्याप्त धनराशि।
- (f) Sufficient money in your account for your own mess deposit/ expenditure.
- (छ) आपका आवश्यकतानुसार, व्यक्तिगत सामान जिसमें पहनने योग्य कपड़े और बिस्तर एवं दैनिक उपयोग की अन्य वस्तुएं हों।
- (g) Personal belongings including proper clothing and bedding and other items of daily use which may be required to you.

**Note :-** Helpline Number for assistance:- 02832-230573

टिप्पणी:- सहायता के लिए हेल्पलाइन नम्बर-02832-230573

59 Bn BSF, Ayanagar, Bhuj, PO- Mundra Road, Bhuj, Distt- Kutch,  
State- Gujarat, PIN-370015  
Nearest Rly Station - Bhuj



For Presiding Officer  
Rectt of CT(GD) Exam-2022  
FTR HQ BSF Gujarat

प्रतिलिपि:-

Copy to :-

1. 59 Bn BSF (Enclosed with Dossier)
2. File

## ANNEXURE-VI

### CHARACTER CERTIFICATE

Certified that I have known Mr. \_\_\_\_\_  
S/O Mr. \_\_\_\_\_ for \_\_\_\_\_ year \_\_\_\_\_ month and that  
to the best of my knowledge and belief the bears reputation character and has no  
antecedents with render him unsuitable for government employment.

Mr. \_\_\_\_\_ is not related to me.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature**  
**Designation**

I am satisfied about the reliability of the person who has given the above  
certificate of character.

Place : \_\_\_\_\_

Date; \_\_\_\_\_

**Signature**  
**District magistrate of**  
**Sub divisional magistrate**  
**or their superior officer**

## EXCEL ENGINEERS & CONSULTANTS

"Excel House" Ashirwad, Near Balewadi Stadium, Survey No 22/10B/1/22/10A5,  
Behind Baner Road D-Mart, 51, Lane No .04, Laxman Nagar, Balewadi,  
Pune-411045, Maharashtra, INDIA

GSTIN: 27AACFE9260G1ZE

sales@regreenexcel.com www.regreenexcel.com



Ref: EEAC-HR/23-24/210823

20<sup>th</sup> Nov, 2023

Mr. Sachin Ananda Patil

Mobile No: +91- 7261981571

Email id: patil96ksp@gmail.com

### OFFER LETTER

Dear Mr. Sachin Ananda Patil,

With reference to your application and subsequent discussions, we are pleased to offer you the position of "Senior Engineer-Projects", for our project works.

#### DESIGNATION AND DUTIES:

You will be designated as "Senior Engineer-Projects", duties will include all those normally associated with the project engineering Work in Excel Engineers and Consultant under the guidance of our director Projects. The principal area of operation is in India; however, travel to another Project site is essential.

Date of Joining: - 6<sup>th</sup> December, 2023

- 1) We offer you an annual CTC of **Rs. 5.40 LPA** Subject to deduction of taxes as applicable.
- 2) Monthly Salary: Rs.45,000/- (Rupees Forty-Five Thousand Only).
- 3) PF – 1800/-
- 4) PT – 200/-

Total net take home salary: Rs.43,000/-

- 1) Location of work: Pune at Balewadi office. / Project site, we will provide site allowance, food Allowance and Accommodation at site as per company policy. **You are liable to be transferred to any part of the country.**
- 2) Notice period: Will be Three months from both sides. However, in case of any non-performance and termination due to the same and or due to any disciplinary action by EXCEL against you against any corruption, bad habits like drinking during working hours, drugs, rioting, fighting, non-cooperation with EXCEL office/site staff and or customer **and violation of Code of Conduct in any form**, EXCEL shall not be obliged to pay you for the notice period. It may be at sole discretion of EXCEL Engineers and Consultant that EXCEL may consider payment of only 15 days salary as compensation towards termination of the contract/appointment.  
You shall complete strictly three months' notice period and if you unilaterally leave the organisation without consent of Excel Engineers and Consultant and without handing over company charges, then you shall be liable to face legal action.
- 3) Salary review – after 1 year from the date of joining depending upon the performance.
- 4) You shall not disclose any information to our competitors.
- 5) You shall not join any competitor company for one year after **exiting** from our organisation.
- 6) All other terms will be as per company policy.
- 7) We will provide a detailed appointment letter after joining.

## EXCEL ENGINEERS & CONSULTANTS

"Excel House" Ashirwad, Near Balewadi Stadium, Survey No 22/10B/1/22/10A5,  
Behind Baner Road D-Mart, 51, Lane No .04, Laxman Nagar, Balewadi,  
Pune-411045, Maharashtra, INDIA

GSTIN: 27AACE9260G1ZE

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**Obligation of Secrecy:** During the terms of the employment agreement as well as after the termination, you shall maintain secrecy with respect to all matters that comes to your knowledge in pursuance of work for the company (EXCEL), and shall not divulge information to third party. Any breach of the secrecy obligation shall entitle the company to terminate the employment agreement without notice and shall give reasons for the payment of contractual penalty as per the company policy i.e. a min. of three months gross salary.

**No-Compete:** You shall for the period of (1) one year following the termination of employment agreement between yourself and the company (EXCEL), neither directly nor indirectly, whether through a spouse or children or a trustee or otherwise, hold any interest in any competitor, carry on any business competing with the business of the company or provide any service whatsoever, whether or not for consideration to any competitor as defined hereunder.

A competitor shall be deemed to be any domestic or foreign organisation, whether or not incorporated, including but not limited to a branch office, any enterprise, any joint venture or any other business whatsoever which develops, manufactures, markets or otherwise deals with any product which is the same as or similar to or serves the same purpose as any of the products of the company ("competing product") and is hence a competitor of the company.

If you enter into employment with any organisation, enterprises, joint venture or other business which is not a competitor of the company, then you shall not do any act that may induce said organisation, enterprise, joint venture or other business to include in its product line any competing product. If said organisation, enterprise, joint venture or other business includes any competing product in its product line without being induced to do so, then you shall limit your work for said organisation, enterprise, joint venture or other business to operations not competing with the operations of the company. Any dispute between the parties arising out of or in connection with this no-compete clause shall be settled by the court having jurisdiction at the place of the registered office of the company.

If any terms of no-compete clause is or becomes ineffective or void the remaining terms of this NO-Compete clause shall remain in full force and effect and the parties shall replace all such ineffective or void terms by effective terms which shall reflect the original intentions of the parties.

### **Termination of Contract/Employment agreement:**

Notwithstanding, the appointment may be terminated by Excel Engineers and Consultant upon giving you one month's notice. However, in case of request from your side, it may be extended by Excel Engineers and Consultant at its own discretion for 3 months. Excel Engineers and Consultant may not assign any reason whatsoever for termination. This appointment may be terminated by Excel Engineers and Consultant without prior notice if

**Mr. Sachin Ananda Patil**, shall at any point of time,

- a) Commit any serious or persistent breach of any of the provisions contained herein;
- b) Be guilty of any gross negligence or willful misconduct in the discharge of his duties herein; or
- c) Be convicted of or pleads guilty to any act of fraud or embezzlement or felony,

In the event of termination of this Contract **Mr. Sachin Ananda Patil**, will not be entitled to receive by way of damages or otherwise howsoever any amount apart from the amount/s that shall have become payable to him in terms of this appointment agreement and/or any law in force in India.

On termination of this appointment agreement **Mr. Sachin Ananda Patil**, shall hand over all documents and information as shall have been gathered by him or come into his possession in the course of performance by him of his obligations under this appointment agreement.



## EXCEL ENGINEERS & CONSULTANTS

"Excel House" Ashirwad, Near Balewadi Stadium, Survey No 22/10B/1/22/10A5,  
Behind Baner Road D-Mart, 51, Lane No .04, Laxman Nagar, Balewadi,  
Pune-411045, Maharashtra, INDIA

GSTIN: 27AACFE9260G1ZE

sales@regreenexcel.com www.regreenexcel.com



**Confidentiality:** Except for the duties of your appointment in Excel may require, you may not at any time disclose or use, whether during or subsequent to this employment, any information, knowledge or data that you may receive or develop during this employment which relates to the trade secrets of the company. During the terms of employment and for 1 year after the disassociation with Excel Engineers and Consultant, you will not engage in competing activities in India.

Excel Engineering and Consultant expressly reserves the right to remedy against the breach of these conditions by you provided by the applicable law and jurisdiction.

We welcome you to the organisation and look forward to your participation in the growth and prosperity. Kindly acknowledge acceptance of this employment letter / agreement by signing and returning a copy back to us for our record.

**Offer is valid subject to Medical Fitness Certificate provided by candidate.**

Thanking you,  
For Excel Engineers & Consultant

Received and accepted by

A handwritten signature in blue ink is written over a circular stamp. The stamp contains the text 'Excel Engineers and Consultants' around the perimeter, 'Pune India' in the center, and a small star at the bottom.

(AUTHORISED SIGNATORY  
HR AND ADMIN DEPT.

The logo for Excel Engineers &amp; Consultants, featuring a stylized blue 'E' with a white outline, positioned above the word 'EXCEL' in a bold, blue, sans-serif font. Below 'EXCEL' is the text 'ENGINEERS &amp; CONSULTANTS' in a smaller, blue, sans-serif font.

**Mr. Sachin Ananda Patil**  
Date: 20<sup>th</sup> Nov, 2023



FOUNDATION FOR ECOLOGICAL SECURITY

FES:3:PER:653

21<sup>st</sup> November, 2023

Mr. Gaurav Madhukar Kumbhar  
Shanipeth Chandanwadi  
Behind Mayakka Devi Temple  
Jalgaon – 425001  
Maharashtra

**Appointment Letter**

Dear Sir,

Please refer to your application and subsequent interview held on 27<sup>th</sup> October, 2023 and 8<sup>th</sup> November, 2023. We are pleased to appoint you on contract as **Project Manager (Software Developer) in Pay level 4** for a period of **one year** under the project(s) implemented by the Foundation for Ecological Security (FES) with a total fixed remuneration of Rs.4,98,812.00 (Rupees Four lakhs ninety eight thousand eight hundred twelve only) per annum and a Cost to Organisation (CTO) of Rs.5,49,212.00 (Rupees Five lakhs forty nine thousand two hundred twelve only) per annum which includes performance based variable component (calculated at an indicative payment of 100%). The remuneration detail is enclosed as Annexure 1. Your performance would be reviewed after six months.

Foundation for Ecological Security carries out activities in twelve states of India in facilitating the formation and strengthening of village institutions that strive towards the regeneration of natural resources and their common lands in particular. During this contract period, your scope of work would broadly be as follows:

- i. Design, Develop & Prototype Applications for internal and external use. Drive a best practices approach to the continuous improvement of our applications, processes, and tools;
- ii. Participate in full app life-cycle: concept, design, build, deploy, test and release;
- iii. Work with team on new product ideas, designs, prototypes and estimates. Keep up-to-date on current and upcoming features in relevant products and platforms;
- iv. Specific knowledge of Open Layers libraries for visualizing maps in web pages. Develop API/Web-service to be used for communication with a mobile app, work with external API integration. Write/understand intermediate queries in PostgreSQL and execute them using PHP;

- v. Write and maintain documentation for all features in development;
- vi. Take up any other task as deemed fit or entrusted/assigned by the reporting officer from time to time.

Your appointment shall be subject to the following terms and conditions:

1. Your contractual appointment shall commence from the date of joining the FES.
2. It may be clearly understood and agreed that this appointment is purely on contractual basis for a period of **one year**.
3. Subject to the satisfactory completion of one year contract, you will be interviewed by a panel constituted as per the rules of the FES so as to decide on the renewal of the contract for a period up to **four years**.
4. During the period of assignment, you shall be required to contribute Provident Fund contribution at the rate notified under the EPF Act from time to time. You will be entitled to a matching amount from the FES.
5. You will be entitled to Provident fund contribution, gratuity, leave, allowances and reimbursements as admissible under the Rules and Regulations of FES in force from time to time.
6. The management will be within its right to transfer you for work or loan your services to any other Units/ division/ department/project/ Group/ region where the organization has an office or branch or unit for work either at present or may have any time in future, or your services may be deputed to other organizations of the choice of the FES.
7. You will have to reside at the place of posting unless you are exempted from doing so by the Executive Director, FES.
8. You will devote your whole time and attention to the interest of the organization and will not engage yourself in any other work either paid or in honorary capacity.
9. You shall adhere to the rules and regulations of the Foundation as existing and as amended from time to time, failing which would necessitate disciplinary actions as per rules.

