



# Sheila Raheja School of Business Management & Research

## Placed Students MMS Batch (21 -23)

A.Y. 2022-2023

For Sheila Raheja School of Business  
Management & Research

Director



| SR. No. | Name of the Student | Specialisation  | Name of the Company   | Sector/ Industry    | CTC LPA |
|---------|---------------------|-----------------|-----------------------|---------------------|---------|
| 1       | Pragnesh Patel      | Marketing       | Mahindra - Car & Bike | Digital Marketing   | 6.5     |
| 2       | Mithil Deshpande    | Marketing       | LS Digital            | Digital Marketing   | 6.5     |
| 3       | Shivani Kadam       | Marketing       | LS Digital            | Digital Marketing   | 6.5     |
| 4       | Rahul Gawde         | Marketing       | LS Digital            | Digital Marketing   | 6.5     |
| 5       | Nikhil Kohale       | Finance         | HDFC Life             | Financial Services  | 4.75    |
| 6       | Mahesh Ghodke       | Marketing       | HDFC Life             | Financial Services  | 4.75    |
| 7       | Dhruv Mathuriya     | Marketing       | HDFC Life             | Financial Services  | 4.75    |
| 8       | Naitik Jain         | Finance         | AK Capital            | Financial Services  | 6       |
| 9       | Ketan Kadge         | Finance         | Insync Analytics      | Financial Services  | 4.5     |
| 10      | Madhurya Meshram    | Finance         | Insync Analytics      | Financial Services  | 4.5     |
| 11      | Viraj Amrutkar      | Finance         | Insync Analytics      | Financial Services  | 4.5     |
| 12      | Chirag Sharma       | Finance         | Insync Analytics      | Financial Services  | 4.5     |
| 13      | Mayur Mohite        | Finance         | Insync Analytics      | Financial Services  | 4.5     |
| 14      | Shivani Pasi        | Finance         | MorningStar           | Financial Services  | 4       |
| 15      | Pratiksha Ambekar   | Marketing       | JP Infra              | Real Estate         | 5       |
| 16      | Yash Sharma         | Operations      | Savino Del Bene       | Logistics           | 4       |
| 17      | Atharva S           | Marketing       | IAMAI                 | Telecom             | 7       |
| 18      | Sunil Zadane        | Marketing       | IAMAI                 | Telecom             | 6.5     |
| 19      | Madiha Ali          | Marketing       | IAMAI                 | Telecom             | 7       |
| 20      | Keith Dcruze        | Marketing       | ICICI Prudential      | Financial Services  | 4.6     |
| 21      | Tanisha Singh       | Finance         | Visible Alpha         | Financial Services  | 5       |
| 22      | Harshvardhan C      | Finance         | Visible Alpha         | Financial Services  | 5       |
| 23      | Swapnil Bhogale     | Finance         | Visible Alpha         | Financial Services  | 5       |
| 24      | Vinayak Jain        | Finance         | Visible Alpha         | Financial Services  | 5       |
| 25      | Atish Shinde        | Human Resources | Concentrix            | Consulting Services | 4       |
| 26      | Vikrant Parab       | Marketing       | Jaro Education        | EduTech             | 8.7     |
| 27      | Pratik Karanjkar    | Marketing       | Kotak Life            | Financial Services  | 3.5     |
| 28      | Ashish Singh        | Marketing       | Piramal Realty        | Real Estate         | 7.5     |
| 29      | Kshitij Narone      | Finance         | Asian Heart Institute | Healthcare          | 3.6     |

  
Director

|    |                       |                 |   |                     |     |
|----|-----------------------|-----------------|---|---------------------|-----|
| 30 | Divya Manickam        | Marketing       | Asian Heart Institute                   | Healthcare          | 3.6 |
| 31 | Unnati K              | Marketing       | Amadeus Consulting                      | Consulting Services | 5   |
| 32 | Abhishek Uparkar      | Marketing       | Jaro Education                          | EduTech             | 8.7 |
| 33 | Jesse Cardoz          | Finance         | HSBC Bank                               | Financial Services  | 6.6 |
| 34 | Farheen Khan          | Human Resources | Chemkart India Pvt. Ltd.                | Manufacturing       | 2.8 |
| 35 | Vipul Kottawar        | Finance         | Edelweiss                               | Financial Services  | 4.5 |
| 36 | Shruti Bakalkar       | Human Resources | Upgrad Rekrut                           | Consulting Services | 3   |
| 37 | Narendra Mishra       | Finance         | MorningStar                             | Financial Services  | 4   |
| 38 | Prem Patil            | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 39 | Chetan Majgaonkar     | Finance         | India SME Forum                         | Financial Services  | 3   |
| 40 | Utkarsh Chaturvedi    | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 41 | Mayur Dufare          | Marketing       | Madison Media                           | Media Services      | 4   |
| 42 | Srikrishna Ghule      | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 43 | Janhavi Kurri         | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 44 | Jayesh Gupta          | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 45 | Moinuddin Kazi        | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 46 | Pradnya Eknath Kharat | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 47 | Pranjali Nampalliwar  | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 48 | Samiksha Somvanshi    | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 49 | Vaibhavi Joshi        | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 50 | Vaishnavi Shinde      | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 51 | Gaurav Chhabra        | Finance         | JM Financial                            | Financial Services  | 5   |
| 52 | Pranav Buyre          | Finance         | Daulat Capital                          | Financial Services  | 3   |
| 53 | Rishita Chowke        | Finance         | SSC&GlobeOp                             | Financial Services  | 4   |
| 54 | Sanket Ghadi          | Finance         | MoneyGram                               |                     | 4.5 |
| 55 | Tanesh Lande          | Finance         | Insync Analytics                        | Financial Services  | 4.5 |
| 56 | Nikunja Save          | Human Resources | Integrated Personnel Services Pvt. Ltd. | Staffing Services   | 1.8 |
| 57 | Vishal Shinde         | Operations      | CommuteC                                | Logistics Services  | 2.4 |
| 58 | Rupali Paradhi        | Finance         | CD Infotech Pvt. Ltd                    | Tech Services/ IT   | 4.5 |
| 59 | Rajavi Rane           | Finance         | ARIN Consultancy                        | Financial Services  | 4   |
| 60 | Nidhi Shetty          | Finance         | Epicenter Technologies Pvt. Ltd.        | Tech Services/ IT   | 5.9 |
| 61 | Shantanu Dalvi        | Finance         | E-Clerx                                 | Tech Services/ IT   | 4   |





|    |                  |                 |                                     |                     |     |
|----|------------------|-----------------|-------------------------------------|---------------------|-----|
| 62 | Ashish Gaikwad   | Marketing       | AI Prompt                           | Digital Marketing   | 3   |
| 63 | Siddharth More   | Finance         | Crisil                              | Financial Services  | 4   |
| 64 | Kalyani Thakur   | Finance         | Crisil                              | Financial Services  | 4   |
| 65 | Sheetal Khinchi  | Human Resources | RightMatch HR Services              | Consulting Services | 3   |
| 66 | Shobhit Gupta    | Finance         | Trans Atlantic Consultants Pvt Ltd, | Financial Services  | 3   |
| 67 | Abha Wankhede    | Human Resources | Artech                              | Staffing Services   | 3   |
| 68 | Nitya Molankar   | Marketing       | ViaVistas                           | Media Services      | 3   |
| 69 | Amisha Budha     | Marketing       | Bloomingdale Public Relation        | Media Services      | 2.6 |
| 70 | Mrunmayi Vaity   | Finance         | Scymes Services Pvt. Ltd.           | Financial Services  | 1.9 |
| 71 | Vaibhav Ambulkar | Marketing       | KeyRetouch LLP                      | Media Services      | 3   |
| 72 | Ayushi Rane      | Human Resources | IIFL                                | Financial Services  | 4.5 |

For Sheila Raheja School of Business  
Management & Research

  
Director





Date 24-08-2022

Dear Pragnesh Jayesh Patel

It was truly an amazing experience interacting with you during the process and it gives us great pleasure to share the details of your offer and benefits sheet to join the exciting team as a –

**Designation** - Executive - Merchandiser

**Grade** - G9 - Operational

**Department** - Corporate - Marketing

**Location** - Mumbai

We offer you CTC having break up as follows:

| Annual CTC Components                           |         |
|---|---------|
| Particulars                                     | Amount  |
| Basic Salary                                    | 270,000 |
| HRA   | 162,000 |
| Special Allowance                               | 122,613 |
| Bonus   | NA      |
| <b>Provident Fund (Employer's Contribution)</b> | 32,400  |
| <b>Gratuity</b>                                 | 12,987  |
| <b>Fixed CTC (A)</b>                            | 600,000 |
| Performance Incentives (B)                      | NA      |
| Performance Pay (C)                             | NA      |
| <b>Total CTC (A+B+C)</b>                        | 600,000 |

| Monthly Salary Break Up                       |        |
|---|--------|
| Particulars                                   | Amount |
| Basic Salary                                  | 22,500 |
| HRA   | 13,500 |
| Special Allowance                             | 10,218 |
| <b>Gross Salary</b>                           | 46,218 |
| Less: Provident Fund (Employee Contribution)  | 2,700  |
| Less: ESIC (Employee Contribution)            | NA     |
| <b>Fixed Take Home Before deducting TDS**</b> | 43,518 |

| Monthly Reimbursement       |  |
|-----------------------------|--|
| Conveyance - As per policy  |  |
| Mobile bill - As per policy |  |

For Sheila Raheja School of Business  
Management & Research

*Pragnesh M.*

Director

Fifth Gear Ventures Limited



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

Please note that this is provisional offer letter. Your appointment is subject to:

- 1) Clearance from your current employer to join Fifth Gear Ventures Limited.
- 2) Submission of all your credentials before joining, supporting your resume.
- 3) All the details found in your credentials to be correct.
- 4) The CTC items will be taxable in accordance with current tax laws and compliance.
- 5) The CTC components mentioned above are as of now and is governed by the company policy guidelines. This is subject to company policy and can be revised from time to time.

Attached are employment terms & conditions. Kindly go through it.

Additional Remarks –

NA

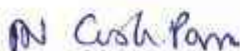
We are very excited about the team we are putting together and pleased that you will be a key member of this group!

Kindly confirm acceptance on this offer on or before tomorrow along with your date of joining <sup>01/11/2022</sup>

For FIFTH GEAR VENTURES LTD.

  
SANJAY JHA  
CHIEF HUMAN RESOURCES OFFICER



  
Anusha Parne

  
Dakshina M.



Fifth Gear Ventures Limited

Registered Office: Mahindra Towers, P. K. Kurne Chowk, Worli, Mumbai – 400 018. Telephone: 24611159 |  
Fax: 022 2497 5081 | www.carandbike.com | CIN No.: U74999DL2015PLC284756

Pragnesh Patel

047d08f-401d-4ae8-baaf-5891b311a63

25 Aug 2022 16:09:036+0530

For Sheila Raheja School of Business  
Management & Research

  
Director

03-Oct-2022

Confidential,

To,  
Mr.Mithil Deshpande  
13, Parnashri Soc, Madhuvanti Bunglow,  
Canol Road, Nashik, Maharashtra - 422005

**Subject:- Offer Letter for ("Management Trainee") at Mumbai**

Dear Mithil,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee(Level: L3)", in our organisation, for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

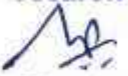
- A. **Date of Joining:** Your date of joining the employment will be not later than 14-Nov-2022, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of INR 6,50,000/- (Rupees Six Lakh Fifty Thousand Only) on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation").

The said CTC includes an amount of Rs. 1,00,000/- (Rupees One Lakh Only) as Retention Bonus which is only payable to you after completion of 1 year(s) of employment with the Company.

The detailed compensation break-up and other benefits will be provided and declared in your appointment letter. The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you

Note : Service Agreement for 2 years stands Valid.

For Sheila Raheja School of Business  
Management & Research

  
Director

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain

  
Anshu Kumar



confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.

D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.