*Subrata*

10. Your contractual assignment shall be subject to your medical fitness, and the Executive Director or the Competent Authority may require you to undergo a medical examination, from time to time, with expenses borne by FES. If found medically incapacitated or otherwise medically unfit to continue on the contract assignment, your services are liable to be terminated at the discretion of the Competent Authority.
11. While carrying out your duties under this contract in FES, you shall not divulge any information of knowledge gained during the training with the FES, or at any time thereafter, which could be detrimental to the interest of the FES. You shall have to make a declaration of fidelity and secrecy at the time of joining.
12. The FES expects you to carry-out your assignment during this contract with a high standard of professional/technical skill, discipline, initiative, efficiency and economy.
13. Notwithstanding anything stated herein-above,
  - a. The contract may be extended/renewed for a further period subject to the continuation of the specific project and availability of funds. If not renewed, in writing by the Competent Authority, the contractual assignment shall automatically stand terminated at the end of the contract and accordingly you shall stand relieved from the FES.
  - b. The terms of employment would be coterminous with the non-availability of fund or completion of the project whichever is earlier.
  - c. This contractual assignment is liable to be terminated at any time during the period aforesaid, by either side without assigning any reason by giving 30 days' notice or on payment or recovery of 30 days Basic Pay in lieu thereof. It is clarified that in the event of termination of contract from either side, you will be responsible to hand over all the pending tasks/ assignments to the designated person and only thereafter, you will be relieved from the duties.
  - d. Under unavoidable circumstances like cessation of projects and non-availability of funds, certain allowances may be withdrawn during the course of the contract as a rule applicable to all the employees of the Foundation or a specific funded project as the case may be.

*Submits*



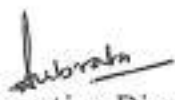
You are requested to report for duty on or before 4<sup>th</sup> December 2023 to the General Manager -India Observatory, Coordination Office (CO), Foundation for Ecological Security, Anand-388001 and Contact: Shri Ashok Jani (M) 9913616768. This appointment letter will stand automatically cancelled after the due date mentioned above, unless an extension is approved by the Competent Authority, whose decision shall be final.

At the time of joining you will be required to produce **a)** relieving order from your present employer, if any, **b)** original and attested copies of certificates in proof of your age, qualification, experience and present salary drawn, and **c)** a medical fitness certificate from Registered Doctor with MBBS/MD. The other formats to be filled would be handed to you at the time of joining.

If the above terms and conditions are acceptable, please return the duplicate copy of this appointment letter duly signed by you in token of your acceptance of the appointment.

Thanking you,

Yours faithfully,

  
Executive Director

I accept the above appointment with the terms and conditions mentioned therein.

Date :

Signature :

cc.to : General Manager, India Observatory, CO, Anand  
: Director (A/cs)

**Ref No :** KGPL/HR/23-24/054

**Date :** 14/12/2023

**To,**

Mr. Hitesh Chaudhary  
A/p. Waghali, Tal. Chalisgaon, Dist. Jalgaon, 424102

**Sub: Offer Letter**

Dear Mr. Hitesh Chaudhary

With reference to your application and subsequent interview you had with us, we are pleased to offer you as “**Asst. Engineer**” in our organization.

Your CTC (Cost To Company) will be Rs. **33,341** per month. Details of the same .

The terms and conditions of employment will remain same as mutually agreed between you and the management of this company at the time of interview.

You will be on probation for a period of 6 months

Leave will be applicable after 6 months from date of joining with continuous service.

You are requested to join on or before **02/01/2024** On joining, you are required to come with your educational certificates, 2 nos. passport size photographs, previous experience certificates & relieving letter etc at the time of joining.

Kindly return duplicate copy of this letter duly signed as acceptance of employment offer within next 7 working days.

If Duplicate copy is not received within stipulated time this offer letter will stands cancelled.

Thanking you,

**For Kala Genset Pvt Ltd.**

**Authorised Signatory**

Ref: 971405/2280067/ELTP

22-Dec-2023

Mr. Gaurav Sonar  
Jalgaon (Mah) - 425114  
Mobile: 9021202358

**Subject: Offer of Appointment**

Dear **Mr. Gaurav Sonar**

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement (ELITE)**" will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00 (Three Lakh Twenty Five Thousand)**. Please refer **Annexure A** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following: -
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR 15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for



residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B**.
9. You are required to join on **28-DEC-2023** and report to **Shruti Kale** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA LIMITED** , "SURVEY NO.4/4, BHARTI HOUSE BUILDING, 2ND FLOOR, ,NEAR CHANCHALBAG PARTY OPPOSITE JHANVI BUNGLOWS, ,BODAKDEV ,AHMEDABAD ,380054 ,GUJ ,IND.. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.
10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **28-DEC-2023**.

**For Tech Mahindra Limited**

  
**Krishna Ramaswami**  
**Head - Resource Management Group**

**Encl:** **Annexure-A** (Salary Structure, **Annexure-B** Important / Indicative Terms & Conditions of Employment, **Annexure-C** Check List of Documents, **Annexure-D** Confidentiality Agreement, **Annexure-E** Medical Self Declaration, **Annexure F** Intellectual property Assignment, **Annexure-G** ?General Covenant, **Annexure - H** Acknowledgement, **Annexure I** Indemnity bond

Date:

Signature:  
**Gaurav Sonar**

### ANNEXURE - A

NAME	Mr Gaurav Sonar	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	AHMEDABAD	
COMPONENTS		Per Annum (All figures in INR)
BASIC (@40% OF TOTAL FIXED PAY)		111397
HRA (@70% OF BASIC)		77978
BONUS / STATUTORY BONUS		48000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		13368
FLEXIBLE COMPONENTS OF TFP		27750
TOTAL FIXED PAY..... (A)		278493
TOTAL VARIABLE PAY (TVP)..... (B)		30944
ADDITIONAL BENEFITS..... (C)		15563
GRATUITY		5359
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)		10204
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)		325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)



## ANNEXURE A (Contd...)

### 3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

### 4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

#### **Notes:**

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

  
Krishna Ramaswami  
Head - Resource Management Group

## **ANNEXURE - B**

### **1. Terms and Conditions**

#### **(a) Code of Conduct.**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### **(b) Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

#### **(c) Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### **(d) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company. In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company  
Or

- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

## 2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

## 3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like refusal to accept any project allocated by the Company, refusal to relocate at other locations of the Company, refusal to work in shift, misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
- x) The Company reserves the right to terminate your employment with immediate effect, without requiring to provide any notice period and/or salary in lieu of notice period, if The Company finds that any of the information you have provided to The Company is incomplete, false, inaccurate, misleading or you have omitted, concealed or misstated any information whatsoever, including without limitation, your previous employment and/or business activities. This offer of employment is released to you based on your declaration that you have not been convicted for any criminal offence in the past and no criminal action is pending against you before any competent court. In the event, The Company finds that the criminal declaration given by you is incorrect, then The Company shall be entitled to forthwith withdraw the offer of employment or terminate your employment with immediate effect without requiring to provide any notice period and/or salary in lieu of notice period.

4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the

status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech



Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

**Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

**Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

**Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

**Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

**Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

**Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you

may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**

The above terms and conditions including those in **Annexure - A** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24\*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ?B** and I hereby accept and agree to abide by them.

**Name in full** :

**Signature** :

**Address** :

**Date** :

Place :

### **ANNEXURE - C - Checklist of Documents**

**A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier.**

- a) Tech Mahindra Application & BV Form
- b) All educational certificates including
  - i) Class 10<sup>th</sup> 12<sup>th</sup> marksheets and passing certificate or qualifying exam marksheet and passing certificate.
  - ii) Graduation Degree / Certificate
  - iii) Post Graduation Degree / Certificate, if applicable
  - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
  - v) Gap Justification, if any
  - vi) PAN Card Copy
  - vii) Aadhaar Card Copy (Both Front & Back copy)
  - viii) Any other additional documents required for Customer specific checks

**B. At the time of joining, you are requested to submit **soft copies of the following documents to the HR Team on or before your date of joining.****

**(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each**

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

**(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed**

**(c) **Five** passport-sized color photographs with white background**

(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You **MUST** carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You **MUST** carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **PF UAN Number:** You **MUST** provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

(h) **Indemnity Bond**

Print only the first page of **Annexure I** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.

**Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

**Candidate's Declaration:**

I \_\_\_\_\_ hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

<b>Name in full</b>	:	<b>Date</b>	:
<b>Signature</b>	:	<b>Place</b>	:

#### **ANNEXURE - D - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that:
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
  - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :  
Signature :  
Date :



### **ANNEXURE - E - Medical Self-Declaration**

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name: <input style="width: 150px;" type="text"/>		Last Name: <input style="width: 150px;" type="text"/>	
Gender: Male / Female <input style="width: 20px;" type="checkbox"/>		Date of birth (DD/MM/YYYY) <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	Blood Group <input style="width: 40px;" type="text"/>

#### **Candidate's Medical History:**

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12			

months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following?** *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_  
(DD/MMM/YYYY)

## **ANNEXURE - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

## **ANNEXURE - G -Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation**

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.
- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .
7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),
  - a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.
  - b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any



associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered, or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I

acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For and on Behalf Of  
**Tech Mahindra Limited**

  
**Krishna Ramaswami**  
**Head - Resource Management Group**

Signature

\_\_\_\_\_  
**(Gaurav Sonar)**

#### **ANNEXURE - H - ACKNOWLEDGMENT**

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Gaurav Sonar** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Gaurav Sonar** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this \_\_\_\_day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), and hereby acknowledges, understands and agrees to the above.

[            Name & Signature            ]

Witness/ Notary Public: \_\_\_\_\_

**Annexure - I - INDEMNITY BOND WITH SURETY**

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> \*hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

**AND**

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "Surety" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

**IN FAVOUR OF Tech Mahindra Limited**, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

**WHEREAS** the **Employee** has been selected for appointment as \_\_\_\_\_ in the Band \_\_\_\_\_ in the service of Tech Mahindra.

**AND WHEREAS** an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No \_\_\_\_\_ dated \_\_\_\_\_ of **Tech Mahindra**.

**AND WHEREAS** the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on \_\_\_\_\_ by the **employee**.

**AND WHEREAS** one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

**NOW THIS INDENTURE WITNESSETH** as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. \_\_\_\_\_ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of INR 100,000/- (Rupees One lakh only) to Tech Mahindra with an interest at the rate as specified herein below, immediately on demand.**
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.



**IN WITNESS** whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

**Name of First Part:**

**Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

**Name of Surety:**

**Sig:**

S/d by: -

1. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS:

2. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS

Date: 19<sup>th</sup> December 2023

Name: Gaurav Sonar

Contact Number: \_\_\_\_\_

Email id: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

**Dear Gaurav,**

In response to your application and subsequent interviews, we are pleased to offer you the post of **Digital Quality Engineer (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter.

At the time of joining, you will be expected to enter into an Agreement for a period of 24 months, which will provide details on the scope, terms and conditions of your employment, the necessary trainings, and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd.

The onboarding shall be at QualityKiosk Technologies Pvt. Ltd.'s Mumbai office on the day of your

**QualityKiosk Technologies Pvt. Ltd.**

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22 27780929

CIN No.: U72900MH2000PTC127584

[www.qualitykiosk.com](http://www.qualitykiosk.com) | [info@qualitykiosk.com](mailto:info@qualitykiosk.com)



joining. Hence, request you to be available at office premises on the day of joining.

As a part of the onboarding process, you will be required to undergo training / assessment with the Company for a duration of 3 (three) months. If in case you fail to qualify the said training / assessment, the Company without prejudice shall have the right to terminate your employment as per the terms of your Appointment Letter.

QualityKiosk Technologies Pvt. Ltd. reserves the right to depute/transfer/assign you at any of the company's branch offices, customer location in India or abroad and you shall be fully flexible and co-operate to deliver values to all engagements. Your job shall/might involve travel locally to client place or within India.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You are joining the company on the above-mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd. employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd  
**Veena D'silva**  
**Head – Talent Acquisition**

QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91

4128 8200 / 4141 6900 | Fax: +91 22-27780929

CIN No.: U72900MH2000PTC127584

[www.qualitykiosk.com](http://www.qualitykiosk.com) | [info@qualitykiosk.com](mailto:info@qualitykiosk.com)

**Annexure -1**

<b>Annual Cost To Company (CTC)</b>		
<b>Name</b>	Gaurav Sonar	
<b>Grade</b>	A-3	
<b>Designation</b>		
<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>Basic</b>	<b>11,632</b>	<b>1,39,584</b>
House Rent Allowance	5,316	63,792
Flexible Benefits Package (N1)	890	10,680
Special Allowance	1,092	13,104
Advance Bonus	1,060	12,724
<b>[A] Gross Earnings</b>	<b>19,990</b>	<b>2,39,884</b>
Company's Contribution to PF	1,634	19,605
Company's Contribution to ESIC	650	7,797
Medical and GPA Premium		1,000
Gratuity Provision		6,714
<b>[B] Benefits (N2)</b>		<b>35,116</b>
<b>[C] Fixed Cost To Company (CTC) [A+B]</b>		<b>2,75,000</b>

QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91

4128 8200 / 4141 6900 | Fax: +91 22-27780929

CIN No.: U72900MH2000PTC127584

www.qualitykiosk.com | info@qualitykiosk.com

**Notes:**

• <sup>(N1)</sup>: Components to be declared once a year. These components are fully exempted from tax (as per current Income Tax rules), subject to reimbursement of bills as per below limits. The balance amount will be treated as Special Allowance and will be taxable.

Component	Monthly Amount (INR)
Communication & Internet Reimbursements	5,000
Child Education & Hostel Expenditure Allowance	800
Books & Periodicals Reimbursement	5,000
Education Allowance	10% of Basic
Vehicle Maintenance & Fuel Reimbursement	1,800
Food Allowance	2,200

- <sup>(N2)</sup>: PF, ESIC and Gratuity as per respective Acts and Insurance coverage as per Company policy.
- Salary components will be subject to taxes and statutory deductions as per prevailing government rules.
- The compensation includes travel expenses to QK office and client locations within your base city area.
- Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter.

I will report for duty on the above-mentioned joining date.

Date:

Signature:

QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22 27780929

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Ref: EIPL/HR/2324/EI1466

Date: Dec 11, 2023

Name: Mr. Pankaj Teli

## Employment Service Agreement

THIS EMPLOYMENT SERVICE AGREEMENT (the "Agreement") is made and entered into as of Dec 11, 2023 ("Issue Date") by and between:

**Exegesis Infotech (I) Private Limited**, a company incorporated under the provisions of the Companies Act, 1956 and having its corporate office at 309, Thacker Towers, Sector 17, Vashi, Navi Mumbai - 400703 (hereinafter referred to as "Company");

AND

**Mr. Pankaj Teli** (hereinafter referred to as the "Employee"); The Company and the Employee shall hereinafter be collectively referred to as "Parties" and individually as "Party".

WHEREAS the Employee and the Company wish to enter into an Employment Service Agreement governing the terms and conditions of employment;

THIS AGREEMENT WITNESSETH that in consideration of the premises and mutual covenants and agreements hereinafter contained and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Parties hereto), Parties hereto agree as follows:

### Annexure I – Terms of Employment

It is a pleasure to inform that you have been appointed as **Support Analyst** in our organization. During the period of your employment in the organization, you (the Employee) are subject to following terms & conditions ("Terms of Employment") under this Service Agreement –

1. **Probation:** You will be on probation for a period of **Six months**, which may be further extended at the discretion of the Company. A review will be done for this period and subject to satisfactory achievement of your performance objectives, your appointment will be confirmed. No leave is permitted during probation period. Any leave in this period will be leave without pay and your probation shall be extended by the number of days of leave availed by you.
2. **Undertaking:**
  - a. You are required to sign an Employee Confidentiality and Non-disclosure Agreement (NDA) that is effective from your date of joining and shall survive the termination of this Service Agreement, and you are bound to adhere to the undertakings in said NDA. As part of the same you will not disclose to anyone by word of mouth, writing or otherwise (electronic media like CD, pen/zip drive) any information you may receive or have access to during the course of your employment including but not limited to any details of technical knowhow, security arrangement, administration or organizational matter pertaining to the Company and its customers, either during the course of your employment or thereafter. Further details and obligations are stated in said NDA.
  - b. All Intellectual Property Rights including copyrighted works created with your contribution during the course of your employment/association with the Company shall solely and entirely, vest with the Company and Company shall be the author and first owner of such works and you shall not claim any right, interest and title in the same.
  - c. During your employment with the Company you will comply with the provisions of the Information Security policies and procedures of the Company at all times, whether inside or outside the office premises. You will also manage all data under your control, for the Company, its customers and/or its customers clients, as per the policies & procedures laid out in the Information Security policies of the

Page 1 of 6





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Company. Non-confirmation with these policies & procedures, any copying of the software, data or any other material, in use or stored, whether proprietary or non-proprietary in nature, and/or any non-compliance with various legal and contractual requirements pertaining to protection of data and/or Confidential Information as defined in this Service Agreement, NDA and the Company's Information Security policies & procedures, will be viewed very seriously and will attract strict disciplinary action as per Company policy, including but not limited to those stated in clause 6.e of this Service Agreement.

- d. The Company, its directors, its shareholders and other officers shall not be held liable on your account for any claims, losses, damages, costs or expenses whatsoever including any third-party claims or consequential damages of any nature.
- e. You confirm and declare that you do not have any criminal background, and there are no claims or damages instituted against you of any kind, and there is no civil/criminal case instituted against you in any of the court(s) in the past or currently in progress.
- f. You confirm that you have declared in writing any kind of medical conditions that you may have had or have in the past or present. You understand that your job with the Company requires a high degree of alertness, hard work and travel and you may be required to produce a medical certificate of fitness of your health as part of your employment terms and conditions.
- g. You undertake to notify HR immediately of any material change in your personal circumstances that may have an impact on the status of your employment including but not limited to, for e.g. - criminal convictions, cases pending, health conditions declaration, right to work in the country where work is to be performed etc.
- h. You confirm & declare that all documentation & information submitted by you at the time of joining the Company or during the course of your employment, is genuine & true to the best of your knowledge. Based on business and regulatory requirements, the Company shall have the right to ask you to submit copies of relevant additional documentation as may be necessitated from time to time.

### 3. Service Commitment

- a. You understand that the Company shall expend a considerable amount of time in training you on its various methodologies and products, and also there will be substantial learning curve involved during the course of your assignments with the Company. In consideration of the same, you commit to work for the Company for a minimum period of twenty four months from your date of joining the Company ("Service Agreement period").
- b. During the course of your employment, the Company may also train and assign you to a new role/department or to critical projects on new technologies. Should you be part of such new role/department/project, you further commit to work for the Company for a minimum period of twelve months from the start of such assignment.
- c. You confirm and declare that there currently exist no personal circumstances which are likely to affect your ability to discharge your obligations in respect of your Service Agreement period. Employee resignation is not permitted during Service Agreement period as per clause 3 and clause 5 and you are required to fulfil your service commitments as stated in this agreement. In the event of your breaching any terms of this clause 3 or clause 5 prior to this period, you understand that no compensation whatsoever is payable to you by the Company for services rendered for any part period thereof; your relieving letter and documentation will be withheld; and you shall be liable to pay recoveries for breach of Service Agreement including notice period recovery of three (3) months, and recovery of efforts expended by the Company on account of your selection, induction, training and applicable administrative fees or expenses borne by the Company. Upon completion of FFS recovery and your settlement of dues to the Company your exit formalities will be processed for closure.

### 4. Training and Development

The Company encourages its employees to constantly upgrade their knowledge and may decide to sponsor Training programs or Certifications that are directly relevant to and furthers employee performance in their assigned job role. The following conditions shall be applicable to you in case you attend any such Training program or obtain Certifications sponsored by the Company:

- a. In case of any Company sponsored Training programs, you are expected to attend the same with 100% attendance at such training. At the conclusion of such training, you are expected to disseminate



information to all relevant personnel as decided by your department head, within 15 days of your attending such training. Any course material, books or literature acquired by you at such training program will be the property of the Company

- b. In case of any Company sponsored Certifications, you will submit a copy of such certification obtained that will be maintained as part of Company records.
- c. In case of termination of your services by you or by the Company, the Company reserves the right to recover all amounts paid to you or incurred on your behalf on account of such Company sponsored Training programs or Certifications.

**5. Performance**

- a. The Company is a performance driven organization and strives to maintain a leadership position in a very competitive industry. Every employee is expected to contribute efforts commensurate with their level of experience and skills, and work with a high standard of initiative, efficiency & economy for the function in which s/he is placed. You will be required to work on assigned tasks for Company notified hours and additional hours/weekend work may also be necessary on your part.
- b. Your performance will be evaluated on a continuous basis and if at any time this falls below acceptable standards you may be assigned to a performance plan (PIP) as per HR policy. The PIP shall detail your performance areas of improvement, salary reset parameters, and target goals. At end of the PIP term if your performance goals are not achieved, further salary resets may be applicable or a decision on your continuance taken as per HR policy. Successful completion of PIP shall restore your salary parameters and performance ratings.
- c. Increments, Performance Incentives if applicable to your grade, are entirely discretionary and based on performance, attendance and conduct of the individual as well as the financial performance of the Company and prevailing business conditions. Retention Bonus if applicable to your grade, is appreciation for your continued tenure in the Company and is payable in lump sum (less taxes) prorated for the duration of your employment. The Employee must be on the rolls and in active continuous (non-notice) employment until close of business April 30<sup>th</sup> of the forthcoming financial year post completion of Service Agreement period to be eligible for Performance Incentive, Retention Bonus as applicable.
- d. As part of your continued service commitment ("Service Agreement period"), upon receipt of Increments or salary revisions you commit to work for the Company until close of business March 31<sup>st</sup> (non-notice employment) from the Issue Date of the letter or upto your Service Agreement Period, whichever is greater.

**6. Notice period and Termination**

- a. Employee resignation is not permitted during Service Agreement period as per clause 3 and clause 5 and you are required to fulfil your service commitments as stated in this agreement.
- b. Upon completion of this period and should you ever wish to terminate your services you will be required to give a clear notice period of Three months in writing. Notice period is mandatory for identification of replacement, documentation and handover for successful transition, and no leave whatsoever is permitted in this period. The Company does not have a leave encashment policy and pending leaves if any will not be adjusted/settled against notice period. Short notice period on part of the Employee is not permissible under any circumstance, unless the Company determines so at its own discretion and upon payment by the Employee of an amount equivalent to the shortfall in days multiplied by last drawn daily gross salary. In case of early relieving by the Company prior to completion of your notice period, you understand that no compensation is payable to you in lieu of balance notice period. In the event of your breaching any terms of this clause, you understand that no compensation whatsoever is payable to you by the Company for services rendered for any part period thereof, and your relieving/experience letter and supporting documentation will be withheld.
- c. Upon the end of your services you will hand over all Company property/ software/ hardware/ electronic media/ data/ documentation/ intellectual property of the Company and/or any of its Customers. The Company is not bound to pay dues if any, till you have successfully completed all assigned tasks and separation procedures. Outstanding advances paid to you or recoveries due from you, if any, will need to be settled by you during final dues settlement.
- d. Should the Company decide to terminate your services the Company will give you a notice of One

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- month. Company is not obligated to give any notice during probation period. Employee resignation is not permitted once such notice period initiates.
- e. Under circumstances as stated below, your employment is liable to be terminated by the Company without providing any notice or compensation in lieu of notice whatsoever and your relieving/experience letter and supporting documentation shall be withheld:
- Breach of any terms of this Agreement or of the terms of the Employee Confidentiality and Non-disclosure Agreement.
  - Any absence for a period of two or more days without prior intimation or authorization will be presumed as abandonment of employment and your services are liable to be terminated.
  - If at any time in the opinion of the Company, without being exhaustive and without prejudice to the general meaning of the terms stated herein, in case of reasonable suspicion of misconduct: you are found disloyal, dishonest, or commit any act of indiscipline or disobedience or incivility, or breach the code of conduct of the Company or commit an act involving moral turpitude, or you are found indulging in deliberate non-performance, or you are assigned to a performance plan for non-achievement of your performance objectives and you do not accept the same, your services shall be immediately terminated.
  - The information provided by you upon joining is subject to background check/verification and any pre or post-employment examinations/tests as may be required as per Company policy and you provide your consent for the same. If at any time it is found that any information or declaration furnished by you is incorrect or false, your services are liable to be terminated.
- f. **Force Majeure:** If during the term of this Agreement, due to wars, hostilities, acts of sabotage, revolutions, insurrection, riots or other Acts of Public Enemy, or acts of Government, embargoes, fire, earthquakes, storms, lightning, floods, epidemics or pandemics, strikes, lock-outs, or other Acts of God or any other calamity (collectively, "Force Majeure"), the Company in good faith believes it is unable to utilize your services, then the Company shall have the right to notify you and suspend your services 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 Force Majeure period, and if such Force Majeure continues beyond One month from the time it originates, then the Company shall have the right to terminate your services at its discretion and without any further notice, with effect from the date of Force Majeure.
7. **General terms and conditions:**
- You shall abide by the rules and regulations and other benefits of the Company as applicable from time to time. The Company has the right to amend your terms and conditions of service at any time based on business requirement.
  - Salaries, consultancy charges, facilities and any other sums payable under this appointment are subject to income tax rules or any other tax and you shall be liable for the same. No overtime is payable to employees for extra hours if any, put in by them. Your salary is strictly confidential between you and the Company and should not be divulged or discussed with anyone other than HR.
  - You will be entitled to paid leave as per Company rules & regulations. You will be entitled to national & festival holidays as notified by the Company. Continued and regular attendance in the office is an essential pre-condition of service and any absence will have to be authorized only by your reporting supervisor. Please refer the Company leave policy for details.
  - Social Media:** You understand that the Company has strictly enforceable contracts with its customers that mandate compulsory guidelines to be followed by the Company and all its employees/consultants in the past, present or future. In view of the same, you will not make any references to the Company or its customers or clients anywhere online, including but not limited to social media/networking/career sites like Facebook, Twitter, LinkedIn, Naukri etc. either during the course of your employment with the Company or thereafter, except in a bonafide submission while filling out applications (hardcopy) in the course of seeking employment.
  - You will ensure you comply with the Company's principles of prevention of conflict of interest. You are expected to devote full time to the work of the Company and will not undertake any direct/ indirect business or work, even on part time basis, whether for honorary or remuneratory consideration, without written permission of the management. You will also ensure that you do not work directly for, supervise or make employment decisions about a family member in the Company. You will not