E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

**For LS Digital**

**Anshuman Misra**

**SVP HR**

**For Sheila Raheja School of Business  
Management & Research**



**Director**



## Annexure

|                                   |                    |
|-----------------------------------|--------------------|
| Name                              | Mithil Deshpande   |
| Employee ID                       | TBA                |
| Designation                       | Management Trainee |
| Grade                             | L3                 |
| Performance Appraisal Eligibility | FY 2023-24         |
| Fixed CTC                         | 550000             |

| Particulars                                | Amount (Rs.)  |                 |
|--|---------------|-----------------|
|  | Per Month     | Per Annum       |
| <b>A) Gross Salary</b>                     |               |                 |
| Basic Salary                               | 22,917        | 2,75,004        |
| House Rent Allowance                       | 11,459        | 1,37,508        |
| Special Allowance                          | 4,612         | 55,345          |
| Internet and Telephone Allowance           | 2,000         | 24,000          |
| Conveyance Allowance                       | 1,600         | 19,200          |
| Newspaper Reimbursement                    | 1,000         | 12,000          |
| <b>Sub Total - A</b>                       | <b>43,588</b> | <b>5,23,057</b> |
| <b>B) Other CTC Component</b>              |               |                 |
| Medical Insurance                          | 445           | 5,343           |
| Employer's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - B</b>                       | <b>2,245</b>  | <b>26,943</b>   |
| <b>Total Fixed Cost to Company (A + B)</b> | <b>45,833</b> | <b>5,50,000</b> |
| <b>C) Deductions</b>                       |               |                 |
| Profession Tax                             | 200           | 2,500           |
| Employee's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - C</b>                       | <b>2,000</b>  | <b>24,100</b>   |
| <b>Total Gross in Hand (A - C)</b>         | <b>41,588</b> | <b>4,98,957</b> |
| <b>Retention Bonus</b>                     |               | <b>1,00,000</b> |
| <b>Total CTC</b>                           |               | <b>6,50,000</b> |

Note:

- Total Gross in Hand above is subject to TDS as per applicable tax rules and investment declarations and submission of proofs.
- Retention Bonus is payable on completion of 1 year(s) from the date of joining.

  
Anish Pan

  
D. M. Deshpande



For Sheila Raheja School of Business  
Management & Research

  
Director





Confidential,

03-Oct-2022

To,

Mr.Mithil Deshpande

13, Parnashri Soc, Madhuvanti Bunglow,

Canol Road, Nashik, Maharashtra - 422005

**Subject:- Offer Letter for ("Management Trainee") at Mumbai**

Dear Mithil,

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- A. **Date of Joining:** Your date of joining the employment will be not later than 14-Nov-2022, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of INR 6,50,000/- (Rupees Six Lakh Fifty Thousand Only) on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation").

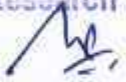
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**For Sheila Raheja School of Business  
Management & Research**

Note : Service Agreement for 2 years stands Valid.

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain

  
Director

  
Mr Anshu Pannu



confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.

- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

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**For LS Digital**

**Anshuman Misra**  
**SVP HR**

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**  
**Anushka Parm**  
**Anshuman M.**



Annexure

|                                   |                    |
|-----------------------------------|--------------------|
| Name                              | Mithil Deshpande   |
| Employee ID                       | TBA                |
| Designation                       | Management Trainee |
| Grade                             | L3                 |
| Performance Appraisal Eligibility | FY 2023-24         |
| Fixed CTC                         | 550000             |

| Particulars                                | Amount (Rs.)  |                 |
|--|---------------|-----------------|
|  | Per Month     | Per Annum       |
| <b>A) Gross Salary</b>                     |               |                 |
| Basic Salary                               | 22,917        | 2,75,004        |
| House Rent Allowance                       | 11,459        | 1,37,508        |
| Special Allowance                          | 4,612         | 55,345          |
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| <b>B) Other CTC Component</b>              |               |                 |
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| Employer's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - B</b>                       | <b>2,245</b>  | <b>26,943</b>   |
| <b>Total Fixed Cost to Company (A + B)</b> | <b>45,833</b> | <b>5,50,000</b> |
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| Employee's PF Contribution                 | 1,800         | 21,600          |
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| <b>Retention Bonus</b>                     |               | <b>1,00,000</b> |
| <b>Total CTC</b>                           |               | <b>6,50,000</b> |

Note:

- Total Gross in Hand above is subject to TDS as per applicable tax rules and investment declarations and submission of proofs.
- Retention Bonus is payable on completion of 1 year(s) from the date of joining.

*AN Crook Pann*

*Dr. Shreya M.*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

Confidential,

03-Oct-2022

To,  
 Ms. Shivani Kadam  
 C/10, New Police Line, G D Ambekar Marg,  
 Opp. Police Hospital, Naigaon Road, Parel, Mumbai 400012

**Subject:- Offer Letter for ("Management Trainee") at Mumbai**

Dear Shivani,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee(Level: L3)", in our organisation, for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

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Note : Service Agreement for 2 years stands Valid.

For Sheila Rajeev School of Business  
 Management & Research

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain

  
 Mr Anshu Paw

  
 MEDIA



  
 DATA & INSIGHTS

  
 TECHNOLOGY

Confidential,

03-Oct-2022

To,

Ms. Shivani Kadam

C/10, New Police Line, G D Ambekar Marg,

Opp. Police Hospital, Naigaon Road, Parel, Mumbai 400012

**Subject:- Offer Letter for ("Management Trainee") at Mumbai**

Dear Shivani,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee(Level: L3)", in our organisation, for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

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Note : Service Agreement for 2 years stands Valid.

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain

*Shivani*  
*M. N. C. Kadam*  
 LOGICSERVE DIGITAL PVT. LTD.



For Sheila Raheja School of Business  
 Management & Research

*[Signature]*  
 Director

confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.

- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

**For LS Digital**

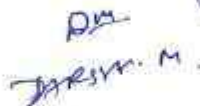


**Anshuman Misra**

**SVP HR**



Anusha Panna



Dr. Arshv. M.



For Sheela Rajeev School of Business  
Management & Research



Director

ANALYTICS

CREATION

DATA & INSIGHTS

TECHNOLOGY

## Annexure

|                                   |                    |
|-----------------------------------|--------------------|
| Name                              | Shivani Kadam      |
| Employee ID                       | TBA                |
| Designation                       | Management Trainee |
| Grade                             | L3                 |
| Performance Appraisal Eligibility | FY 2023-24         |
| Fixed CTC                         | 550000             |

| Particulars                                | Amount (Rs.)  |                 |
|--|---------------|-----------------|
|  | Per Month     | Per Annum       |
| <b>A) Gross Salary</b>                     |               |                 |
| Basic Salary                               | 22,917        | 2,75,004        |
| House Rent Allowance                       | 11,459        | 1,37,508        |
| Special Allowance                          | 4,656         | 55,874          |
| Internet and Telephone Allowance           | 2,000         | 24,000          |
| Conveyance Allowance                       | 1,600         | 19,200          |
| Newspaper Reimbursement                    | 1,000         | 12,000          |
| <b>Sub Total - A</b>                       | <b>43,632</b> | <b>5,23,586</b> |
| <b>B) Other CTC Component</b>              |               |                 |
| Medical Insurance                          | 401           | 4,814           |
| Employer's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - B</b>                       | <b>2,201</b>  | <b>26,414</b>   |
| <b>Total Fixed Cost to Company (A + B)</b> | <b>45,833</b> | <b>5,50,000</b> |
| <b>C) Deductions</b>                       |               |                 |
| Profession Tax                             | 200           | 2,500           |
| Employee's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - C</b>                       | <b>2,000</b>  | <b>24,100</b>   |
| <b>Total Gross in Hand (A - C)</b>         | <b>41,632</b> | <b>4,99,486</b> |
| <b>Retention Bonus</b>                     |               | <b>1,00,000</b> |
| <b>Total CTC</b>                           |               | <b>6,50,000</b> |

Note:

- Total Gross in Hand above is subject to TDS as per applicable tax rules and investment declarations and submission of proofs.
- Retention Bonus is payable on completion of 1 year(s) from the date of joining.

  
M. Gosh Parm

  
D. M.



For Sheila Rajte S. Director Business  
Management & Research

  
Director

MEDIA

DIGITAL

DATA &amp; INSIGHTS

TECHNOLOGY

Confidential,

11-Nov-2022

To,  
Mr. Rahul Gawde  
Building N-14, Room N-478, Wadia Estate Colony,  
Bail Bazar, Kurla West, Mumbai, Maharashtra 400070

**Subject:- Offer Letter for ("Management Trainee") at  
Mumbai/Gurgaon/Bangalore**

Dear Rahul,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee(Level: L3)", in our organisation, for Mumbai/Gurgaon/Bangalore location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. **Date of Joining:** Your date of joining the employment will be not later than 14-Nov-2022, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of INR 6,50,000/- (Rupees Six Lakh Fifty Thousand Only) on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation").

The said CTC includes an amount of Rs. 1,00,000/- (Rupees One Lakh Only) as Retention Bonus which is only payable to you after completion of 1 year(s) of employment with the Company.

The detailed compensation break-up and other benefits will be provided and declared in your appointment letter. The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you

Note : Service Agreement for 2 years stands Valid.

For Sheila Raheja School of Business  
Management & Research

Director

*Handwritten signature*  
Rahul Gawde

MEDIA

DATA & INSIGHTS

TECHNOLOGY



- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.
- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

Further to this, in case of an appointment of Management trainee or Intern, the Company reserves the right to terminate the employment or contract/agreement with immediate effect (as the case may be), in case the respective management trainee or intern is unable/qualify to clear his/her final exam. The company further reserves the right at its sole discretion to retain such management trainee/intern, until he/she qualifies/clears the respective exam

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

**For LS Digital**



**Anshuman Misra**  
**SVP HR**



**For Sheila Raheja School of Business  
Management & Research**



**Director**



**Anshuman Misra**



**DAKSHIN M**



## Annexure

|                                   |                    |
|-----------------------------------|--------------------|
| Name                              | Rahul Gawde        |
| Employee ID                       | TBA                |
| Designation                       | Management Trainee |
| Grade                             | L3                 |
| Performance Appraisal Eligibility | FY 2023-24         |
| Fixed CTC                         | 550000             |

| Particulars                                | Amount (Rs.)  |                 |
|--|---------------|-----------------|
|  | Per Month     | Per Annum       |
| <b>A) Gross Salary</b>                     |               |                 |
| Basic Salary                               | 22,917        | 2,75,004        |
| House Rent Allowance                       | 11,459        | 1,37,508        |
| Special Allowance                          | 4,612         | 55,345          |
| Internet and Telephone Allowance           | 2,000         | 24,000          |
| Conveyance Allowance                       | 1,600         | 19,200          |
| Newspaper Reimbursement                    | 1,000         | 12,000          |
| <b>Sub Total - A</b>                       | <b>43,588</b> | <b>5,23,057</b> |
| <b>B) Other CTC Component</b>              |               |                 |
| Medical Insurance                          | 445           | 5,343           |
| Employer's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - B</b>                       | <b>2,245</b>  | <b>26,943</b>   |
| <b>Total Fixed Cost to Company (A + B)</b> | <b>45,833</b> | <b>5,50,000</b> |
| <b>C) Deductions</b>                       |               |                 |
| Profession Tax                             | 200           | 2,500           |
| Employee's PF Contribution                 | 1,800         | 21,600          |
| <b>Sub Total - C</b>                       | <b>2,000</b>  | <b>24,100</b>   |
| <b>Total Gross in Hand (A - C)</b>         | <b>41,588</b> | <b>4,98,957</b> |
| <b>Retention Bonus</b>                     |               | <b>1,00,000</b> |
| <b>Total CTC</b>                           |               | <b>6,50,000</b> |

Note:

- Total Gross in Hand above is subject to TDS as per applicable tax rules and investment declarations and submission of proofs.
- Retention Bonus is payable on completion of 1 year(s) from the date of joining

*[Signature]*  
M. Gadhikar

*[Signature]*  
D. S. M.



For Sheila Rajhija School of Business  
Management & Research

*[Signature]*  
Director



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Nikhil Kohale,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

**Sushil Chander**  
Vice President – Human Resources

**For Sheila Raheja School of Business  
Management & Research**

  
Director  
Dr Archi Pannu

Dr. Deepam M.