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- conduct Company business with a relative, or with a business in which a relative is associated in any significant role. You should not have a financial interest, including through a relative, in any organization if that interest would give or appear to give you a conflict of interest with the Company.
- f. The Company is subject to all anti-corruption laws in the regions it operates, including the Prevention of Corruption Act, 1988 (India). As part of your commitment to the Company you declare that you shall never offer, directly or indirectly, any form of gift, entertainment, bribes, kickbacks, facilitation payments or anything of value to any government official or commercial partners including the Company's customers or their representatives.
  - g. The Company shall have the right to deploy you to any of its customer location or transfer you to any of its offices anywhere in India/abroad.
  - h. **Non-Solicitation, Non-Compete:** You accept that you shall not directly or indirectly, recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person, when or thereafter employed by the Company, to join you in providing services to or be employed by any organization in which you shall be involved, nor shall you accept such solicitation requests from any person who was previously employed with the Company. You accept that you will not work either directly or indirectly, for a period of 60 months from the date you have ceased to be an Employee of the Company, with any customer or client, current or past, doing business with the Company, or with any organization that is working with such customer or client, or with any organization that directly or indirectly competes with the businesses of the Company. You understand that these terms are of paramount importance to protect the confidentiality and proprietary nature of the Company's business and you accept the same. This clause shall survive the termination of your employment with the Company.
  - i. The Company follows a strict code of conduct as stated in clause 6.e(iii) and you are expected to honor the same during the course of your employment with the Company and thereafter. You shall not make or publish any derogatory or disparaging statements or do anything in relation to the Company or officers or employees of the Company which causes damage to the Company, or is intended to or which might be expected to harm or lower the reputation of the Company.
  - j. You understand that in the event of any breach or threatened breach by you of any of the terms and conditions under this Agreement, your relieving formalities will be withheld and the Company reserves the right to seek appropriate damages or legal recourse as advisable under law.
  - k. You acknowledge and agree that any violation of your duties and responsibilities or breach of any of the terms and conditions under this Agreement may result in irreparable damage to the Company, and accordingly, the Company may obtain injunctive and other equitable relief for such breach or threatened breach, in addition to any other remedies available to the Company. You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. You hereby agree to indemnify and keep fully indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to your breach of any of obligations mentioned herein.
  - l. No amendment to this Agreement shall be valid and effective unless the Company agrees to the same in writing. For any disputes arising out of or pertaining to this employment, courts in Mumbai shall have exclusive jurisdiction.

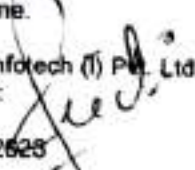
IN WITNESS WHEREOF the Parties hereto have caused this Service Agreement to be executed on the date herein above written.

I hereby declare that I have carefully studied and clearly understood all the terms and conditions stated in this Service Agreement and I, without any influence or coercion, hereby accept and agree to abide by the same.

Employee name: Pankaj Teli

Sign: 

Date: Dec 11, 2023

For Exegesis Infotech (I) Pvt. Ltd.  
HR Operations: 

Date: Dec 11, 2023



Date: 01-03-2024

Applicant ID :Rhushikesh\_3\_179389  
Name :Rhushikesh Umesh Chaudhari  
Location :MUMBAI

**OFFER LETTER**Dear **Rhushikesh Umesh Chaudhari**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **ASSISTANT** on deputation to our client **Bharat Serums and Vaccines Limited** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 15625.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **MUMBAI**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer is valid till your expected DOJ, i.e., **04-03-2024**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
  - Aadhar card as Proof of Identity, Date of Birth and Address.
  - Educational certificates
  - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
  - PAN Card, Bank A/C details with proof
  - Passport size photograph
  - Experience certificates and relieving letter from your previous employer (if applicable).
  - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

**Adecco India Pvt. Ltd.**

Visakh R G  
Head – Onboarding



Julie Rosy  
Senior Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPENSATION SHEET**

Applicant ID	: Rhushikesh_3_179389
Name	: Rhushikesh Umesh Chaudhari
Designation	: ASSISTANT

Compensation	Rs. Per Month
BASIC SALARY	14700.00
HOUSE RENT ALLOWANCE	2820.00
GROSS (SUB TOTAL A)	17520.00
PROVIDENT FUND EMPLOYER	1764.00
ESI DEDUCTION- EMPLOYER	569.00
EMPLOYER PF ADMIN CHARGES	73.50
EMPLOYERS EDLI CHARGES	73.50
EMPLOYER DEDUCTION (SUB TOTAL B)	2480.00
CTC (SUB TOTAL A+B)	20000.00
PROVIDENT FUND EMPLOYEE	1764.00
ESI DEDUCTION- EMPLOYEE	131.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1895.00
TAKE HOME (SUB TOTAL A-C)	15625.00

Annual CTC : **Rs. 240000.00**

**Note :** "Take home is subjected to all applicable statutory deductions like Professional Tax, Labour Welfare Fund, Income Tax etc"

Visakh R G  
Head - OnboardingAuthorized Signatory  
**Adecco India Pvt. Ltd.,**Julie Rosy  
Senior Manager - SSC

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT LETTER

- Adecco India ("Adecco") may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco's Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) ("Adecco Policy") including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco's internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco's employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco's Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco's Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco's future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco's treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco's Data Protection Officer](#) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Date: 23-Mar-2024

Name: Owais Shakil Ansari

Contact Number: \_\_\_\_\_

Email id: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

**Dear Owais Shakil Ansari,**

In response to your application and subsequent interviews, we are pleased to offer you the post of **Trainee (Grade: A3)** in our organization. Remuneration details are given in Annexure - 1 to this letter.

At the time of joining, you will be expected to enter into an Agreement for a period of 24 months, which will provide details on the scope, terms and conditions of your employment, the necessary trainings and contractual obligations to be with QualityKiosk Technologies Pvt. Ltd.

The onboarding shall be at QualityKiosk Technologies Pvt. Ltd.'s Mumbai office on the day of your

**QualityKiosk Technologies Pvt. Ltd.**

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929

CIN No.: U72900MH2000PTC127584

[www.qualitykiosk.com](http://www.qualitykiosk.com) | [info@qualitykiosk.com](mailto:info@qualitykiosk.com)



**QUALITYKIOSK**  
TECHNOLOGIES

joining. Hence, request you to be available at office premises on the day of joining.

As a part of the onboarding process, you will be required to mandatorily undergo training / assessment with the Company for a duration of 12 (Twelve) months. If in case you fail to qualify the said training / assessment, the Company without prejudice shall have the right to terminate your employment as per the terms of your Appointment Letter.

On successful completion of the training/assessment with the Company as mentioned hereinabove you will continue to be servicing the company for a minimum period of 24 (Twenty-Four) month thereon basis your performance and at the sole discretion of the Company as a permanent employee of the Company

You will be required to serve the Company as a permanent employee for a minimum period of two years.

In view of the fact the Company spending cost on the training and other resources for providing the training/assessment you shall be liable immediately pay to Company , INR 3,00,000 (Rupees Three Lakhs -only) by Account Payee Cheque/ Demand Draft drawn in the favor of QualityKiosk Technologies Private Limited for liquidated damages; in case if you leave the employment with Company for any reason whatsoever or the Company terminates you from employment for any valid reason whatsoever including but not limited to misconduct, fraudulent, dishonest, undisciplined, arrogant behavior, Uninformed absenteeism, irregularity in attending office, misappropriation or misuse of any information or property of the Company or its clients / associates, any kind of insubordination, any breach of company's policies or applicable laws poor work performance, embezzlement, you being declared insolvent or convicted for the offence involving moral turpitude, i employee involve himself / herself in anything which is against the interest of the company and for such other reasons of similar nature or otherwise which Company may think fit; before completion of thirty six ( 36) months from the date of joining.

QualityKiosk Technologies Pvt. Ltd. reserves the right to depute/transfer/assign you at any of the company's branch offices, customer location in India or abroad and you shall be fully flexible and co-operate to deliver values to all engagements. Your job

**QualityKiosk Technologies Pvt. Ltd.**

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91

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[www.qualitykiosk.com](http://www.qualitykiosk.com) | [info@qualitykiosk.com](mailto:info@qualitykiosk.com)





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shall/might involve travel locally to client place or within India.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You are joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to QualityKiosk Technologies Pvt. Ltd. employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Intent Letter.

We look forward to your fruitful association and a successful career with the company.

For QualityKiosk Technologies Pvt. Ltd.

**Veena D'silva**  
**Head – Talent Acquisition**

QualityKiosk Technologies Pvt. Ltd.

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91 4128 8200 / 4141 6900 | Fax: +91 22-27780929

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**Annexure -1**

Name	
Grade	
Designation	
Monthly amount applicable for first 6 months from DOJ	12,000
Monthly amount applicable for next 6 months	

**Notes:**

- The compensation includes travel expenses to QK office and client locations within your base city area.
- Your Compensation package is strictly confidential (between the Company and the candidate/employee) and no part of it shall be liable for disclosure to any third party without the Company's prior and formal consent.

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter.  
I will report for duty on the above-mentioned joining date.

Date:

Signature:

**QualityKiosk Technologies Pvt. Ltd.**

Regd. Office: 419A, C-Wing, Rupa Solitaire, MBP, Navi Mumbai - 400710. Ph: +91

4128 8200 / 4141 6900 | Fax: +91 22-27780929

CIN No.: U72900MH2000PTC127584

[www.qualitykiosk.com](http://www.qualitykiosk.com) | [info@qualitykiosk.com](mailto:info@qualitykiosk.com)

HRD-F-01-05/Rev-01

Date- 16/04/2024

To,  
Mr. Ankush Surwade,  
Plot No.49, Gate No.185/3,  
Navnath Nagar, Near Kolhe Hills,  
Jalgaon, Maharashtra - 425002

**Subject: Offer Letter for the post of "Engineer - BD"**

Dear Mr. Ankush,

Pursuant to your application and interview at our company, on behalf of **Cosmos Impex (India) Pvt. Ltd.**, we are pleased to offer you the position of **"Engineer - BD, Pune Location"** in our organization.

Your date of commencement of employment will be on or before **21/05/2024**

A detailed appointment letter outlining terms and conditions of your employment, company's code of conduct will be issued to you when you join the organization, which you will be expected to adhere to.

**You will be required to bring with you the following documents/ records at the time of joining.**

- A. All qualification certificates
- B. Experience letter/Service Certificate /Relieving letter from current and previous employers
- C. Last three month's pay slips
- D. Five sets of recent passport sized photographs.
- E. One set of Photocopies of PAN Card, Aadhar Card, Driving License, and Passport.

Please note that this offer is strictly confidential and may not be divulged to a third party without explicit approval from authorized representative of **Cosmos Impex (India) Pvt. Ltd.**

We would request you to tender a signed copy of this letter as a token of your acceptance of the offer along with confirmation of your date of joining.

We look forward to you joining us and having a long and mutually rewarding relationship.

**WE HEARTLY WELCOME YOU TO OUR COSMOS FAMILY.....!!**

Thanking you,

Yours Faithfully

For, **COSMOS IMPEX [INDIA] PVT LTD**

*H. M. Bhatt.*

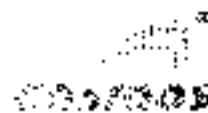
Authorized Signatory

**Candidate Acknowledgement and Acceptance**

I acknowledge and accept this offer and its terms. I will be joining on or before \_\_\_\_\_.

Sign. ....

Date: .....



CNC Machine Tools

Date: 20/01/2024

Mr. Mohd Tauseef Mohd Tauheed Farooqui,  
342/15, Shabbir Building, Dhamankar Naka,  
Near jama masjid, Soma nagar , Bhiwandi 421305  
Mob : +917875390472  
E- Mail Id : farooquitauseef48@gmail.com

Subject :- Appointment Letter

Dear Tauseef,

We are pleased to inform you that you have been appointed with "TechnSys" as " Project Engineer", on the following terms and conditions:

1. The base salary offered to you is Rs. per annum (Rupees Two lakh forty-seven thousand two hundred only). A note of other benefits & incentives that attach to your post is enclosed in Annexure. We would like to know to you that the other benefits & incentives are not automatic but will dependent on your performance during the relevant year, as judged by the Management.
2. You will join as " Project Engineer " but the company reserves the rights to assign you work in such capacities and such places in India as the company may decide from time to time.
3. You will be on probation for a period of six months or longer at the discretion of the company from date of joining, during which period your services may be terminated by either side giving the other, one month's notice.
4. On satisfactory completion of the period of probation, you will be considered for confirmation in the company.
5. Your joining date as confirmed by you is 20/01/2024
6. You will undergo training for first 2 months from joining in all functions.



## **CREATIVE ENGINEERS**

Plot No. W-212, 'S' Block PCNTDA, Bhosari, Pune - 411026.

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

Date: 04-03-2024

### **Letter of Appointment**

Dear **Mr. Pavan Kashinath Mahajan**

With reference to our technical interview dated **04<sup>th</sup> March 2024**, we are pleased to inform you that you have been selected for the post of **Jr. Design** in **Design** Department at **M/S Creative Engineers** in our organization.

Your job appointment will begin on **Tuesday, 19<sup>th</sup> March 2024 at 9:00am.**

You will receive take home salary of **INR. 22,000/-** per month, After One Year you will get **10 casual leave** in a year apart from national and festival holidays.

Your role and responsibilities in Creative is explained you at the time of your face interview. The Company will hike your salary as best as your earlier performance.

We look forward to hearing back from you to accept this position!

Welcome to the Creative Engineers family in advance!!!

Sincerely,



Creative Engineers, Pune.





## **CREATIVE ENGINEERS**

Plot No. W-212, 'S' Block PCNTDA, Bhosari, Pune - 411026.

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

Date: 04-03-2024

### **Letter of Appointment**

Dear **Mr. Rohit Tukaram Patil**

With reference to our technical interview dated **04<sup>th</sup> March 2024**, we are pleased to inform you that you have been selected for the post of **Jr. Design in Design** Department at **M/S Creative Engineers** in our organization.

Your job appointment will begin on **Tuesday, 19<sup>th</sup> March 2024 at 9:00am.**

You will receive take home salary of **INR. 22,000/-** per month, After One Year you will get **10 casual leave** in a year apart from national and festival holidays.

Your role and responsibilities in Creative is explained you at the time of your face interview. The Company will hike your salary as best as your earlier performance.

We look forward to hearing back from you to accept this position!

Welcome to the Creative Engineers family in advance!!!

Sincerely,



Creative Engineers, Pune.





**SHORTLISTED - Pune**

1 message

<hr@railworld.co.in>  
To: pnarkhede277@gmail.com  
Cc: Prakashrailworld5 <prakashrailworld5@gmail.com>

Wed, 8 May 2024 at 6:28 pm

Dear PRATIKSHA NARKHEDE,

CONGRATULATION YOU HAVE BEEN SHORTLISTED FOR THE SOFTWARE DEVELOPER POST AT RAILWORLD INDIA PVT LTD.

We are delighted to inform you that after carefully evaluation and consideration, we have selected you for the position of Software Developer at RAILWORLD INDIA PVT LTD. Your qualifications and interview performance have impressed us and we believe that your skills and values align perfectly with our organization's goals and culture. Once you formally accept this mail then HR team try to share you the onboarding process mail where complete joining formalities are mentioned. Please let us know your availability for the upcoming week, and so that we'll coordinate accordingly.

RAILWORLD INDIA PRIVATE LTD is a global Software solution provider. specializing in services for the app software developer. As a leader in technology exploring, Railworld India is committed to exporting quality software worldwide. We believe in providing ample opportunities for career growth to all employees.

We're excited about the prospect of having you on our team. Looking forward to hearing from you soon.

Best regards,  
HR TEAM (PUNE)  
RAILWORLD INDIA PVT LTD  
9171711505,9171711501

# LETTER OF INTENT

Name- Tejal Zope

Email- [tejalzope14@gmail.com](mailto:tejalzope14@gmail.com)

Contact No - +919307016592

We are pleased to offer you, the position of **Data Scientist** with Nityo Infotech Service Pvt. Ltd. on the following terms and conditions:

## 1. Commencement of employment

Your employment will be effective, as of {to be discussed after Final Round of Interview and Documentation along with the submission of the **Certificate of DevOps** as mentioned during the course of Recruitment}

## 2. Job title

Your job title will be **Data Scientist**, and you will report to the HR Department after the completion of the certification.

## 3. Salary

Your salary and other benefits will be as set out in the Data Scientist position, Nityo Infotech Service Pvt. Ltd. is offering a salary of **INR 8.67 LPA** per year. You will be paid on a monthly basis and other benefits will be as set out in Schedule 1, hereto.



**4. Place of posting** You will be posted at **Bengaluru, Karnataka**. You may however be required to work at any place of business which the Company has or may later acquire.

## **5. Hours of Work**

The normal working days are **Monday through Friday**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **9:30 AM** to 6:30 PM and you are expected to work not less than 45 hours each week, and if necessary for additional hours depending on your responsibilities.

## **6. Leave/Holidays**

6.1 You are entitled to casual leave of 2 days.

6.2 You are entitled to 1 working day of paid sick leave.

6.3 The Company shall notify a list of declared holidays at the beginning of each year.

## **7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

## **8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## **10. Termination**

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 45 days' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 45 days' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **11. Confidential Information**

11.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, relate to, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## **13. Applicability of Company Policy**



The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### **14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka only.

#### **15. Certification & Reimbursement**

As per the discussion you are required to complete the certification on DevOps. As soon as the submission of the certificate is done will proceed with the onboarding procedure. Any amount spent on the following certification will be reimbursed by the company.

#### **15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

**Niharika Gupta**

**Talent Acquisition**



## Schedule I - Compensation Details

### Salary Structure

Basic Salary	Â,¹ 53,500
House rent allowance	â,¹ 16, 750
Medical allowance	â,¹ 1250
Dearness Allowance	â,¹ 6700
Conv. Allowance	â,¹ 2600
Performance incentive	â,¹ 8200
PF Contribution	â,¹ 1800
Medical Insurance	To be discussed

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

## **Schedule II - Employee Duties & Responsibilities**

### **Responsibilities:**

- Perform cutting edge research in natural language processing (NLP) technologies.
- Collaborate with analytics team members to design, implement, and develop enterprise-level NLP capabilities, including data engineering, technology algorithms.
- Evaluate and benchmark the performance of different NLP systems and provide guidance on metrics and best practices.
- Perform processing on unstructured data and do text analytics.
- Apply NLP technologies to answer business questions, solve business challenges, and make real-world impact.
- Knowledge into the Semantic search, Query expansion, Synonyms, Vocabulary and Graph DB.
- Stay current with new technology trends in NLP and associated API's, and System Integration.
- Knowledge on Elastic Search/Index based search engines and data ingestion

Regards

**Human Resources**



04-Mar-2024

Mayur Patil

At post janve Tal.Amalner

Dist. Jalgoan Maharashtra-425401

India

**Letter of offer**

**Dear Mayur,**

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

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

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

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

**Compensation:** Your Total Gross Pay will be **INR 3,31,685 (Indian Rupees Three Lakh, Thirty One Thousand, Six Hundred And Eighty Five Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **04-Mar-2024**.

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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

DocuSigned by:

*Patil*

E09F861BF3A94F4...

**Accepted and Agreed**

**Mayur Patil  
Candidate's Name & Signature**



## 1. TERMS & CONDITIONS:

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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

DocuSigned by:

*Patil*

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**Accepted and Agreed**

**Mayur Patil  
Candidate's Name & Signature**



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

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

## 2. OTHER CONDITIONS:

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

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

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

Yours faithfully,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

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

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

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

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

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**Accepted and Agreed**

**Mayur Patil**  
Candidate's Name & Signature



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

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

**Information.....**

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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**Accepted and Agreed**

**Mayur Patil  
Candidate's Name & Signature**



Annexure II			
<b>Name</b>	:	<b>Mayur Patil</b>	
<b>Title</b>	:	<b>Associate - Operations (JC6240)</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Travel (901014000)</b>	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		8,291	99,496
House Rent Allowance		4,146	49,748
City Compensatory Allowance		1,487	17,844
<b>Sub Total - I</b>	<b>A</b>	13,924	1,67,088
Bonus / Incentive (4)	<b>(a)</b>	2,785	33,418
Company's contribution to Provident Fund (1)		1,173	14,081
Company's contribution to ESI (3)		543	6,516
<b>Sub Total - II</b>	<b>B</b>	4,501	54,015
<b>Total Fixed Pay</b>	<b>C = A + B</b>	18,425	2,21,103
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	12,000	1,44,000
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	18,425	2,21,103
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	27,640	3,31,685
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Medclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

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

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DocuSigned by:

*Patil*

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**Accepted and Agreed**

**Mayur Patil**  
Candidate's Name & Signature



# Offer Letter Accepted

1 message

<hr@lemontechnologies.net>  
To: aditikhachane2001@gmail.com  
Cc: hr@lemontechnologies.net

Fri, 31 May 2024 at 2:08 pm

Dear Aditi Khachane,

Welcome On Board!!

We're delighted that you would like to be a part of our team! Please find your Offer letter attached below.

**What happens next?**

Your have to upload all required Documents to the HR Team for smooth On-Boarding Process. Follow the link [Upload Documents](#)

Our team will get in touch with you and create your profile on our **HRMS** , You are required to confirm your date of Joining with us, and once done, you shall find your credentials on dashboard of [careers.lemontechnologies.net](#)

Please check your inbox (including your spam or junk folders) for the emails.

Wishing you great success in all your new role!

Regards,  
Team HR  
Lemon Technologies Pvt. Ltd.  
HR Portal



**Lemon Technologies Pvt. Ltd.**  
DTA-2, G2 to G5, Gujarat Hira Bourse, Ichhapore, Surat-394510. Tel.: +91-261-3999606-603-602-611  
T-720, Belgium Tower, Opp. Linear Bus Stop, Ring Road, Surat-395002. Tel.: +91-261-3019114-117-119  
301-309, A-Wing, 3rd Floor, Technopolis Knowledge Park, Mahakali Caves Road, Andheri(E) Mumbai-400093. Tel.: +91-22-61085555  
  
e-mail: [hr@lemontechnologies.net](mailto:hr@lemontechnologies.net)  
web: [www.lemontechnologies.net](http://www.lemontechnologies.net)



22-Apr-2024

Vijay Mahajan

At Shindakheda Post Raver Tal Raver

Dist Jalgaon 425508

India

**Letter of offer**

**Dear Vijay,**

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

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

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

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

**Compensation:** Your Total Gross Pay will be **INR 3,32,082 (Indian Rupees Three Lakh, Thirty Two Thousand And Eighty Two Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **22-Apr-2024**.

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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

DocuSigned by:

*Vijay Mahajan*  
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**Accepted and Agreed**

**Vijay Mahajan  
Candidate's Name & Signature**



## 1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore, the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
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- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
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- k. You will automatically retire from the services of the Company on completing the age of 58 years.
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- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

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- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
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Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

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

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**Accepted and Agreed**

**Vijay Mahajan  
Candidate's Name & Signature**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

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

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

**Adil S Nargolwala**  
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Candidate's Name & Signature

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**Documents.....**

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

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3. Your family doctor's name, address, telephone and registration number.
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*Vijay Mahajan*  
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**Accepted and Agreed**

**Vijay Mahajan  
Candidate's Name & Signature**



Annexure II			
<b>Name</b>	:	<b>Vijay Mahajan</b>	
<b>Title</b>	:	<b>Associate - Operations (JC6240)</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Travel (901014000)</b>	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		8,306	99,675
House Rent Allowance		4,153	49,838
City Compensatory Allowance		1,494	17,929
<b>Sub Total - I</b>	<b>A</b>	13,954	1,67,442
Bonus / Incentive (4)	<b>(a)</b>	2,785	33,418
Company's contribution to Provident Fund (1)		1,176	14,113
Company's contribution to ESI (3)		544	6,528
<b>Sub Total - II</b>	<b>B</b>	4,505	54,058
<b>Total Fixed Pay</b>	<b>C = A + B</b>	18,458	2,21,500
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	12,000	1,44,000
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	18,458	2,21,500
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	27,674	3,32,082
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The initial calculation for the PF remittance is based on the amount payable at the time of joining. However, the final PF remittance will be determined on the amount actually paid from time to time in accordance with the provisions of the PF Act and may differ from the amount initially indicated in your offer letter.			
3) The Company provides following discretionary Insurance benefits: a) Mediclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
4) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
5) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

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

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

DocuSigned by:

*Vijay Mahajan*  
50CD6654F2144C6...