**Annexure 1**

Date: 24-11-2022  
 Name: Nikhil Kohale  
 Designation: Executive Trainee  
 Band: J2

| CTC STRUCTURE                             |                |               |
|---|----------------|---------------|
| Components                                | Per Annum      | Per Month     |
| <b>(I) Fixed Pay</b>                      |                |               |
| Basic                                     | 142,500        | 11875         |
| House Rent Allowance                      | 85,500         | 7125          |
| Other Allowance                           | 117,992        | 9833          |
| Bonus                                     | 48,046         | 4004          |
| <b>(II) Reimbursements</b>                |                |               |
| LTA                                       | 11,875         | 990           |
| Fuel                                      | 21,600         | 1800          |
| Mobile Handset                            | 10,000         | 833           |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b> | <b>36,460</b> |
| <b>(III) Retirals</b>                     |                |               |
| Provident Fund                            | 21,600         |               |
| Gratuity                                  | 6,888          |               |
| <b>(IV) Valued Benefits</b>               |                |               |
| Group Insurance Benefit                   | 9,000          |               |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b> |               |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediciam: INR2,00,000 for self and dependents

  
 Dr Ash Pann

  
 Director



For Sheela Raheja School of Business  
 Management & Research

  
 Director



Date: 24-11-2022

**Subject: Offer of Employment**

Dear Mahesh Ghodke,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
HDFC Life Insurance Company Limited

**Sushil Chander**  
Vice President – Human Resources



For Sheela Raheja School of Business  
Management & Research

  
Anand Pam  
Director

Annexure 1

Date: 24-11-2022

Name: Mahesh Ghodke

Designation: Executive Trainee

Band: J2

| CTC STRUCTURE                             |                |               |
|---|----------------|---------------|
| Components                                | Per Annum      | Per Month     |
| <b>(I) Fixed Pay</b>                      |                |               |
| Basic                                     | 142,500        | 11875         |
| House Rent Allowance                      | 85,500         | 7125          |
| Other Allowance                           | 117,992        | 9833          |
| Bonus                                     | 48,046         | 4004          |
| <b>(II) Reimbursements</b>                |                |               |
| LTA                                       | 11,875         | 990           |
| Fuel                                      | 21,600         | 1800          |
| Mobile Handset                            | 10,000         | 833           |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b> | <b>36,460</b> |
| <b>(III) Retirals</b>                     |                |               |
| Provident Fund                            | 21,600         |               |
| Gratuity                                  | 6,888          |               |
| <b>(IV) Valued Benefits</b>               |                |               |
| Group Insurance Benefit                   | 9,000          |               |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b> |               |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents

  
 Dr. Anshu Kumar

  
 Dr. Anshu M.



For Sheila Raheja School of Business  
 Management & Research

  
 Director



Date: 24-11-2022

Subject: Offer of Employment

Dear Dhruv Mathuriya,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

Sushil Chander  
Vice President – Human Resources



**For Sheila Raheja School of Business Management & Research**

  
Director

**Annexure 1**


**Date:** 24-11-2022  
**Name:** Dhruv Mathuriya  
**Designation:** Executive Trainee  
**Band:** J2

| <b>CTC STRUCTURE</b>                      |                  |                  |
|---|------------------|------------------|
| <b>Components</b>                         | <b>Per Annum</b> | <b>Per Month</b> |
| <b>(I) Fixed Pay</b>                      |                  |                  |
| Basic                                     | 142,500          | 11875            |
| House Rent Allowance                      | 85,500           | 7125             |
| Other Allowance                           | 117,992          | 9833             |
| Bonus                                     | 48,046           | 4004             |
| <b>(II) Reimbursements</b>                |                  |                  |
| LTA                                       | 11,875           | 990              |
| Fuel                                      | 21,600           | 1800             |
| Mobile Handset                            | 10,000           | 833              |
| <b>Total Fixed Pay and Reimbursements</b> | <b>437,512</b>   | <b>36,460</b>    |
| <b>(III) Retirals</b>                     |                  |                  |
| Provident Fund                            | 21,600           |                  |
| Gratuity                                  | 6,888            |                  |
| <b>(IV) Valued Benefits</b>               |                  |                  |
| Group Insurance Benefit                   | 9,000            |                  |
| <b>Fixed Cost to Company (FCTC)</b>       | <b>475,000</b>   |                  |

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Mediclaim: INR2,00,000 for self and dependents

  
 Dr. Goshal Parm

  
 Dhruv M.



For Sheela Raheja School of Business  
 Management & Research

  
 Director





A. K. Capital Finance Limited

REGISTERED OFFICE

801-802, 6TH FLOOR, WINDSOR  
OFFICE ROAD, KALINA, SANTACRUZ (EAST)  
MUMBAI - 400 098 (INDIA)  
CIN: U51909MH2006PLC21427  
TEL: (022) 6610 0551 FAX: (022) 6610 0552  
E-MAIL: [info@mumbai@akgroup.co](mailto:info@mumbai@akgroup.co)  
WEBSITE: [www.akgroup.co](http://www.akgroup.co)

05<sup>th</sup> December, 2022

Naitik Jain,  
B-96, Ground Floor,  
Pushpa Park, S V Road,  
Kora Kendra Bus Stop,  
Borivali West-400092

Letter of Appointment

Dear Naitik,

Welcome to the A. K. Capital Finance Limited team.

We are pleased to appoint you as "Management Trainee" in PCG Department at our Mumbai Office with A. K. Capital Finance Limited from 05<sup>th</sup> December, 2022 on the following terms and conditions.

1. Compensation:

Your annual cost to Company is Rs.5,50,000/- (Rupees Five Lakh Fifty Thousand Only) on terms discussed and more particularly described in the Annexure enclosed.

- I. Additional Amount of Rs.50,000/- (Rupees Fifty Thousand Only) will be paid at the end of completing 1 Year of services with the Company. 1 Year will be calculated from 05<sup>th</sup> December, 2022. The employee must be in the employment of the Company on the date of completing 1 Year to be eligible for this amount.
- II. The component of Additional Amount is not payable in case if you are serving out notice period at the time of completing 1 year of service.
- III. The component of Additional Amount is not payable in case if you are serving notice or if the Company wants to dispense off with the services of the employee.

Please note that all amounts payable to you shall be subject to deduction of tax and such other deductions as are required to be made in terms of the laws for the time being in force.

AN Anshu Pannu

For  
Director - M.



For Sheila Raheja School of Business  
Management & Research

Director

## 2. Leaves:

You will be eligible for 20 full days paid leave and 20 full days paid leave on pro rata basis in a financial year upon confirmation of your services. At the beginning of each half year of a financial year, 10 full days and 10 half day leaves will be credited to your leave account and you may take leaves as per the credit available in your leave account. You shall obtain necessary approval from your Head of the Department/ Reporting Manager before availing any leave.

If your service is terminated by the Employer or you voluntarily resign from the services, all the credit available in your leave account shall get lapsed on the date of intimation of termination of your services or date of submission of the resignation letter. Unless in case of extreme exigencies, you will not be allowed to take any leaves or half days during the notice period. For further details on the leave policy, please refer to the employee manual.

The notice period shall be extended to the extent leave(s) availed during notice period.

## 3. Probation:

Confirmation of employment happens after the completion of probation period of 6 months depending upon the date of joining of the Employee and as per details provided in employee manual. On satisfactory performance during this period, your appointment will be confirmed in writing. In case your performance is found unsatisfactory, your probation may, at the sole discretion of the Company will be extended for a period of 6 months in one or more tranches, or the Company reserves right to terminate your services. Within probation period including any extension thereof, the Company can terminate your services forthwith at any time without assigning any reason. However, in the event of you resigning from the services of the Company, you would be mandatorily required to give a 1 (One) month prior written notice to your Head of the Department with a copy to the Human Resources Department or salary in lieu thereof and you will be entitled The working day following the receipt of resignation letter by the Company shall be deemed as commencement of your notice period. Waiver of notice period days is completely at the discretion of the Company. In the probation period, you will be eligible for one full day paid leave in a month. You would not be entitled to any half day leave during the probation period. Upon confirmation of your services, remaining leaves, if any, shall deem exhausted and lapsed.

## 4. Designation and Responsibilities

Till your services are confirmed in the company you will be designated as **Management Trainee** and your broad responsibilities are as outlined below:

- Successfully undergo and complete the training on operational processes and systems to the satisfaction of your superiors;
- On assignment to a particular team after the above training is over, handle responsibilities as spelt out by the respective team leader.
- Regularly maintain progress reports as against the goals and expectations set out by the team leader and submit the same to the team leader for evaluation.

On confirmation of services you will be designated as an **"Executive"** and thereafter your designation change will be governed by the promotion policies of the company.

All other rules of the Company relating to internal procedures and limits like leave, travel, office timings etc. will be applicable as per the prevailing policies of the Company from time to time. You will adhere to the rules and regulations set forth in the Employee Manual, now or hereafter prepared, a copy of which

  
Ansh Pann

  
Ansh Pann



For Sheila Raheja School of Business  
Management & Research

  
Director

has been or will be delivered to you and you will fulfill all employee obligations set forth in that manual. It is specifically understood and agreed that the Company may change the terms of the employee manual in its sole discretion and the changes will be binding on the employee.

The Company reserves the right to make necessary changes to any of your terms and conditions of employment and will notify you in writing of such changes, at least one week in advance of implementing such changes. No further consent from your side will be required for the same and the company will be entitled to implement the same by providing the said notice period.

Your appointment is subject to your passing of the Final Semester of MMS / PGDM course which was held in April/May 2023. Documentary proof thereof must be submitted within fifteen days after receiving the final results, failing which your services are liable to be terminated by the Company.

#### 5. Notice Period:

Post confirmation of your employment If you wish to resign from the services of the Employer, you will be required to serve 3 months' notice to the Employer or salary in lieu thereof. Waiver of notice period days is completely at the discretion of the Company. The Employer may terminate your services at any point of time by giving one month's notice or salary in lieu thereof. The Employer will not be required to provide any reasons for such termination. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Employer's business, or such misdemeanor which is likely to affect, or affects the reputation of the Employer or of any breach of the terms and conditions herein, the Employer reserves its right to terminate your services forthwith at any time, without any compensation or notice thereof.

#### 6. Posting & Transfer:

Your place of work, in the first instant, shall be at **Mumbai**. However, at any point of time, the Employer reserves the right to transfer your services (temporarily or permanently), with prior intimation, anywhere in India or abroad. In such case, you will be governed by the terms and conditions of service applicable at new placement location. You may be required to travel to any place throughout the world to render services, and you agree to the same.


You may be transferred to any other department, subsidiary, group or joint venture company whether existing today or which may come up in future on the same terms as outlined in the appointment letter as per the business requirements of the Employer. It will be your responsibility to make arrangement for your accommodation and conveyance. You may be required to report to any other senior officer of the group depending upon the task/ assignment given to you.

Any such changes will not entitle you to any additional remuneration, allowance or compensation.

#### 7. Representations and Warranties:

- a) Your acceptance of terms of employment with the Employer will not result into breach of any terms and conditions of any agreement, arrangement or infringe any statutory, contractual or legal rights of third parties or constitute default or resulting into violation of any laws for the time being in force including judgment or decree of any courts, appropriate authorities or government bodies.

  
Dr. Anshu Pann

  
Dr. Anshu Pann



For Sheila Raheja School of Business  
Management & Research

  
Director

- b) You have not been convicted of any offence by any court of law or not a party to proceedings before any court/quasi-judicial body
- c) All the information provided and documents provided by you to the Employer are true and correct and complete in all respect

### 8. Exclusiveness

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

### 9. Confidentiality:

Confidential Information shall include, without limitation:

- a) information concerning Employer products, services, business ideas, concepts including know-how, formulas, designs, devices, diagrams, computer program, applications, methods, concepts and idea, software code, test results, processes, inventions, research projects, documents, presentations, systems, written material concerning the Employer or its business and product development, technical memoranda and correspondence or communication;
- b) information concerning Employer's business, including cost information, profits, sales information, accounting and financial information, business plans, markets and marketing methods, client lists & information, techniques, MIS, marketing, advertising strategies and other data relating to Employer or its employees, directors, representatives and agents;
- c) information submitted by Employer clients, suppliers, business associates, employees, consultants or co-venture partners with Employer for study, evaluation or use or any other information which comes within the purview of employee because of your position held with the Employer; and
- d) Any data/information (not specifically covered in any of the sub-clauses) about Employer including its Directors, representatives, other employees and agents which comes within the knowledge of Employee, in any form, whether directly or indirectly, including by way of informal communication, by virtue of your employment.

You shall keep Confidential Information, whether or not prepared or developed by you, in the strictest confidence during the period of your engagement with the Employer or thereafter. You will not disclose such information to any person except for the purpose of discharging your duties in connection with his/her employment.

- I. You shall use the Confidential Information only for the purpose of the Employer's work and during your course of employment and not for his/her own purpose or for the benefit of any other person.
- II. Not to copy any part of the Confidential Information or disclose any part of the Confidential Information to any person except "on need to know" basis.
- III. Take all the possible steps/ measures to assure that no other employee, agent or representative uses or discloses any part of the Confidential Information in violation of this agreement and be responsible for any violation thereof by such persons.
- IV. Shall notify Employer upon the discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and

  
Anush Pam

  
Dr. Arshad M.



For Shailesh School of Business  
Management & Research

  
Director

- b) You have not been convicted of any offence by any court of law or not a party to proceedings before any court, quasi-judicial body
- c) All the information provided and documents provided by you to the Employer are true and correct and complete in all respect

#### 8. Exclusiveness:

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

#### 9. Confidentiality:

Confidential Information shall include, without limitation:

- a) information concerning Employer products, services, business ideas, concepts including know-how, formulas, designs, devices, diagrams, computer program, applications, methods, concepts and idea, software code, test results, processes, inventions, research projects, documents, presentations, systems, written material concerning the Employer or its business and product development, technical memoranda and correspondence or communication;
- b) information concerning Employer's business, including cost information, profits, sales information, accounting and financial information, business plans, markets and marketing methods, client lists & information, techniques, MIS, marketing, advertising strategies and other data relating to Employer or its employees, directors, representatives and agents;
- c) information submitted by Employer clients, suppliers, business associates, employees, consultants or co-venture partners with Employer for study, evaluation or use or any other information which comes within the purview of employee because of your position held with the Employer; and
- d) Any data/information (not specifically covered in any of the sub-clauses) about Employer including its Directors, representatives, other employees and agents which comes within the knowledge of Employee, in any form, whether directly or indirectly, including by way of informal communication, by virtue of your employment.

You shall keep Confidential Information, whether or not prepared or developed by you, in the strictest confidence during the period of your engagement with the Employer or thereafter. You will not disclose such information to any person except for the purpose of discharging your duties in connection with his/her employment.

- I. You shall use the Confidential Information only for the purpose of the Employer's work and during your course of employment and not for his/her own purpose or for the benefit of any other person.
- II. Not to copy any part of the Confidential Information or disclose any part of the Confidential information to any person except "on need to know" basis.
- III. Take all the possible steps/ measures to assure that no other employee, agent or representative uses or discloses any part of the Confidential Information in violation of this agreement and be responsible for any violation thereof by such persons.
- IV. Shall notify Employer upon the discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and

  
AN Ansh Pam

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

- V. prevent further unauthorized actions or other breach of this Agreement.  
 You understand that "the Attorney-Client privilege" shall apply to all Confidential information covered by virtue of this engagement.

Any person who violates any of the terms/restrictions/ conditions contained hereinabove shall be liable for the disciplinary action / penalty / prosecution at the sole discretion of the Employer.

#### 10. Duties and Responsibilities:

You shall observe, confirm and perform such duties, directions and instructions assigned or communicated to you by the Employer and those authorities above you with high standard of initiative, efficiency and economy.

You will not enter into any commitments or dealings on behalf of the Employer for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Employer or exceed the authority or discretion vested in you without the previous sanction of the Employer or your Head of the Department.

#### 11. Restriction against competition and No Poaching:

You agree that, during the period of your employment and one year thereafter, you shall not:


- Make any statement disparaging the Employer, any member, principal, officer, director, shareholder, employee or agent thereof, to any person, firm, corporation or other business organization whatsoever.
- You shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Employer or such other business activity in which the Employer may substantially engage after cessation of employment. You shall not commence or accept any partnership, joint venture or other association including employment in any form and in any capacity, in a business substantially similar to, or competitive with, the present business of the Employer.
- You agree not to solicit any employee or independent consultant/ vendor of the Employer for any other business enterprise/ organization, nor shall you induce any employee or vendor associated with the Employer to terminate or breach an employment, contractual or other relationship with the Employer.

**Soliciting Clients after Termination of Agreement:** During your employment tenure and at any time thereafter, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the clients of the Employer or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Employer in any manner on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Employer.

#### 12. Restrictions on Accepting Gifts:

You shall not accept gift (either in cash or kind), for your personal gains from any person with whom you may be having official dealings on behalf of the Employer or put yourself under any obligations which is detrimental to the interest of the Employer. For further details, please refer to Employee Manual of the Employer.

  
 Dr. Chhik Pann

  
 Dr. Chhik Pann



For Sheila Raheja School of Business  
 Management & Research

  
 Director

### 13. Anti-Bribery & Corruption

You understand and agree that:

- (a) You shall not offer, promise, give, encourage, solicit, receive or otherwise engage in acts of bribery or corruption in relation to performance of your duties in any manner whatsoever. (Including without limitation any facilitation payment).

For the purposes of this clause it does not matter if the bribery or corruption is (i) direct or through a third party; (ii) of a public official or a private sector person; (iii) financial or in some other form; or (iv) relates to past, present, or future performance or non-performance of a function or activity in any capacity, and it does not matter whether or not the person being bribed to perform the function or activity to which the bribe relates, or is the person who is to benefit from the bribe.

For the purposes of this clause, a "person" is any individual, partnership, company or any other legal entity, public or private.

- (b) You shall, adhere to applicable anti-bribery and corruption laws, as may be applicable.
- (c) Immediately upon becoming aware any non-compliance with Clause (a) and Clause (b), you shall give all relevant details to the Employer.
- (d) It is a condition of this Employment that you irrevocably and unconditionally comply with this Clause. Failing which Employer shall have the right in its absolute discretion to terminate the employment. For the avoidance of doubt, any breach of this Clause shall be deemed to be incapable of remedy.

### 14. Intellectual Property Rights:

You agree, declare, understand and confirm that the Employer shall acquire and will continue to possess intellectual property rights in relation to all documents/programs/application/ web-site made by you in the course of your employment with us and under a contract of service or apprenticeship. The Employer will be the true owner of all work performed by you pursuant to your association with the Employer as an employee. You further agree and acknowledge that you shall not have any right to use any such work, created or developed by you during your course of employment, for your own purpose, in any manner whatsoever.

### 15. Disciplinary Action and Indemnity:

You shall at any time be liable for the disciplinary actions such as warning, suspension, discharge, termination or dismissal, on the grounds of causing damage/financial loss to the Company, committing breach of any service conditions, misconduct such as irregular attendance, unauthorized absence, misbehavior or any unworthy acts like theft, misappropriation, fraud, dishonesty, immorality, conviction, falsification of documents, records or information given in your bio-data / application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. In case of disciplinary action, your employment may be terminated by the Company with immediate effect, without any compensation or notice.

You shall indemnify and keep the Company indemnified against all possible cost, damages, liabilities and expenses as may be incurred by the Company owing to your default, negligence or breach of any terms of employment or failure to perform the obligations/ duties assigned to you or breach of confidentiality etc.

  
Dr. Anshu Kumar

  
Dr. Anshu Kumar



For Shailesh School of Business  
Management & Research

  
Director

Notwithstanding anything contained hereinabove, your aggregate liability shall not exceed the amount of remuneration paid and/or accrued to you in the preceding five years from the date of default/ liability incurred due to your acts of commission and/or omission.

In addition to above, you agree that the Company may be entitled to claim injunctive relief or specific relief as it may deem fit.

#### 16. Conduct and Discipline:

During your services with the Employer, you will be governed by the rules and regulations with respect to conduct and discipline and other matters as may be framed by the Employer from time to time.

#### 17. Disciplinary Actions/ Legal Remedy

In case Employee violates any of the terms/restrictions/ conditions contained in the Appointment Letter read with Employee Manual, he/she shall be liable for the disciplinary action / penalty / prosecution at the sole discretion of the Employer.

#### 18. Termination of Service:

The Employer reserves the right to end/ terminate your employment with the Employer in either of the following cases/ event:

##### a. Willful absenteeism without requisite approvals

If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended or ratified, you shall be considered as having voluntarily resigned your employment without giving any notice for a continuous period of seven working days.

##### b. Behavioral related Issues

Your services are liable to be terminated without any notice or salary in lieu thereof

- (i) for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, causing damage to the property of the Employer.
- (ii) or inattention or negligence in the discharge of your duties or in the conduct of the Employer's business, or such misdemeanor which is likely to affect, or affects the reputation of the Employer or of any breach of the terms and conditions herein,

  
Anush Parmar

  
Anush Parmar



For Shailesh Raheja School of Business  
Management & Research

  
Director



**c. Prior Intimation and Notice**

On satisfactory completion of the probation period and after your confirmation in writing, your services can be terminated by the Employer at any point of time by giving one month's notice or payment of basic salary in lieu thereof. The Employer will not be required to provide any reasons for such termination.

**19. Cooling Period:**

In case of your resigning from the services of the Employer, a Cooling Period of one month from the last date of employment (post serving of notice period) must be observed before you join a competitor firm. However, the Employer, at its sole discretion, may issue a "no objection" certificate thereby reducing / waiving the Cooling Period and no employee shall claim waiver/reduction of cooling period as a right.

**20. Arbitration, Governing Law and Jurisdiction:**

In case of any dispute arising between Employee and the Employer, the same shall be referred to sole arbitrator appointed by the Employer. The Place of Arbitration shall be at **Mumbai**. The Language of Arbitration shall be in English. The Indian Arbitration and Conciliation Act, 1996 including statutory modification thereof from time to time shall apply to any dispute referred to Arbitration. The Award of Arbitrator shall be final and binding on Employee and Employer.

Subject to the above, the terms of this appointment letter shall be governed by the laws of India and subject to exclusive jurisdiction of Court at **Mumbai**.

**21. Other Rules & Regulations:**

This letter of appointment/employment comprises the totality of all contractual relations between the Employer and the Employee. It replaces all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of the appointment/employment letter shall be binding unless made in writing and signed by both the parties.

**22. Super ceding effect:**

The Employee Manual is the comprehensive internal document of the Employer and comprises of all information on policies, procedures, rules and practices of the Employer. To the extent of inconsistency between the Letter of Appointment and Employee Manual, the provisions of Employee Manual shall prevail over the Letter of Appointment.

  
Mr Ansh Pannu

  
Dr. Damodar M.



For Sheela Rahaja School of Business  
Management & Research

  
Director

**23. Miscellaneous:**

You will intimate in writing to the Management/ HR any change in information furnished to the Employer at any point in time within one week from change of the same.

You also understand that, considering the nature of work and designation that you hold, you shall not be considered as a workman/worker as defined under various labour laws and accordingly, you shall not be entitled to benefits, privileges and exemptions available under Labor Law(s) for the time being in force including amendments thereto.

You agree to complete all the exit formalities at the time of leaving employment as per the existing policies of the Employer and to the satisfaction of the Employer.

The present designation is subject to change depending upon work assignment from time to time.

If at any time, any information or details or declaration given by you to the Employer is found to be incorrect or false, your services will be liable for termination immediately without any notice or salary in lieu of notice and any compensation. Further the Employer has right to recover the payment made to you towards your remuneration during employment.

You shall abide by the rules and regulations of the Employer as well as the terms of this appointment letter and shall undertake to sign such declarations as demanded under the existing or future Policy / policies of the Employer. Further, Employer reserves the right to change / alter / amend the rules and regulations of the Employer at its sole discretion without any notice / intimation thereof.