**Accepted and Agreed**

**Vijay Mahajan**  
Candidate's Name & Signature

## Letter of Intent

Ref./FP2/07062024

Date: Jun 7 2024

PIYUSH PRAMOD NAGORE

GUJRATHI GALLI CHOPDA, CHOPDA

CHOPDA

Dear PIYUSH PRAMOD NAGORE

This has reference to your application and subsequent interview with us.

We are now pleased to offer you the position of **EXECUTIVE CUSTOMER SERVICE** on the terms and conditions discussed with you personally and agreed by you. You are requested to join on **Jun 07, 2024** at our Pune office. Please note that you will be required to work in any shift across 24 hours. If you do not join on the specified date and if the clause of working in any shift across 24hrs is not acceptable to you, this offer will stand cancelled and withdrawn automatically without any further reference to you.

As iEnergizer employee, you are currently eligible for the following towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of:

### Monthly Salary Breakup (CTC):

(A) Fixed Components	Monthly
Basic	12000
HRA	3070
Special Allowance	0
Language Allowance	0
Interim Allowance	2950
Total (A):	18020
(B) Opportunity to Earn Components*	
Attendance Incentive	0
Performance Linked Incentive (PLI)	0
Retention Bonus	0
Annual Bonus	0
Total (B):	0
(C) Other Benefits	
PF 12% (Employer's Contribution), If applicable	1440
ESI 3.25% (Employer's Contribution), If applicable	490
Medical Insurance	0
Accidental Insurance	50
Total (C):	1980
(CTC : A + B + C)	20000

### Monthly Contribution / Deductions:

(D) Employee's Deduction towards:	Monthly
PF Contribution 12% (if applicable)	1440
ESI Contribution 0.75% (if applicable)	114
Professional Tax(PT)	200
Total (D):	1754

(E) Employer's Contribution towards:	Monthly
PF 12% (Employer's Contribution) if applicable	1440
ESI 3.25% (employer's Contribution), if applicable	490
Medical Insurance	0
Accidental Insurance	50
Total (E):	1980

Net In Hand Salary Breakup	Monthly
Net In hand Salary With PLI and Annual Bonus	16266
Net In hand Salary (CTC – Total (D) – Total (E)) With Attn.Incentive, Retention Bonus and without PLI, Annual Bonus	16266

### Note:

- TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- PLI:** PLI (Performance Linked Incentive) shall be only payable in case of: \* No LWP / No NCNS in the month. \* Minimum login hours must be completed. \* Other KPIs to be added after 3 months.
- Attendance Incentive:** Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month on the condition the login hours are complete.
- Annual Bonus:** Annual bonus shall be payable after completion of one year from eligibility / Joining date, as per process policy.
- Retention Bonus:** A retention bonus is only awarded if there haven't been any warning letters or LWPs in the prior 12 months. Additionally, employee must be active in the system and not be under a notice period at the time of disbursement.
- Headset:** The deduction to be made of Rs. 2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.



- **Medical Insurance:** There shall be Medical Insurance of Rs. 100000/- per annum only for self. (if applicable).
- **Accidental Insurance:** There shall be an Accidental Insurance of Rs. 1000000/- per annum only for self.
- **Salary** shall not be paid in case of Non certification.
- **PT (Professional Tax) & LWF (Labour Welfare Fund)** The PT & LWF deduction shall be made as per the State Government Act.

The offer of appointment is subject to satisfactory verification of antecedents.

Wishing you all the best. We look forward to your joining Team iEnergizer.

Best regards

iEnergizer IT Services Pvt. Ltd.

Agreed Date of Joining: Jun 07, 2024

Email: PIYUSHNAGORE18@GMAIL.COM

Aadhaar Number: 681235913880

Mobile Number: 7666822898

Remarks: This is a computer generated statement, as such no signature required.



Shreemeera Electronic Services Pvt. Ltd.  
Unit No 311, 3rd Floor,  
Yashada Industrial Complex,  
S No 50 / 40,41,42,43  
Narhe, Pune – 411 041  
Tel No: +91 (20) 24391322

**Date: Jun 01, 2024**

**Harshada Purushottam Pathak**

**Dear Employee,**

We are pleased to offer you the position of **Junior Service Engineer** at Shreemeera Electronic Services Pvt Ltd, starting **June 01, 2024**. We believe that your skills, experience, and enthusiasm make you an excellent fit for our team, and we are excited about the contributions we know you will make. Your journey begins here, delivering challenging projects in an innovative and enriching workplace.

Shreemeera Electronic Services (SES) was founded with a vision to offer diverse services in the field of electronic engineering. We take pride in serving over 2000 customers nationwide and are delighted by the success of our endeavours.

Being part of Shreemeera gives a fulfilling sense of purpose, working alongside skilled colleagues in a renowned organization dedicated to delivering quality services to customers. It's an exciting and rewarding experience!

We trust that you will make the right choice by joining us.

Attached is your comprehensive Appointment Letter. Your effective date of appointment is upon joining, no later than **June 01, 2024**. Failure to join by this date will result in the withdrawal of this appointment unless an extension is communicated to you in writing.

Please report to the HR Department at 09:30 AM on **June 01, 2024**, at our **Pune** office along with the original documents.

We wish you a successful career with Shreemeera Electronic Services Private Limited.

Yours Faithfully,

For Shreemeera Electronic Services Pvt Ltd



**Aniruddha Agate**

**Director**



05-Jun-2024

Mayur Pandurang Jagtap

At. Post Shewade Tel. Shindkheda

Dist. Dhule -425407

India

**Letter of offer**

**Dear Mayur,**

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

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

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

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

**Compensation:** Your Total Gross Pay will be **INR 3,31,685 (Indian Rupees Three Lakh, Thirty One Thousand, Six Hundred And Eighty Five Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **05-Jun-2024**.

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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

DocuSigned by:

*Mayur Pandurang Jagtap*  
0813ED65BC7249C...

**Accepted and Agreed**

**Mayur Pandurang Jagtap  
Candidate's Name & Signature**



## 1. TERMS & CONDITIONS:

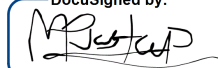
- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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DocuSigned by:  
  
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**Accepted and Agreed**

**Mayur Pandurang Jagtap  
Candidate's Name & Signature**



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

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

## 2. OTHER CONDITIONS:

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

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

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

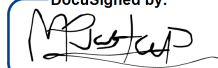
Yours faithfully,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

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

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

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**Accepted and Agreed**

**Mayur Pandurang Jagtap  
Candidate's Name & Signature**





### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

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

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

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

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DocuSigned by:

*Mayur Pandurang Jagtap*  
0813ED65BC7249C...

**Accepted and Agreed**

**Mayur Pandurang Jagtap**  
Candidate's Name & Signature

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

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

**Information.....**

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

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
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**Accepted and Agreed**

**Mayur Pandurang Jagtap  
Candidate's Name & Signature**



Annexure II			
<b>Name</b>	:	<b>Mayur Pandurang Jagtap</b>	
<b>Title</b>	:	<b>Associate - Operations (JC6240)</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Travel (901014000)</b>	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		8,291	99,496
House Rent Allowance		4,146	49,748
City Compensatory Allowance		1,487	17,844
<b>Sub Total - I</b>	<b>A</b>	13,924	1,67,088
Bonus / Incentive (4)	<b>(a)</b>	2,785	33,418
Company's contribution to Provident Fund (1)		1,173	14,081
Company's contribution to ESI (3)		543	6,516
<b>Sub Total - II</b>	<b>B</b>	4,501	54,015
<b>Total Fixed Pay</b>	<b>C = A + B</b>	18,425	2,21,103
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	12,000	1,44,000
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	18,425	2,21,103
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	27,640	3,31,685
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The initial calculation for the PF remittance is based on the amount payable at the time of joining. However, the final PF remittance will be determined on the amount actually paid from time to time in accordance with the provisions of the PF Act and may differ from the amount initially indicated in your offer letter.			
3) The Company provides following discretionary Insurance benefits: a) Mediciclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
4) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
5) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

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

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

DocuSigned by:

*Mayur Pandurang Jagtap*  
0813ED65BC7249C...

**Accepted and Agreed**

**Mayur Pandurang Jagtap**  
Candidate's Name & Signature



Application Number & Name: -  
MDLATS14638767,  
Mr. Vinay Jagadish Lokhande

Address:- Juna satara Lokhande wada bhusawal  
Jalgaon naka, Jalgaon, Maharashtra, 425201

माझगांव डॉक शिपबिल्डर्स लिमिटेड  
(भारत सरकार का उपक्रम)  
Mazagon Dock Shipbuilders Ltd.  
(A Govt. of India Undertaking)  
डॉकयार्ड रोड, माझगांव, मुम्बई ४०० ०१०  
Dockyard Road, Mazgaon,  
Mumbai: 400010

Certified - ISO 9001: 2015 For ATS  
Contact Number : 022 2376 4151  
Ref. No.: BOAT/Batch 2023 - 24/41073  
Date : 12-03-2024

Sub: Engagement of Engineering Graduate Apprentice Under Apprentices Act 1961 Amended in 1973

**Ref: - ADVT/MDLATS/03/2023 - ENGAGEMENT OF ENGINEERING GRADUATE APPRENTICES UNDER APPRENTICESHIP ACT (AMENDMENT) ACT 1973**

Dear Applicant,

With reference to your application and subsequent interview you had with us in Jan/Feb-24, we are pleased to select you as **Engineering Graduate Apprentice, Branch: Mechanical Engineering** in MDL for Apprenticeship Training of only One Year starting from 12-03-2024 to 11-03-2025.

Your appointment is subjected to: -

1. At the time of joining you are advised to bring photocopies of certificates in respects of age, qualification, experience, caste and PWD (if applicable) along with the originals and three passport size photographs.
2. You will be on probation for a period of three months from the date of joining.
3. **Your shift time will be 07:30 AM to 05:00 PM**, from Monday to Friday, however you may have to work in any shift or Saturday if required or as decided by your superiors from time to time.
4. In addition to the function related to the above post, the charter of duties will be decided by your superiors during one-year on-the-job training.
5. The Training will be covered under the Apprentice Act 1961 (Amended 1973). You will be eligible for a monthly Stipend of **Rs.9000/-** per month (i.e. Rs. 4500/- by MDL & Rs. 4500/- by Govt. of India through DBT mode) during the Training Period and the same will be paid by ECS only and No Cheque will be issued.
6. Apprentices are entitled for maximum 12 days Casual Leave & Medical Leave up to 15 days during One year of training. Casual Leave not availed shall stand lapsed at the end of the calendar year. Medical Leave shall be granted to an Apprentice who is unable to attend training owing to illness.
7. Absences beyond such leave period will lead to extension / termination of training and non-issuance of Training Certificate.
8. You will be required to strictly follow the dress code of formal pant, shirt & black shoe while reporting for training on daily basis. During training, you will have to follow the Company's standing orders / Relevant Rules framed by the Company from time to time for its employees and your acceptance of this offer of appointment carries with it your agreement to observe all such rules & regulations.
9. In the case of candidates claiming to be belonging to Scheduled Caste / Scheduled Tribe/Other Backward Class:  
"The appointment is provisional and is subject to the caste/tribe certificate being verified from prescribed Authority and if the verification reveals that the claim of belonging to Scheduled Caste or Scheduled Tribe or other Backward Class (Not belonging to Creamy layer) as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the Indian Penal Code and other Rules, times being in force for production of false certificates".
10. If any of the declarations made and/or documents furnished by you are found to be incorrect/false at any time, you will be liable for disciplinary action as per Company's rules which may result in termination of your apprenticeship training.
11. Your joining in MDL is subject to receipt of satisfactory Police Verification Report (PVR) which is to be obtained from the Area Police Commissioner / Superintendent of Police within one month from joining the Training since MDL being the Defence Organization.

*[Handwritten signature]*



Anas Deshmukh &lt;ad.s055394@gmail.com&gt;

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**TCS NQT FY2024 II Document request for Verification\_Ninja**

---

Vishal Rampalle &lt;rampalle.vishal@tcs.com&gt;

Wed, Jul 10, 2024 at 7:51 PM

TCS Confidential

**Dear Candidate,****Greetings from TCS Campus Team!!**

Hope you are doing great.

**Congratulations to all of you from Tata Consultancy Services! It gives me immense pleasure to inform you that you have been shortlisted for a Ninja role.**

Please share these documents in 1 compiled pdf format by **Thursday, 11<sup>th</sup> Jul 2024, 08:00 AM**. Documents received post to this timeline will not be considered by the process.

[Quoted text hidden]

[Quoted text hidden]





TCS NQT FY2024 II Document request for verification\_Ninja Shortlist

1 message

Aditi Srivastava <aditi.srivastava6@tcs.com>

Wed, 10 Jul, 2024 at 10:32 PM

TCS Confidential

Dear Candidate,

Greetings from TCS!!

Hope you are doing great.

Congratulations to all of you from Tata Consultancy Services! It gives me immense pleasure to inform you that you have been shortlisted for a Ninja role.

Please share these documents in 1 compiled pdf format by **Thursday, 11<sup>th</sup> July 2024, 10:00 AM**. Documents received post to this timeline will not be considered by the process.

Kindly confirm if you are not interested or don't want to go ahead with the TCS Offer by replying to this mail with proper reason.

**PS: While responding to this email, please ensure that your subject line should be: DT/CT Number\_Name \_Shortlisted Offer Role.**

Further to your TCS NQT Test and Interviews, request you to share the below documents on priority.

- 1. Latest TCS Application Form.
- 2. Adhar Card.(Front and Back Both)
- 3. PAN Card.
- 4. 10<sup>th</sup> Marksheet.
- 5. 12<sup>th</sup> Marksheet.
- 6. Diploma (if any)- all semesters marksheets.
- 7. Bachelor's all semesters marksheets.
- 8. Masters (if any)- all semesters marksheets.
- 9. Consolidated Marksheet/Provisional Degree Certificate/Bonafide/Course Completion Certificate where CGPA/Percentage is clearly mentioned.
- 10. Any additional educational qualification certificate (If any).
- 11. Work Experience Docs (Joining/Offer Letter, Latest 3 Months Salary Slips, Experience/Reliving Letter (If any)).

Note: In case of oversized documents, suggest you provide a zipped file including all the above docs.

Also please share details in below format.

Class/Standard	Year of Passing	Extension of Education (Y/N)	Percentage
10th			
12th			
Graduation			
Post-Graduation			

	Start Date	End Date	Remarks
Work Experience (If any)			
Gap (if it is there)			

Thanks and Regards

Aditi Srivastava

Campus Recruiter- TCS Pune |

Talent Acquisition Group

Mailto: [aditi.srivastava6@tcs.com](mailto:aditi.srivastava6@tcs.com)||

Tata Consultancy Services, Sahyadri Park, Rajiv Gandhi Infotech Park, Hinjewadi Phase 3, Pune - 411057

**TATA CONSULTANCY SERVICES** ||Website: <http://www.tcs.com>



WE HAVE REFRESHED  
TCS CAREERS  
IN A WHOLE NEW WAY!

□□□□□

□□□□□

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## Genius Consultants Ltd.

### Office:

504, Top Floor, Renaissance Business Centre,  
14/A, Wellesley Road Camp, PUNE - 411001  
CIN No: U74140WB1993PLC059586  
Ph.: 020-6640 1306  
Email :enquiry@geniusconsultant.com  
Web. : www.geniusconsultant.com

Date: 09-July-24

**Ms. Jagruti Sonawane**

**Pune,**

### SUB: OFFER LETTER

Dear Ms. Jagruti Sonawane,

This is in reference to your application and subsequent interview with the authorized personnel at **Client Place**

We are pleased to offer you the position of **Engineer** at **Client Place** in the site office of our client at **Pune** as earlier from the date **10-July-24** and compensation, as discussed and agreed, between us. In case you fail to join on the date and venue as discussed and agreed between you and the authorized personnel of our client organization, then this offer will be treated as invalid.

You are also requested to upload scan copies of the following documents on link received through text message from **Genius** on or before joining the company also share through email by replying on same email on which offer letter is received:

1. **Resume (Updated)** \*\*2 copies
2. **ID Proof (Pan Card)** \*\*2 copies mandatory
3. **Address Proof (Aadhar Card)** \*\*
4. **Education Certificates** (10<sup>th</sup>, 12<sup>th</sup>, ITI, Diploma, UG, PG)
5. **Self-Photos** (Stamp size) \*\*4 pieces
6. **Bank Account Proof**, (front Bank Passbook/Cancelled Cheque/Bank Statement)

Further details about the job will be furnished on the appointment letter that would be given to you on joining the company.

Also please find the attached Salary Annexure for your reference. Kindly provide your acceptance on same.

Thanks & Regards

**For Genius Consultants Limited**



**Authorized Signatory**

**RECEIVED & ACCEPTED**



## Genius Consultants Ltd.

### Office:

504, Top Floor, Renaissance Business Centre,  
14/A, Wellesley Road Camp, PUNE - 411001  
CIN No: U74140WB1993PLC059586  
Ph.: 020-6640 1306  
Email :enquiry@geniusconsultant.com  
Web. : www.geniusconsultant.com

ANNEXURE	
NAME	Mr.Jagruti Sonawane
DATE OF JOINING	10th July 2024
DESIGNATION	Engineer - SCM.
LOCATION	PUNE
COMPONENTS	MONTHLY
BASIC	15000
HRA	4500
DEPUTATION ALLOWANCE	1032
CONVEYANCE	1130
GROSS SALARY	21662
EMP PF (12%)	1800
EMP ESIC (0.75%)	0
PT	200
TOTAL DEDUCTIONS	2000
NET SALARY	19662
OTHER BENEFITS	
EMPR PF (13%)	1950
EMPR ESIC (3.25%)	0
BONUS	1804
INSURANCE (PA) -1L	50
MEDICALIM -50K	75
TOTAL CTC	25542
ANNUAL CTC	306500





**Fwd: SELECTION OF OUTSOURCE FOR Graduate Engineer MPLS-NOC ON PAYROLL OF M/s. VESPL FOR RO MUMBAI LOCATION**

tulsipatil2002@gmail.com <tulsipatil2002@gmail.com> Tue, Jul 16, 2024 at 11:53 AM  
To: tpogcoe@gmail.com

Sent from my iPhone  
Begin forwarded message:

**From:** VESPL Mumbai <vishalexpert2021@gmail.com>  
**Date:** 8 July 2024 at 12:47:41 PM IST  
**To:** Tulsi Patil <tulsipatil2002@gmail.com>  
**Cc:** Anushka <oahr1@railtelindia.com>, mdutta <rndutta@railtelindia.com>  
**Subject:** SELECTION OF OUTSOURCE FOR Graduate Engineer MPLS-NOC ON PAYROLL OF M/s. VESPL FOR RO MUMBAI LOCATION

Dear Tulsi


Thank you for taking the time to interview for the **Graduate Engineer (MPLS-NOC) posion** . We have completed all of our interviews.

We are pleased to inform you that we would like to offer you an **Graduate Engineer (MPLS-NOC)** position. Your salary structure is as follows

- Checklist of Documents:**
- 1. Educational Qualification - SSC/HSC/Degree Marksheets & Certificates
  - 2. Aadhar Card
  - 3. PAN Card
  - 4. Residential Proof
  - 5. Vaccination Certificate

**Note : When you received this mail please give mail confirmation for Joining**

Salary Structure of Graduate Engineer ( MPLS-NOC) for 'X' Class Mumbai RO		
Particulars	Amount	
Basic	18018	
VDA	8710	
HRA	4324	
Special Pay	1250	
NOC Allowance	1100	
<b>Gross Salary</b>	<b>33402</b>	
Medical Allow	683	
Employee's PF	1800	
Employee's ESIC	0	
PT	200	
<b>Net Hand Salary</b>	<b>32085</b>	
Annual Benefit	583	Rs. 583*12 paid Annually in the month of September
Employer PF	1950	
Employer ESIC	0	
<b>CTC</b>	<b>36618</b>	

  
Mumbai Branch Office  
Mobile No. +918591753893





**SHUBHANGI MAHALE**

**JULY 12, 2024**

**Sub:** Joining of Employment for the position of **Java Full Stack Developer**.

**DEAR SHUBHANGI,**

We are pleased to extend an offer for the position of **Java Full Stack Developer** at **Flynaut SaaS**. After careful consideration of your qualifications and experience, we believe that you will be a valuable addition to our team.

We are impressed by your technical expertise, problem-solving skills, and strong understanding of back-end development. Your experience as **Java Full Stack Developer** aligns perfectly with our requirements, and we are confident that your contributions will play a significant role in driving our company's success.

**We are excited to offer you the following terms and conditions:**

**Position:** Java Full Stack Developer

**Start Date:** July 15, 2024

**Salary:** Four Lakh Rupees Per Annum

*A ₹15000 stipend will be provided for the first two months of training, as stated in the offer letter.*

**Working Hours:** 45 hours per week

By accepting this offer, you acknowledge that you will be joining our team on **JULY 15, 2024**. Please ensure that you have all the necessary documents ready for the completion of the onboarding process. You will be contacted by our HR department to guide you through the necessary paperwork and provide you with any additional information you may need.

We have a supportive and collaborative work environment, and we encourage creativity, innovation, and continuous learning. We are confident that you will find ample opportunities to grow both professionally and personally while working with our talented team.

We look forward to your positive response and joining our team at **Flynaut SaaS**. If you have any questions or require any further information, please do not hesitate to reach out to Poonam at **hr.team@flynautsaas.com**.

Once again, congratulations on your appointment as a **Java Full Stack Developer** at **Flynaut SaaS**. We are thrilled to have you join our team and contribute to our ongoing success. We are confident that your skills and dedication will make a significant impact on our projects and help us achieve our goals.

Thank you for considering this opportunity, and we eagerly anticipate your acceptance of our offer.

Yours faithfully,  
**Flynaut SaaS Private Limited**  
**Poonam**  
**Human Resources Department**

I am pleased to accept your employment.

Signature: \_\_\_\_\_ Date Of Joining: **JULY 15, 2024**



Fwd: TCS Document Checklist for Immediate Onboarding - NQT FY 24

1 message

ZONE FACTS <shaikharbazaz321@gmail.com>  
To: tpogcoej@gmail.com <tpogcoej@gmail.com>

Tue, 23 Jul 2024 at 12:15 pm

----- Forwarded message -----  
From: Vishal Rampalle <rampalle.vishal@tcs.com>  
Date: Mon, Jul 22, 2024, 1:40 PM  
Subject: TCS Document Checklist for Immediate Onboarding - NQT FY 24  
To:

TCS Confidential

Dear Canddiате,

To confirm the joining readiness, request to fill the survey for the list of documents to be checked before the next course of action.  
Please complete the survey before **22nd July 2024, 04:00 PM**

Please fill the below form on priority:

<https://forms.gle/FCXVxh2f7HzP1Sk26>

\_\_\_\_\_System Autogenerated Mail\_\_\_\_\_ No Need to Reply\_\_\_\_\_

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FPIPL/HR&ADMN/LOI/2024  
July 01, 2024

Mr. Jayesh Dagadu Patil  
Shree Samarth Krupa  
Rajkour Nagar, Paldhi Kh.  
Tal: Dharangaon  
Dist: Jalgaon - 425103

**Sub: LETTER OF INTENT FOR THE POST OF SHIFT SUPERVISOR**

Dear Mr. Jayesh Dagadu Patil

This has reference to the personal interview you had with us.

We are pleased to offer you the position of **"Shift Supervisor"** in **Grade-O-II** in our organisation.

The terms and conditions will be as discussed in the interview. Your remuneration will be **Rs. 51,200/- CTC PM**. The Appointment letter will be issued on joining our organization.

You will be required to submit the documents as per enclosed list at the time of joining our organization.

You are required to join us **on or before 30<sup>th</sup> of July, 2024**. The management reserves the right to withdraw this LOI in case we do not receive the acceptance of this offer on or **before 08.07.2024**.

Please confirm this offer as token of acceptance by return email.

Thanking you,

Yours faithfully,

For Finolex Plasson Industries Pvt. Ltd

Rustom B Patel  
General Manager- HR&ADMN



**CORPORATE OFFICE :** OFFICE NO. 1301, 13<sup>th</sup> FLOOR, SADANAND BUSINESS CENTER,  
SERVICE ROAD, NH-48, BANER, PUNE - 411045, (INDIA). TEL : 020-2751 8300  
E-MAIL : [finolexplasson@fpi.in](mailto:finolexplasson@fpi.in), WEBSITE : [www.finolexdrip.com](http://www.finolexdrip.com), TOLL FREE : 1800 233 9990

**REGD. OFFICE :** PLOT 399, URSE, TALUKA MAVAL, DIST. PUNE 410506, INDIA.  
CIN NO. : U41000PN1992PTC067896



23<sup>rd</sup> July 2024

Mr. Prathamesh Bhagwat Mistari  
Ayodhya Nagar, M.I.D.C.,  
Plot No:11, Jalgaon,  
Maharashtra - 413322.