For A. K. Capital Finance Limited

Aditi Mittal

Digitally signed by Aditi Mittal  
DN: cn=Aditi Mittal, o=AK,  
email=aditi@akgroup.co.in, c=IN  
Date: 2022.12.16 12:03:29 +05'30'

Authorized Signatory

**Acknowledgement & Acceptance**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Signature:

Date:

Name:

  
Anshu Panu

  
Anshu Panu



For Shailesh Raha School of Business  
Management & Research

  
Director



REGISTERED OFFICE:

601-602, 6TH FLOOR, WINDSOR,  
OFF CST ROAD, KALINA, SANTACRUZ (EAST),  
MUMBAI - 400 098 (INDIA)

CIN: U51900MH2006PLC214277

TEL: +91 (022) 6754 6500 | FAX: +91 (022) 6610 0594

E-MAIL: akmumbai@akgroup.co.in

WEBSITE: www.akgroup.co.in

18-November-2022

Naitik Jain

Mumbai.

Subject: Letter of Intent

Dear Naitik,

Further to our discussion, we are pleased to offer you the position of **Management Trainee** in **PCG - Secondary Sales Department** at our **Mumbai** office on the terms discussed and agreed mutually.

You will be required to join services latest by **23-November-2022**.

On the day of your joining, you will be required to submit the following documents.

1. Photocopy of Marksheet (SSC, HSC, Graduation & Addition Qualification)
2. Relieving / Experience letter of the previous employer
3. Salary slips from April 2022 till date
4. Copy of Letter of Appointment or Latest Increment Letter of your previous employer
5. Form 16 or Tax Calculation sheet for FY 2022-2023 from the previous employer
6. Cancelled Cheque
7. Digital Passport size photograph
8. Pan Card Copy
9. Aadhaar Card Copy
10. Permanent & Local Residence Proof (Ration card / Electricity Bill / Telephone Bill / Passport).
11. Copy of Resume.
12. Acknowledgement Copy of Letter of Intent.

All the documents should be self-attested.

Kindly carry the original documents for the verification purposes on the day of joining.

All documents should be made available, failing which there can be delay in issuing the Letter of Appointment. The Company may, at its discretion, conduct background checks to Validate the details furnished by you. This offer stands revoked in the event of getting a negative reference check.

We look forward to a long, fruitful and rewarding association. Kindly acknowledge a copy of this letter and confirm.

Yours Truly,

For A. K. Capital Finance Limited

Aditi Mittal

Digitally signed by Aditi Mittal  
DN: cn=ADITI MITTAL, o=AK  
www.akgroup.co.in  
Date: 2022.11.21 18:51:05  
+05'30'

Received & Accepted \_\_\_\_\_

Naitik Jain

  
Ansh Parm

RM -  
Dharm M.



For Sheila Raheja School of Business  
Management & Research

  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer

1 message

HR <hr@insyncanalytics.com>  
To: kadgeketan@gmail.com  
Cc: SRBS Placement <placement@srbs.edu.in>

Thu, Jan 5, 2023 at 11:42 AM

Dear Ketan,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be communicated to you shortly or Tentative by Feb'2023. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A, Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

For Sheila Raheja School of Business  
Management & Research

  
Director

Regards,

Priya Chaurasia

HR Executive

InSync Analytics (India) Private Limited



DM -  
Dharmendra M.



 Document Submission check list.pdf  
260K



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Recruitment Offer**

1 message

HR <hr@insyncanalytics.com>  
To: mr0madhurya@gmail.com  
Cc: SRBS Placement <placement@srbs.edu.in>

Thu, Jan 5, 2023 at 12:39 PM

Dear Madhurya,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be communicated to you shortly or Tentative by Feb'2023. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

**Office Address:**

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No.729A, Off Marol,*

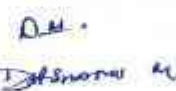
*Off Andheri- Kurla Road, Andheri (East),*


*Mumbai- 400059, India*

For Sheila Raheja School of Business  
Management & Research

  
Director

Regards,

**Priya Chaurasia****HR Executive*****InSync Analytics (India) Private Limited***  
Anshu Panu  
Director

 **Document Submission check list.pdf**  
260K



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Recruitment Offer**

1 message

HR &lt;hr@insyncanalytics.com&gt;

To: amrutkarviraj@gmail.com

Cc: SRBS Placement &lt;placement@srbs.edu.in&gt;

Thu, Jan 5, 2023 at 12:37 PM

Dear Viraj,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be communicated to you shortly or Tentative by Feb'2023. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

**Office Address:***InSync Analytics (India) Private Limited**Aarpee Chambers, 2nd & 3rd Floor,**Plot No.729A, Off Marol,**Off Andheri- Kurla Road, Andheri (East),**Mumbai- 400059, India*For Sheila Raheja School of Business  
Management & Research  
Director**Regards,****Priya Chaurasia****HR Executive****InSync Analytics (India) Private Limited**  
Priya Chaurasia  
Director **Document Submission check list.pdf**  
260K



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer

2 messages

HR <hr@insyncanalytics.com>  
 To: chiragsharma1353@gmail.com  
 Cc: SRBS Placement <placement@srbs.edu.in>

Thu, Jan 5, 2023 at 11:50 AM

Dear Chirag,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be communicated to you shortly or Tentative by Feb'2023. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### Office Address:

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No.729A, Off Marol,*

*Off Andheri- Kurla Road, Andheri (East),*

*Mumbai- 400059, India*

For Sheila Raheja School of Business  
 Management & Research

Director

Regards,

Priya Chaurasia

HR Executive

*InSync Analytics (India) Private Limited*

*Dr. Anshu Panu*

*Dr. Anshu Panu - M.*



Document Submission check list.pdf  
 260K

Chirag Sharma <chiragsharma1353@gmail.com>

Thu, Jan 5, 2023 at 12:54 PM

<https://mail.google.com/mail/u/0/?ik=a9946a3d8e&view=pt&search=all&permthid=thread-f%3A1754162398085151699&siml=msg-f%3A1754162398...> 1/2

To: HR <hr@insyncanalytics.com>

Cc: SRBS Placement <placement@srbs.edu.in>

Hello Ma'am,

Thank you for your offer of Financial Analyst Band-1 at Insync Analytics. I am delighted to formally accept the offer, and I am looking forward to joining the team.

Thanks & Regards

Chirag Sharma


[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research

  
Director



  
Dr. Ansh Pam

  
Dr. Ansh Pam





SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer

1 message

HR <hr@insyncanalytics.com>  
To: mohite.mayur2504@gmail.com  
Cc: SRBS Placement <placement@srbs.edu.in>

Thu, Jan 5, 2023 at 11:44 AM

Dear Mayur,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be communicated to you shortly or Tentative by Feb'2023. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### Office Address:

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No.729A, Off Marol,*

*Off Andheri- Kurla Road, Andheri (East),*

*Mumbai- 400059, India*

For Sheila Raheja School of Business  
Management & Research


  
Director

Regards,

**Priya Chaurasia**


**HR Executive**

**InSync Analytics (India) Private Limited**

  
Ansh Panu



  
Director

 Document Submission check list.pdf  
260K



Morningstar India Private Limited

Registered Office:  
8th Floor, Platinum Technopark  
Plot No. 17/18, Sector 30A  
Vashi, New Mumbai-400 705  
Maharashtra, India

Telephone: +91-22-61217100  
Facsimile: +91-22-61217200

Private & Confidential

Ref. No: MSTAR202116282

November 28, 2022

Shivani Jasraj Pasi  
37/586, Bharat Nagar,  
Bandra East Mumbai 400051.

Dear Shivani,

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **MDP Associate with Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **December 5, 2022**.

Your place of posting for records will be Mumbai. Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Review of your performance and compensation would be done periodically in line with the Company's policies. Please be further advised that the Variable Pay is fully discretionary by the Company and any amount paid during for any calendar year shall not entitle you to other Variable Pay for any subsequent years.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay. Such shall apply following your probationary period.

**For Sheila Raheja School of Business  
Management & Research**

  
Director



  
Mr. Ashu Pan

Upon joining, the employee will be deemed to be on a probationary period of 6 months from the Date of Joining, in line with the company's standard Talent Management policy. The Company will be entitled to terminate the employment during such probation without providing any notice or base salary payment in lieu, other than for wages associated for the period the employee has worked with immediate effect, without providing any justification.

Appendix B lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer**, wherein should the company not receive a formal acceptance in writing/ vide an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before by **5-Dec-2022** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note that as per the Company's policy, all onboarding or joining formalities shall be required to be completed within three (3) working days from the date of joining Morningstar. In the event that you face any difficulty in doing so, please inform the Talent and Culture team within the aforesaid period of three (3) working days, so that the appropriate action can be initiated. Failure to follow the Company's policy with regard to completion of your onboarding or joining formalities within the specified period, as mentioned above, may lead to appropriate disciplinary action.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases

**For Sheela Raheja School of Business  
Management & Research**

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 **Director**



  
**Dr. Goh Paw**  
  
Dr. Goh Paw

where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board").

In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which Incumbent may then possess or have under his/her control.

The laws of India and the Courts of Mumbai shall govern this contract.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



For Sheila Raheja School of Business  
Management & Research

  
M Anil Parw

Pratik

Shivani Pasi

Pratik Parikh

Shivani Pasi

Head – Talent & Culture, India

Appendix A

Compensation

Amount Per Annum  
(INR)

|                                      |         |
|--------------------------------------|---------|
| Total Compensation (A+B+C+D)         | 399,075 |
| Base Pay & Allowance (A+B)           | 339,600 |
| Performance Bonus 7% of Base Pay (C) | 21,000  |
| Retirals Offered (D)                 | 38,475  |

Pay Components:

|  | Amount Per Month (INR) | Amount Per Annum (INR) |
|--|------------------------|------------------------|
| Base Pay (A)                                   | 25,000                 | 300,000                |
| Basic Salary                                   | 12,500                 | 150,000                |
| House Rent Allowance                           | 6,250                  | 75,000                 |
| Statutory Bonus                                | 3,000                  | 36,000                 |
| Flexi Reimbursement/Chy Compensatory Allowance | 3,250                  | 39,000                 |
| Total Allowance (B)                            | 3,300                  | 39,600                 |
| Travel Allowance                               | 2,200                  | 26,400                 |
| Meal Allowance                                 | 1,100                  | 13,200                 |
| Shift Allowance (General)                      |                        |                        |

Flexi Reimbursements

Remarks

Max Limit Per Annum

Total

Books & Periodicals As per eligibility

Telephone Bill As per Eligibility

Food Coupons PM 1100 / 2200 / 3300

LTA Least of (2\*Basic PM) or (2.5L)

National Pension Scheme (Employee Contribution)\* NPS Contribution: 500 or 5% of Basic per month

For Sheila Raheja School of Business Management & Research

  
Director

Notes:

  
Ansh Pannu

  
Director



At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy.

1. Flexi reimbursement kindly refer table above.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax Laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Basic salary and calculated based on Company, Business (unit) and Individual performance. Your Performance Bonus will be prorated based on start date in your first calendar year with us, provided your start date is before November 1st.
6. Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, prorated to no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
8. \* Please note ADP contribution will be made only if the employee is willing to contribute. For expatriates, approval (checklist) on ADP is mandatory to avail this benefit.

#### Benefits Offered

##### Company Contribution / Eligibility Per Annum

|                               | (INR)  |
|-------------------------------|--------|
| Invest in Your Retirement (D) | 38,475 |

Employer Provident Fund 21,600  
 NPS Employer Contribution \* 7,500  
 Gratuity Provision 9,375

##### Invest in Your Well-Being

Health Insurance (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children) <50,000  
 Accidental Insurance (Employee only) 1,000,000  
 Term Life Insurance (Employee only) 1,500,000  
 Paid Holidays, Time Offs & Flexi Working Hours Eligibility as per policy  
 Connect & Heal (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children) Emergency health services  
 Employee Assistance Program (Self + any 5 family members) \* Your Well-Being Coach\*  
 Creche/Day-Care Support Parenthood

##### Invest in Your Growth

Education Stipend: Yearly eligibility as per policy



Anshu Panu

For Sheila Raheja School of Business Management & Research

Dipankar M.

Director

CFA: Sponsored program as per policy  
LinkedIn Learning: Sponsored membership  
Librarywaits.com: Book library membership

 Invest in Great Talent

Internal Job Posting: Internal growth prospect  
Employee Referral Plan: Additional monetary benefit  
Rewards & Recognition: Monetary & non-monetary awards

 Invest in Ownership

Shared Ownership Program: Equity plan with company contribution  
Impact Awards: Performance based equity awards

 Invest in Your Community

Matching Gifts Program: Community support



For Sheila Raheja School of Business  
Management & Research

Appendix B

Dr. Cushi Panwar

Dr.  
Darsmann . M.