Dear Prathamesh Bhagwat Mistari,

**Sub: Offer letter for the position of "Engineer - Quality Assurance"**

Reference to the interview you had with us, we are pleased to confirm your selection for the position of **"Engineer - Quality Assurance"** in our organization posted at **Jalgaon - Unit 1**. Your employment shall be considered subject to submission of all the documents below, as agreed by you. You will join us on or before **01<sup>st</sup> August 2024**. Kindly submit the approved resignation letter within **2 days** of the offer.

Your compensation will be **Rs. 3,20,000**. A detailed contract will be shared with you during Joining.

Please ensure all the below documents are submitted to us on or before the day of joining, without fail, without which we will not be able to complete the joining formalities:

1. Address proof - copy of any two of the following:  
(1) BSNL Telephone Bill (2) Electricity Bill (3) Copy of Passport (4) Copy of Ration Card (5) Copy of Rental agreement if the house is not owned by you (6) Copy of recent rent receipt (7) Tax Payment receipt if the house is owned by you.
2. A Health Certificate stating the status of your health and physical fitness as on date from a certified medical practitioner.
3. Copies - one set consisting of all your educational certificates along with marks sheets.
4. Copies of appointment letters issued to you by your present and previous employers.
5. Copies of relieving letters or service certificates issued to you by your previous employers.
6. Age proof certificate if it is not available in the Matriculation Certificate.
7. Copy of Aadhar Card

Contd...

**Manjushree Technopack Limited**

Corporate & Registered Address: MBH Tech Park, 2<sup>nd</sup> Floor,  
Survey No. 46(P), Knnappa Aghara, Begur Hobli,  
Electronic City Phase- II Bengaluru, Kamalaka 560100  
Factory: 6DE & F, Bommasandra Industrial Area,  
Hosur Rd, Bengaluru. 560099.



8. Copy of PAN card.
9. Four copies of your present passport size photograph and one copy of stamp size photograph.
10. Please also submit along with the above documents a copy of your resignation letter submitted to your present employer with their acknowledgement on it.
11. Bank statement of last three months.
12. Salary slips of last three months.
13. Copies of relieving letter and service certificate issued to you by your present employer shall be submitted on the day of joining.

Please confirm receipt of this offer letter and let us know your acceptance for the same on or before 24<sup>th</sup> July 2024. We request you to submit all the above-mentioned documents from Sl. No. 01 to Sl. No. 13 (please ignore if already submitted) on or before 01<sup>st</sup> August 2024 and kindly let us know the date of your visit to complete the documentation well in advance.

With best wishes,

Yours faithfully,  
For Manjushree Technopack Limited



**Balaji Ramachandran**  
Deputy Manager - HR


### Manjushree Technopack Limited

Corporate & Registered Address: MBH Tech Park, 2<sup>nd</sup> Floor,  
Survey No. 46(P) Konappa Aagrahara, Begur Hobli,  
Electronic City Phase-II, Bengaluru, Karnataka 560103  
Factory: ECE & F, Bommasandra Industrial Area,  
Hosur Rd, Bengaluru, 560099.

[info@manjushreeindia.com](mailto:info@manjushreeindia.com) | [www.manjushreeindia.com](http://www.manjushreeindia.com) | [www.recyclengh.in](http://www.recyclengh.in)





COMPENSATION DETAILS FORM		
NAME :	Prathamesh Bhagwat Mistari	
DATE OF JOINING :	01st August 2024	
DESIGNATION :	Engineer	
DEPARTMENT :	Quality Assurance	
LOCATION:	Jalgaon 1	
COMPENSATION	Details	
COMPONENTS	(RS)	
BASIC SALARY	21,001	
HRA	2,706	
TOTAL PER MONTH	23,707	(A)
Less : - P.F.	1800	
- Prof.Tax	200	
TAKE HOME / MONTH	21707	
TOTAL PER ANNUM	264484	(B)
ANNUAL PERKS		
COMPANY'S CONTRIBUTION TO EPF	23,400	
GRATUITY *	12116	
TOTAL	35,516	(C)
ANNUAL COST TO COMPANY (B+C)	3,20,000	(D)
MONTHLY COST TO COMPANY	26,667	
* GRATUITY AS PER LAW		
TDS WILL BE APPLICABLE AS PER THE ACT		
IN ADDITION TO ABOVE COMPANY PROVIDES THE BELOW BENEFITS:		
GROUP MEDICLAIM INSURANCE COVERAGE OF 2 LACS FOR SELF & DEPENDENTS (40% Premium borne by employee).		
PERSONAL ACCIDENT INSURANCE COVERAGE OF 10 LAKHS.		
Relocation expenses/Notice pay if any needs to be repaid to company if you resign before 1 year from the date of joining.		
		
Date: 23rd July 2024	COMPANY'S AUTHORISED SIGNATORY	SIGNATURE OF THE EMPLOYEE

## Manjushree Technopack Limited

Corporate & Registered Address: MBH Tech Park, 2<sup>nd</sup> Floor,  
 Survey No. 46(P), Konappa Anna Agrahara, Begur Hobli,  
 Electronic City Phase-II, Bengaluru, Karnataka 560100  
 Factory: 60E & F, Bommasandra Industrial Area,  
 Hosur Rd, Bengaluru, 560099.

mailto:hr@manjushreeindia.com | www.manjushreeindia.com | www.recycleright.in



REF: MRF/24-25/00112

22<sup>nd</sup> July, 2024

Mr. Kiran Laxman Patil  
Riddhi Siddhi Apartment, Dadra Grampanchayat,  
Dadra and Nagar Haveli- 396230.

**Sub: Selection letter for " Management Trainee–Quality Control (W18)"**

Dear Mr. Kiran,

With reference to your application dated 04<sup>th</sup> July, 2024 and the subsequent interview you had with us on 04<sup>th</sup> July, 2024 & 15<sup>th</sup> July, 2024. We are pleased to select you as a " Management Trainee–Quality Control (W18)" for our Conductors Division, Silvassa.

The appointment letter incorporating our detailed terms and conditions will be issued to you on the date of your joining us.

You must join duties on or before 29<sup>th</sup> July, 2024. In case you do not join on this date or before, this letter of selection will be stand automatically cancelled.

We now look forward to your joining and long association with us.

Thanking You,

Yours faithfully,  
For APAR INDUSTRIES LTD



(A.G. Vohra)  
Sr. V.P. – Operations



I accept the above

(Kiran Laxman Patil)

APAR Industries Limited

Factory: Survey No: 148/1 & 148/3/1, Village Kudacha, Silvassa - Rakholi Road, Silvassa,  
(U.T. Of DD & DNH) 396240, India +91 260 6113 400/409 apar.silvassa@apar.com www.apar.com

Corporate Office: APAR House, Corporate Park, V N Purav Marg, Chembur, Mumbai 400 071, India  
+91 22 2526 3400/6780 0400 corporate@apar.com www.apar.com CIN: L91110GJ1989PLC012902



ISO:9001:2015; ISO:14001:2015 &  
BS:OHSAS: 18001:2007 Certified System

Date:  
23/07/24

Mr/Ms Pradip N. Dhobi

Dear Pradip N. Dhobi


In reference to your application and interview conducted on 23/07/24, we are glad to inform you that your candidature has been shortlisted based on initial screening & your final offer rollout is subject to hiring eligibility as per **Annexure – 1**.

Post successful meeting of the criteria as per hiring eligibility, your offer letter with Suzlon Global Services Limited will be released.

**Compensation and Benefits:**

- Fixed Cost to the Company will be 2.00 lakhs per annum.
- Apart from Fixed Compensation, you will be eligible to other fringe benefit as per **Annexure – 2**.

Request you to make yourself available for Tower Climbing Test (at Suzlon's site in the presence of doctor) and Medical Test. In case you complete the Medical Test outside, Suzlon will re-imburse the amount as per policy. Regional HR will be contact you for further details & schedules. Suzlon will reimburse the amount the candidate incurs for joining as per the policy.

  
( Authorized Signatory )



## Provisional Offer Letter

### Annexure - 1

#### Hiring Eligibility :

Parameter	Requirements
Minimum education	Diploma pass-outs in Electrical / ECE / Mechanical background
Age	Should have completed minimum 18 years of age as on the day of the selection
Experience	Fresher
Academic Grades	Minimum 45% in diploma with no pending backlogs
Job Location Flexibility	Readiness by a candidates, to be deputed at remote site locations at any of the states where Suzlon operates in India
Physical Fitness	Physically fit with no medical history and should have physical endurance to climb 90-100-meter-tall Wind turbine towers. Tests to be cleared are <ul style="list-style-type: none"><li>• Tower Climbing Test (TCT) – Candidates are advised to attend the TCT with proper meals</li><li>• Medical Fitness Test</li></ul>

### Annexure – 2 : Fringe Benefits

#### Part - I

#### Other Benefits during probation:

- Bachelors' accommodation
- Food
- Transportation to Site location and communication charges.
- Annual Medical Health Checkup for all
- Insurance which includes Medi-claim, Term Life and Accidental Insurance (It is co-payment scheme). Suzlon would be contributing part of Insurance premium which is approx. 20,000/- per year.
- Doctors available for any medical emergency and regular periodic medical check up
- One Time 5,000/- Rupees towards Marriage Gift.
- For on the job human fatality, financial support of 30,000/- per month for next 5 years to the legal heir of the employee.
- Deputation and Transfer allowance as per policy.

**Part - II**

**Benefits after Completion of Probation period:**

**Support for Children's Education:**

- Amongst all the children of employees whosoever scores the highest in Standard I will receive 11,000/- and whosoever scores second highest will receive 5,000/-. In similar manner, students in Standard II, III, IV, V, VI & VII would be awarded.
- Amongst all the children of employees whosoever scores the highest in Standard VIII will receive 21,000/- and whosoever scores second highest will receive 11,000/-. In similar manner, students in Standard IX till XII will be awarded.
- For employee having salary less than 30,000/- are eligible for 7000/- per child, once a year (up to 2 children) towards supporting their education.

**Support for Self Higher Education:**

- Higher Education Allowance for employees i.e. For P.G Course 21,000/- and for Graduation Courses 11,000/- as per policy.
- Opportunity for company sponsored higher education from affiliated Institute/Universities.

Provisional Offer Letter

Date :  
23/07/24

Mr/Ms Shubham G. Patil

Dear Mr. Shubham G. Patil


In reference to your application and interview conducted on 23/07/24, we are glad to inform you that your candidature has been shortlisted based on initial screening & your final offer rollout is subject to hiring eligibility as per **Annexure - 1**.

Post successful meeting of the criteria as per hiring eligibility, your offer letter with Suzlon Global Services Limited will be released.

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( Authorized Signatory )



2-0

Provisional Offer Letter

Annexure - 1

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Parameter	Requirements
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Age	Should have completed minimum 18 years of age as on the day of the selection
Experience	Fresher
Academic Grades	Minimum 45% in diploma with no pending backlogs
Job Location Flexibility	Readiness by a candidates, to be deputed at remote site locations at any of the states where Suzlon operates in India
Physical Fitness	Physically fit with no medical history and should have physical endurance to climb 90-100-meter-tall Wind turbine towers. Tests to be cleared are <ul style="list-style-type: none"><li>• Tower Climbing Test (TCT) – Candidates are advised to attend the TCT with proper meals</li><li>• Medical Fitness Test</li></ul>

Annexure – 2 : Fringe Benefits

Part - I

Other Benefits during probation:

- Bachelors' accommodation
- Food
- Transportation to Site location and communication charges.
- Annual Medical Health Checkup for all
- Insurance which includes Medi-claim, Term Life and Accidental Insurance (It is co-payment scheme). Suzlon would be contributing part of Insurance premium which is approx. 20,000/- per year.
- Doctors available for any medical emergency and regular periodic medical check up
- One Time 5,000/- Rupees towards Marriage Gift.
- For on the job human fatality, financial support of 30,000/- per month for next 5 years to the legal heir of the employee.
- Deputation and Transfer allowance as per policy.

## Provisional Offer Letter

### Part - II

#### Benefits after Completion of Probation period:

##### Support for Children's Education:

- Amongst all the children of employees whosoever scores the highest in Standard I will receive 11,000/- and whosoever scores second highest will receive 5,000/-. In similar manner, students in Standard II, III, IV, V, VI & VII would be awarded.
- Amongst all the children of employees whosoever scores the highest in Standard VIII will receive 21,000/- and whosoever scores second highest will receive 11,000/-. In similar manner, students in Standard IX till XII will be awarded.
- For employee having salary less than 30,000/- are eligible for 7000/- per child, once a year (up to 2 children) towards supporting their education.

##### Support for Self Higher Education:

- Higher Education Allowance for employees i.e. For P.G Course 21,000/- and for Graduation Courses 11,000/- as per policy.
- Opportunity for company sponsored higher education from affiliated Institute/Universities.