Director

1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

## 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

in the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign, during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

## 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the

**For Sheila Raheja School of Business  
Management & Research**

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Director



  
Anshu Panu

DA -  
Sharma . M



Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

  
Dr Anshu Pannu



Dr.  
Dattaram M.

For Sheila Raheja School of Business  
Management & Research

  
Director



JP INFRA REALTY PRIVATE LIMITED

Reg. Off. Add: 301 Viraj Tower, W. E. Highway, Near WEH Metro Station, Andheri East, Mumbai-400093, Maharashtra, India.

| T: 022-42415678 | F: 022-42415679 | E: [cs@jpinfra.com](mailto:cs@jpinfra.com) | W: [www.jpinfra.com](http://www.jpinfra.com) | CIN: U45200MH2010PTC206022

December 07, 2022

To,

Pratiksha Nagraj Ambekar  
Indian Oil, Megibai Chawl, RM-104,/6,  
Talav Pakhadi, RD-03. Sahar,  
Mumbai, Maharashtra, 400099.  
PAN - CVOPA9750L

Offer Letter

Dear Pratiksha,

With reference to the interviews you had with us, we are pleased to offer you an exciting career in our organization as "Executive - Digital Marketing". You will be part of "Marketing" team. In your normal course of work, you will report to the Company's "Head Office" in Andheri. However, it is understood that based on business needs or exigencies, if required, you will be flexible to work out of alternate locations.

Your fixed Annual Cost to Company (CTC) will be Rs. 500004/- (Rupees Five Lakh & Four Only) as per salary annexure enclosed.

On the date of joining, you are required to submit:

1. Passport size photographs – (2)
2. Education Certificates (Highest Qualification)
3. Copy of PAN Card, Address Proof & Aadhar Card
4. Relieving Letter of your previous employer(s)
5. Resignation acceptance of immediate previous employer

Your date of joining as agreed between us shall be on or before **December 08, 2022**. This offer is valid for a period of 48 hours from date of issue. Kindly sign and return a copy of this offer letter as a token of your acceptance.

Yours Sincerely,

For JP Infra Realty Private Limited

SD/-

Ajay Nair  
Chief Operating Officer

NB: your offer for employment/employment is subject to:

1. successful completion of a professional reference check of your previous employment(s).
2. Successful completion of a pre-employment medical examination, if so needed.
3. Provision of genuine and validated documents being provided at the time of interview

Anshu Panigrahy

Pratiksha



For Sheila Raheja School of Business Management & Research

Director



JP INFRA REALTY PRIVATE LIMITED

Reg. Off. Add: 301 Viraj Tower, W. E. Highway, Near WEH Metro Station, Andheri East, Mumbai-400093, Maharashtra, India.

| T: 022-42415678 | F: 022-42415679 | E: [cs@jpinfra.com](mailto:cs@jpinfra.com) | W: [www.jpinfra.com](http://www.jpinfra.com) | CIN: U45200MH2010PTC206022

SALARY ANNEXURE

Name: Pratiksha Nagraj Ambekar  
Designation: Executive - Digital Marketing  
Department: Marketing

| Sr. No. | Particulars               | Salary Components                     | Monthly (Rs.) | Annual (Rs.)  | Remarks                                     |
|---------|---------------------------|---------------------------------------|---------------|---------------|---|
| 1       | Salary Taxable Part       | Basic                                 | 20834         | 250008        |   |
| 2       |                           | HRA                                   | 10417         | 125004        |   |
| 3       |                           | Statutory Bonus                       | 2100          | 25200         |   |
| 4       |                           | Supplementary Allowance               | 6316          | 75792         |   |
| 5       | Salary Reimbursement Part | Child Education Allowance             | 200           | 2400          | Tax Beneficial subject to documentary proof |
| 6       |                           | Telephone Allowance                   | 0             | 0             |   |
| 7       |                           | Leave Travel Allowance                | 0             | 0             |   |
| A       |                           | <b>Gross Total (1 To 7)</b>           | <b>39867</b>  | <b>478404</b> |   |
| 8       | Retiral Benefits          | Employer PF                           | 1800          | 21600         |   |
| B       |                           | <b>CTC Total (A+8)</b>                | <b>41667</b>  | <b>500004</b> |   |
| 9       | Deductions                | Employee PF                           | 1800          | 21600         |   |
| 10      |                           | Professional Tax                      | 200           | 2500          |   |
| C       |                           | <b>Net Pay Before Tax (A-(09+10))</b> | <b>37867</b>  | <b>454304</b> |   |

**Benefits at JP:**

1. Gratuity - as per provisions of the statutory norms in force.
2. Insurance:
  - a. Group Mediclaim Policy (GMC) of Rs. 2.50 lakhs per family (Self+Spouse+2 dependent Children)
  - b. Group Personal Accident (GPA) of Rs. 10.00 lakhs for employee.

**Notes:**

1. Certain elements of your Salary are tax beneficial and If you wish to avail tax rebate on these components, kindly submit original proof / bills for the same by end of year or as intimated, else the entire component will be taxed
2. All payments are subject to deduction of appropriate statutory taxes including TDS as per Income Tax rules and norms.
3. The Appraisal cycle begins every financial year and seniority of minimum 6 months is required for being eligible for the same year. All increments / appraisals are subject to economic, market scenarios, employee's performance and company's performance.
4. Please route all your queries to [hr@jpinfra.com](mailto:hr@jpinfra.com)

For JP Infra Realty Private Limited

SD/-

Ajay Nair  
Chief Operating Officer



For Sheela Raheja School of Business Management & Research

Director

Pratiksha Nagraj Ambekar



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Fwd: Letter of Intent Yash Sharma

1 message

**Yash Sharma** <yns816181@gmail.com>  
To: "placement@srbs.edu.in" <placement@srbs.edu.in>

Wed, Dec 14, 2022 at 12:15 PM

YASH SHARMA

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

From: **Vaishali Patel - Savino Del Bene India Head Office** <vaishali.patel@savinodelbene.com>  
Date: Tue, Dec 13, 2022, 16:17  
Subject: Letter of Intent  
To: yns816181@gmail.com <yns816181@gmail.com>  
Cc: Gianfranco Di Bonaventura - Savino Del Bene India Head Office <gianfranco.dibonaventura@savinodelbene.com>

Dear Yash,

Based upon our discussion, we are pleased to offer you the position of **Sr. Executive – Customer Service**, based at Mumbai Branch.

### 1. SALARY

We offer you an all-inclusive remuneration as discussed and mutually agreed subject to the deductions necessary by the Income Tax Act, 1961. This remuneration is on the basis of what is commonly known as "Cost to Company".

### 2. DATE OF JOINING

You will be required to join your duties on or before **14<sup>th</sup> December 2022**. Any change in the date of joining by you must be informed in advance to the Company in writing, failing which the offer shall be deemed null and void.

### 3. DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

You are requested to submit the following documents at the time of joining:-

- Attested copies of Education Certificates and mark sheets.
- Recent passport size color photograph.
- Relieving letter from previous 3 employer.
- Proof of Birth certificate.
- Last salary slip from previous employer.
- Form -16 of current financial year for tax calculation.



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

- Copy of PAN card
- Residential proof

4. A detailed letter of appointment stating terms and conditions, as also breakup of the salary package will be issued to you within a week after joining.

Please acknowledge this email to signify your acceptance of our offer of employment.

In case you have any further clarifications, please feel free to contact us.

Thanks & Regards,

**Vaishali Patel**

Head – Human Resources

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704, CNB Square, Sangam Complex,  
127 Andheri-Kurta Road, Chakala  
Andheri (East), Mumbai 400 059, INDIA.

*Dr. Cushi Ram*  
*Dr. Jyotsna M.*




For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

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 cid:image020.png@01D6F89F.76BF5EF0 vaishali.patel@savinodelbene.com

 cid:image021.png@01D6F89F.76BF5EF0 [www.savinodelbene.com](http://www.savinodelbene.com)

Follow us on  cid:image022.png@01D6F89F.76BF5EF0

 cid:image023.jpg@01D6F89F.76BF5EF0 Please consider the environment before printing this e-mail

**Registered Office:** Savino Del Bene Freight Forwarders (India) Pvt. Ltd., 704, CNB Square, Sangam Complex, 127 Andheri-Kurta Road, Chakala Andheri (East), Mumbai 400 059, INDIA., **Tel:** +91-22-61400100, **Fax:** +91-22-61400108, **Email:** [mumbai@savinodelbene.com](mailto:mumbai@savinodelbene.com) **Company CIN:** U63090MH1998PTC115944

ALL TRANSACTIONS WITH SDB INDIA OFFICES ARE SUBJECT TO OUR GENERAL TERMS AND CONDITIONS WHICH ARE AVAILABLE IN OUR BRANCHES

December 19<sup>th</sup>, 2022.

Dear Mr. Atharva Shringarpure,

We are pleased to offer you the position of **Management Trainee**, based in **Mumbai** and reporting to Mr. Krunal Gandhi Internet & Mobile Association of India (IAMAI) and have such reports as announced from time to time by the association. The terms and conditions of employment and employment period shall be as follows:

**1. JOB DESCRIPTION:**

As an employee of the association, you will be expected to carry out such legitimate tasks that are assigned to you from time to time by your reporting manager. However, your primary responsibilities are detailed below:

a. **Primary Responsibilities:**

- Sales of IAMAI membership to new clients as per the defined targets from time to time
- Creating sector wise database and tapping new targets month on month
- Securing existing membership base
- Developing a sales strategy to sign up members for IAMAI
- Responsible for sales presentations and proposals
- Investigating lost sales and customer accounts
- Tracking, collating, and interpreting sales figures
- Forecasting annual, quarterly, and monthly sales revenue

**2. TRAVEL REIMBURSEMENT:**

The IAMAI shall reimburse you expenses incurred on travel for official purposes claimed through expense report, at an actual cost as per standard rates followed by IAMAI.

**3. OFFICIAL WORKING HOURS:**

Monday to Friday : 09:00 a.m. to 05:00 p.m.

While your main place of work would be Mumbai, you would be required to undertake travel outside the city as and when required.

The nature of the work is such that the working time is not measured or predetermined. You would be expected to work normal business hours which are 9.00 a.m. to 5.00 p.m. Monday to Friday and such additional hours as may be necessary in the performance of your duties and powers under this agreement. No overtime will be paid with respect to any hours worked by you outside normal business hours.

**4. SALARY AND INCENTIVES:**

You shall be on a probation period for first 6 months. Your maximum Cost to Company (CTC) shall be INR 6,96,248/- per annum.

(Please note that all annual assessments are made in the month of April-May either on a full year reckoning or on a pro-rata basis from the date of joining. In order to be eligible for Indicative Performance Pay, you need to be employed with the organization at the time of disbursement of the same & also need to complete your target as assigned by your manager from time to time)

  
Anu Ash Pare  
Mumbai  
Delhi

  
Dr. Sheela Raheja



For Sheila Raheja School of Business  
Management & Research

  
Director

**5. BENEFITS:**

You would be entitled to the following benefits while working for the Association:

- a. Economy class airfare to any domestic-International destination on official travel or AC II Tier train fare as decided by the Association from time to time.
- b. A laptop/desktop to enable you to conduct your official work.
- c. Please note that no instrument (Mobile) will be provided by the association.

**6. LEAVE:**

During the probation period no leave is entitled and after completing the probation period of your appointment with the Association, you shall be entitled to an annual leave of 15 days. You shall also be entitled 12 days of medical leave and 7 days of casual leave. All the leaves are on Pro-rata basis.

**7. TERMINATION:**

Either party, without giving any reason, can affect termination of employment. For this, the notice period is 15 days during the probation period & two months on confirmation of employment.

**8. EMPLOYMENT AGREEMENT:**

- a) Your signature on this document ensures that trade secrets and confidential information is not used or disclosed to our competitors.
- b) An employee shall not undertake any assignment, occupation, employment vocation, trade, business outside his employment.
- c) No employee shall directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever.
- d) Employment will be terminated on engaging in any vocation other than employment with the company or obtaining employment paid or unpaid.
- e) Expression of support for any political party is Misconduct.

Mr. Atharva Shringarpure welcome to IAMAL, I look forward to the contributions you will make in this position. If this offer is acceptable to you, please sign where indicated and return this letter to me.

Yours sincerely,



Gaurav Chopra  
Senior Vice President  
Internet & Mobile Association of India

I, Atharva Shringarpure have carefully read and understood and agreed to the terms and conditions of this letter. I will report for work on 16<sup>th</sup> Feb 2023 at 9.00 am.



Signature:  
Date: 23/12/22

  
Ashish Kulkarni  
Director





For Sheila Raheja School of Business Management & Research

  
Director

# Mr. Atharva Shringarpure

Designation: Management Trainee  
Reporting To: Krunal Gandhi  
Location : Mumbai

|  | Month(INR) | Annual (INR) |
|--|------------|--------------|
| <b>Salary</b>  |            |              |
| Basic Salary   | 15,000     | 1,80,000     |
| <b>Allowances/ Reimbursements</b>                                    |            |              |
| HRA(50% of Basic)  | 7,500      | 90,000       |
| Conveyance Allowance   | 1,600      | 19,200       |
| Medical Reimbursement  | 1,250      | 15,000       |
| Misc. Allowance  | 24,650     | 2,95,800     |
| <b>Gross Salary (A)</b>  | 50,000     | 6,00,000     |
| Bonus based on performance<br>(Maximum upto 10% of the Gross Salary) |            | 60,000       |
| <b>Total Variable Pay (B)</b>  |            | 60,000       |
| <b>Other Emoluments (C)</b>  |            |              |
| Provident Fund-Employer Share<br>(Will be capped at Rs.1800/-)       | 1,800      | 21,600       |
| Gratuity   |            | 8,648        |
| Mobile Reimbursement   | 500        | 6,000        |
| <b>Total Other Emoluments</b>  |            | 36,248       |
| <b>Target Cost to Company (A+B+C)</b>                                |            | 6,96,248     |

\* Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.

  
Mr. Ashish Patil

  
Dr. Jyoti M.



For Sheela Rajesh School of Business  
Management & Research

  
Director



December 19<sup>th</sup>, 2022.

Dear Mr. Sunil Zadane,

We are pleased to offer you the position of **Management Trainee**, based in **Mumbai** and reporting to Mr. Siddhartha Sengupta Internet & Mobile Association of India (IAMAI) and have such reportees as announced from time to time by the association. The terms and conditions of employment and employment period shall be as follows:

**1. JOB DESCRIPTION:**

As an employee of the association, you will be expected to carry out such legitimate tasks that are assigned to you from time to time by your reporting manager. However, your primary responsibilities are detailed below:

a. **Primary Responsibilities:**

- Preparing custom sponsorship proposals, presentations, decks and content for the potential sponsors.
- Preparing sponsorship proposals, presentations, decks and content for the all the events, roundtables, awards and offsites.
- Liaising with internal stake holders to create posters, marketing collaterals, social media posts, essential for closing sponsors for the events.
- Help Identify prospective clients in the existing market & thereby help the sales team to achieve target revenues for the events.
- Devising a Marketing plan within limited budgets for every assigned event to build up the database of prospective sponsors.
- Liaising with internal stake holders to ensure that the internal team is meeting all the deliverables promised to the sponsors.
- Keeping track of various ongoing events by competitors and learning from them
- Creating Post-event evaluation deck for the sponsors.

**2. TRAVEL REIMBURSEMENT:**

The IAMAI shall reimburse you expenses incurred on travel for official purposes claimed through expense report, at an actual cost as per standard rates followed by IAMAI.

**3. OFFICIAL WORKING HOURS:**

Monday to Friday : 09:00 a.m. to 05:00 p.m.

While your main place of work would be Mumbai, you would be required to undertake travel outside the city as and when required.

The nature of the work is such that the working time is not measured or predetermined. You would be expected to work normal business hours which are 9.00 a.m. to 5.00 p.m. Monday to Friday and such additional hours as may be necessary in the performance of your duties and powers under this agreement. No overtime will be paid with respect to any hours worked by you outside normal business hours.

**4. SALARY AND INCENTIVES:**

You shall be on a probation period for first 6 months. Your maximum Cost to Company (CTC) shall be INR 6,40,542/- per annum.

*(Signature)*  
Mr. Anish Bhatnagar

*(Signature)*  
Director



For Sheila Raheja School of Business  
Management & Research

*(Signature)*  
Director

Mumbai: 408, Road No. 1, Sector 1, Vashi, Dist. Thane (Mumbai) Tel: +91-22-672-1555 Fax: +91-22-672-0770-5526  
Delhi: 332-B, Ground Floor, Connaught Industrial Estate, Connaught Place II, Delhi - 110006 (India) Tel: +91-11-4176-8505 Fax: +91-11-4176-8506

(Please note that all annual assessments are made in the month of April-May either on a full year reckoning or on a pro-rata basis from the date of joining. In order to be eligible for Indicative Performance Pay, you need to be employed with the organization at the time of disbursement of the same & also need to complete your target as assigned by your manager from time to time)

#### 5. BENEFITS:

You would be entitled to the following benefits while working for the Association:

- a. Economy class airfare to any domestic/International destination on official travel or AC II Tier train fare as decided by the Association from time to time.
- b. A laptop/desktop to enable you to conduct your official work.
- c. Please note that no instrument (Mobile) will be provided by the association.

#### 6. LEAVE:

During the probation period no leave is entitled and after completing the probation period of your appointment with the Association, you shall be entitled to an annual leave of 15 days. You shall also be entitled 12 days of medical leave and 7 days of casual leave. All the leaves are on Pro-rata basis.

#### 7. TERMINATION:

Either party, without giving any reason, can affect termination of employment. For this, the notice period is **15 days** during the probation period & **two months** on confirmation of employment.

#### 8. EMPLOYMENT AGREEMENT:

- a) Your signature on this document ensures that trade secrets and confidential information is not used or disclosed to our competitors.
- b) An employee shall not undertake any assignment, occupation, employment vocation, trade, business outside his employment.
- c) No employee shall directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever.
- d) Employment will be terminated on engaging in any vocation other than employment with the company or obtaining employment paid or unpaid.
- e) Expression of support for any political party is Misconduct.

**Mr. Sunil Zadane** welcome to IAMAI, I look forward to the contributions you will make in this position. If this offer is acceptable to you, please sign where indicated and return this letter to me.

Yours sincerely,

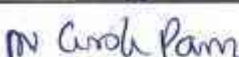


Gaurav Chopra  
Senior Vice President  
Internet & Mobile Association of India



For Sheila Raheja School of Business  
Management & Research

  
Director

  
Anubh Pam

  
Anubh Pam

Internet and Mobile Association of India

Mumbai: 406, Ready Money Terrace, 167, Dr Amal Desai Road, Worli, Mumbai - 400018 (INDIA) Tel: +91-22-6746-6666, Fax: +91-22-6746-6666  
Delhi: 232-B, Ground Floor, Okhla Industrial Estate, Okhla Phase III, Delhi - 110020 (INDIA) Tel: +91-11-4176-6666, Fax: +91-11-4176-6666

I, **Sunil Zadane** have carefully read and understood and agreed to the terms and conditions of this letter. I will report for work on \_\_\_\_\_ at 9.00 am.

Signature:  
Date:

## Mr. Sunil Zadane

**Designation:** Management Trainee  
**Reporting To:** Siddhartha Sengupta  
**Location :** Mumbai

|  | Month(INR) | Annual (INR) |
|--|------------|--------------|
| <b>Salary</b>  |            |              |
| Basic Salary   | 13,750     | 1,65,002     |
| <b>Allowances/ Reimbursements</b>                                    |            |              |
| HRA(50% of Basic)  | 6,875      | 82,501       |
| Conveyance Allowance   | 1,600      | 19,200       |
| Medical Reimbursement  | 1,250      | 15,000       |
| Misc. Allowance  | 22,359     | 2,68,304     |
| <b>Gross Salary (A)</b>  | 45,834     | 5,50,008     |
| Bonus based on performance<br>(Maximum upto 10% of the Gross Salary) | -          | 55,001       |
| <b>Total Variable Pay (B)</b>  |            | 55,001       |
| <b>Other Emoluments (C)</b>  |            |              |
| Provident Fund-Employer Share<br>(Will be capped at Rs.1800/-)       | 1,800      | 21,600       |
| Gratuity   |            | 7,933        |
| Mobile Reimbursement   | 500        | 6,000        |
| <b>Total Other Emoluments</b>  |            | 35,533       |
| <b>Target Cost to Company (A+B+C)</b>                                |            | 6,40,542     |

\* Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.

*DN*  
DN Godekar

*DN*  
Siddhartha M.



For Sheila Raheja School of Business  
Management & Research

*DN*  
Director

December 19<sup>th</sup>, 2022.

Dear Ms. Madiha Ali,

We are pleased to offer you the position of **Management Trainee**, based in **Mumbai** and reporting to Ms. Latika Kolnati Internet & Mobile Association of India (IAMAI) and have such reportees as announced from time to time by the association. The terms and conditions of employment and employment period shall be as follows:

**1. JOB DESCRIPTION:**

As an employee of the association, you will be expected to carry out such legitimate tasks that are assigned to you from time to time by your reporting manager. However, your primary responsibilities are detailed below:

a. Primary Responsibilities:

- Person shall be responsible for conceptualizing, planning, and executing allotted events of the association in profitable and proper manner
- Will be responsible for database generation and database management for the association and events
- Will be responsible for delegate marketing (experience in managing emailing platform, WhatsApp bots will be an added advantage)
- Handling budgeting for the event, keeping in touch with sponsorship team for the same
- Identifying the right platform for the event (in case of virtual events)
- Deciding & inviting potential speakers for the event
- Lead promotional activities for the event through social media marketing, communicating with the marketing agencies, finding supporters
- Contacting social media influencers for promoting the event
- Handling logistics – Venue, Lighting, speakers, transportation, caterers etc.
- Negotiating with vendors
- Helping with pre-event press release and post event press release
- Delegate's acquisition – Identifying right audience who will attend the event
- Managing complete event – Marketing, Operations, Website, Speakers & Delegates
- Will be responsible for event closing and making post event report

**2. TRAVEL REIMBURSEMENT:**

The IAMAI shall reimburse you expenses incurred on travel for official purposes claimed through expense report, at an actual cost as per standard rates followed by IAMAI.

**3. OFFICIAL WORKING HOURS:**

Monday to Friday : 09:00 a.m. to 05:00 p.m.

While your main place of work would be Mumbai, you would be required to undertake travel outside the city as and when required.

The nature of the work is such that the working time is not measured or predetermined. You would be expected to work normal business hours which are 9.00 a.m. to 5.00 p.m. Monday to Friday and such additional hours as may be necessary in the performance of your duties and powers under this agreement. No overtime will be paid with respect to any hours worked by you outside normal business hours.

  
Anurag Karm

Mumbai: 401, Regd. Office, 2nd Floor, 2nd & 3rd Cross, Bandra (E) - 400 051, Mumbai - 400 051. Tel: +91-22-2570 8802, Fax: +91-22-2570 8803  
Delhi: 232-B, Ground Floor, Okhla Industrial Estate, Okhla, District - New Delhi - 110 025. Tel: +91-11-2611 1436, Fax: +91-11-2611 1437



For Sheila Rehaja School of Management

  
Director

#### 4. SALARY AND INCENTIVES:

You shall be on a probation period for first 6 months. Your maximum Cost to Company (CTC) shall be INR 6,96,248/- per annum.

(Please note that all annual assessments are made in the month of April-May either on a full year reckoning or on a pro-rata basis from the date of joining. In order to be eligible for Indicative Performance Pay, you need to be employed with the organization at the time of disbursement of the same & also need to complete your target as assigned by your manager from time to time)

#### 5. BENEFITS:

You would be entitled to the following benefits while working for the Association:

- Economy class airfare to any domestic/International destination on official travel or AC II Tier train fare as decided by the Association from time to time.
- A laptop/desktop to enable you to conduct your official work.
- Please note that no instrument (Mobile) will be provided by the association.

#### 6. LEAVE:

During the probation period no leave is entitled and after completing the probation period of your appointment with the Association, you shall be entitled to an annual leave of 15 days. You shall also be entitled 12 days of medical leave and 7 days of casual leave. All the leaves are on Pro-rata basis.

#### 7. TERMINATION:

Either party, without giving any reason, can affect termination of employment. For this, the notice period is **15 days** during the probation period & **two months** on confirmation of employment.

#### 8. EMPLOYMENT AGREEMENT:

- Your signature on this document ensures that trade secrets and confidential information is not used or disclosed to our competitors.
- An employee shall not undertake any assignment, occupation, employment vocation, trade, business outside his employment.
- No employee shall directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever.
- Employment will be terminated on engaging in any vocation other than employment with the company or obtaining employment paid or unpaid.
- Expression of support for any political party is Misconduct.

**Ms. Madiha Ali** welcome to IAMAI, I look forward to the contributions you will make in this position. If this offer is acceptable to you, please sign where indicated and return this letter to me.

Yours sincerely,

  
Gaurav Chopra *AN Aadi Pan*  
Senior Vice President  
Internet & Mobile Association of India



For Sheela Rane School of Business  
Management & Research

  
Director

Internet and Mobile Association of India

Mumbai: 406, Ready Money Terrace, 167, Dr Annie Besant Road, Worli, Mumbai - 400015 (INDIA) Tel: +91-22-8770-8098, Fax: +91-22-8770-8605  
Delhi: 232-B, Ground Floor, Okhla Industrial Estate, Okhla Phase III, Delhi - 110020 (INDIA) Tel: +91-11-4176-8808, Fax: +91-11-4176-6605

I, **Madiha Ali** have carefully read and understood and agreed to the terms and conditions of this letter. I will report for work on \_\_\_\_\_ at 9.00 am.

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

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

## Ms. Madiha Ali

**Designation:** Management Trainee  
**Reporting To:** Latika Kolnati  
**Location :** Mumbai

|  | Month(INR) | Annual (INR) |
|--|------------|--------------|
| <b>Salary</b>  |            |              |
| Basic Salary   | 15,000     | 1,80,000     |
| <b>Allowances/ Reimbursements</b>                                    |            |              |
| HRA(50% of Basic)  | 7,500      | 90,000       |
| Conveyance Allowance   | 1,600      | 19,200       |
| Medical Reimbursement  | 1,250      | 15,000       |
| Misc. Allowance  | 24,650     | 2,95,800     |
| <b>Gross Salary (A)</b>  | 50,000     | 6,00,000     |
| Bonus based on performance<br>(Maximum upto 10% of the Gross Salary) | -          | 60,000       |
| <b>Total Variable Pay (B)</b>  |            | 60,000       |
| <b>Other Emoluments (C)</b>  |            |              |
| Provident Fund-Employer Share<br>(Will be capped at Rs.1800/-)       | 1,800      | 21,600       |
| Gratuity   |            | 8,648        |
| Mobile Reimbursement   | 500        | 6,000        |
| <b>Total Other Emoluments</b>  |            | 36,248       |
| <b>Target Cost to Company (A+B+C)</b>                                |            | 6,96,248     |

\* Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.

*M. Crush Pan*

*M. M.*



For Sheila Raheja School of Management  
Management Association of India

*[Signature]*  
Director

29-Mar-2023



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

Dear KEITH PRASHANT DCRUZE

*[Signature]*  
Dr. Cande Ram

*[Signature]*  
Dr. Anurag M.

We are pleased to offer you the position of Business Trainee at Level - 3 of our Company. The offer is subject to successful completion of your post-graduation course.

Your compensation details are as follows:

| Components                    | Components Rs. Per annum |
|-------------------------------|--------------------------|
| Basic                         | 138,000                  |
| Supplementary Allowance       | 42,000                   |
| Employer's Contribution to PF | 21,600                   |
| Statutory Bonus               | 7,000                    |
| Gratuity                      | 6,634                    |
| Flexible Compensation Pay     | 244,766                  |
| <b>Total Fixed Pay</b>        | <b>460,000</b>           |

The terms and conditions of your appointment will be communicated to you on acceptance of this letter.

The Company reserves the right to conduct background checks including your antecedent, education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by

you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

You are required to submit the requisite documents & proofs of successful completion of your post-graduation course within 6 months of joining the organization.

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

Best Regards,



**Subhashish Banerji**  
Executive Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.



Ceroh Pany



Mrs. J. S. M. in



**For Sheila Raheja School of Business  
Management & Research**



Director





# visible alpha

VISIBLE ALPHA SOLUTIONS INDIA PVT. LTD.

February 16, 2023

Tanisha Singh  
Mumbai

**Sub: Offer of employment for the position of Research Associate I**

Dear **Tanisha,**

The entire team here at Visible Alpha enjoyed meeting with you and discussing our company's open position in our Mumbai office. We are pleased to offer you the position of **Research Associate I** in our Company as per the agreed terms and conditions.

You will draw a total salary package of **INR. 5,00,000/- per annum**. This will include a fixed salary package of **INR. 5,00,000/- per annum** (The breakup is enclosed).

You have also agreed to execute an employment bond for 12 months effective from your date of joining in view of the direct and indirect expenditure to be incurred by us on your special, technical and job training and other support during such training.

You will be required to work in rotational shifts including night shifts in line with our business requirement. An additional allowance under the head night shift allowance will be paid for working in night shift.

Visible Alpha gives high priority to employees and their family health and has a vaccination reimbursement program supporting its employees. You have also agreed to be fully vaccinated against the Covid-19 pandemic prior to the joining date.

You are required to join the service on or before **March 01, 2023**. Notwithstanding anything mentioned above, this offer letter expires on **March 02, 2023**. You will receive your appointment letter, compensation breakup and standard agreements on joining the company.

Please sign the copy of this letter as a token of your acceptance and return the same immediately.

We hope our association will be a long and mutually beneficial one.

Yours faithfully,

**For Visible Alpha Solutions India Pvt. Ltd.,**



**For Sheila Raheja School of Business  
Management & Research**

**Padma Priya Saraswatula**  
EVP, General Manager India

*20.02.23*  
*Datta. H.*

I have read & understood the Terms & Conditions attached along with and I am pleased to accept your offer of employment.

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

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

Visible Alpha Solutions India Pvt. Ltd.

Registered Office: Ground Floor, U-5, 50, Indira Nagar, Bandra (E), Mumbai - 400052  
Tel: +91-22-66711000 Email: info@visiblealpha.com Website: <http://www.visiblealpha.com>  
CIN: U72300MH2013PCL0264331 7, 021 22A, INC-1109 (A) 125

**Personal & Confidential**
**Annexure 'A'**

 Compensation Plan for : **Tanisha Singh**  
 Designation : **Research Associate I**  
 Effective From : **March 1, 2023**

 Member Code : **VATBD**  
 Location : **Mumbai**

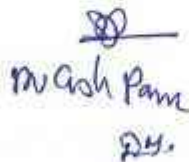
(Amount in INR)

| Sr #                                      | Earning Head                              | Per Month     | Per Annum       |
|---|---|---------------|-----------------|
| <b>Monthly Components :</b>               |   |               |                 |
| 1   | Basic Salary                              | 20,833        | 2,49,996        |
| 2   | House Rent Allowance ( HRA )              | 10,417        | 1,25,004        |
| 3   | Transport Allowance                       | 1,600         | 19,200          |
| 4   | Education Allowance                       | 100           | 1,200           |
| 5   | Statutory Bonus                           | 1,735         | 20,825          |
| 6   | Cash Allowance                            | 1,981         | 23,776          |
| <b>Total Monthly Components</b>           |   | <b>36,667</b> | <b>4,40,000</b> |
| <b>Reimbursements : [Refer Note (2) ]</b> |   |               |                 |
| 7   | Medical Expenses                          | 1,250         | 15,000          |
| 8   | Telephone Expenses                        | 1,250         | 15,000          |
| <b>Total Reimbursements</b>               |   | <b>2,500</b>  | <b>30,000</b>   |
| <b>Take Home Pay Pre-Tax</b>              |   | <b>39,167</b> | <b>4,70,000</b> |
| <b>Social Security &amp; Statutory</b>    |   |               |                 |
| 9   | Employer's Contribution to Provident Fund | 2,500         | 30,000          |
| <b>Total Cost to Company</b>              |   | <b>41,667</b> | <b>5,00,000</b> |

**Notes :**

- In addition to the above, you will be eligible for **Gratuity** as per the Gratuity Act. This will be contributed by Visible Alpha.
- All reimbursements** shall be drawn as per the rules framed by Visible Alpha. The same is non - taxable subject to submission of bills/declaration. Any tax liability arising out of the payments / reimbursements now, or in future, due to change in Income Tax Provisions, shall be borne by individual members. **The telephone** should be installed at your residence. **Mobile** phone should be postpaid connection & registered on your name.
- LTA** to be claimed taxfree annually as per applicable rules.
- Group medical insurance and accidental insurance** : As applicable and premium will be contributed by Visible Alpha.
- Education Allowance** exempt Per Child @Rs.100/- p.m.
- Employee PF contribution** will be an equal contribution like employer contribution mentioned above, it will be deducted from your monthly income and will be saved in your PF account. If you would like to add some extra amount that will come under VPF ( voluntary provident fund) which you could apply at starting of the financial year, and that amount will be deducted monthly and will be saved in your PF account.


**Padma Priya Saraswatula**  
 EVP, General Manager India



Anusha Pann


 For Sheela Raheja School of Business  
 Management & Research



Director



# visible alpha

LinkedIn | www.visiblealpha.com

## Annexure

Please keep the soft copy of the below documents ready with you at the time of joining for uploading on the HR portal.

- i. Experience letter / relieving letter from the employer prior to joining Visible Alpha. (Can be submitted once documents are released by the previous employer)
- ii. Experience letter from past employers. (These are experience letters from employers prior to last employment)
- iii. Previous employment salary slip (3 months) / Form 12B / Tax statement for current financial year.
- iv. Copies of:
  - 10th Std. Certificate
  - +2 (or) Diploma Certificate & Mark Sheets
  - Graduation - Degree Certificate & Mark sheets
  - Post-graduation - Degree Certificate & Mark sheets (If applicable)
  - Other / Additional Qualifications
  - Other Certifications (.Net, Sun, CCNA, PMP etc.)
- v. Copy of Passport. If the passport is not available, then a copy of the ration card.
- vi. Copy of PAN Card.
- vii. Copy of Aadhaar Card.
- viii. Copy of Marriage certificate, if applicable.
- ix. Fully Vaccinated Certificate.

**Note:** In case of any change in name during the course of education / employment you are requested to submit a copy of the affidavit / marriage certificate.

  
Dr. Anshu Pannu

  
Dr. Anshu Pannu



For Sheila Raheja School of Business  
Management & Research

  
Director

Visible Alpha Solutions India Pvt. Ltd.

Registered Office: (Dejura) Bkwa UGis 30, Pheeris Bungalow, Horn, 105 Road, Kurla West, Mumbai 400018.  
Tel: +91 22-06214000 Email: info@visiblealpha.com Website: http://www.visiblealpha.com  
CIN: U72300MH2011PLC164334 PAN: VAAALV1091A129

**Personal & Confidential**
**Annexure 'A'**

 Compensation Plan for : **Harshvardhan Kantilal Chhoriya**  
 Designation : **Research Associate I**  
 Effective From : **March 1, 2023**

 Member Code : **VATBD**  
 Location : **Mumbai**

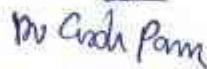
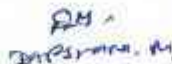
(Amount in INR)

| Sr #                                      | Earning Head                              | Per Month     | Per Annum       |
|---|---|---------------|-----------------|
| <b>Monthly Components :</b>               |   |               |                 |
| 1   | Basic Salary                              | 20,833        | 2,49,996        |
| 2   | House Rent Allowance ( HRA )              | 10,417        | 1,25,004        |
| 3   | Transport Allowance                       | 1,600         | 19,200          |
| 4   | Education Allowance                       | 100           | 1,200           |
| 5   | Statutory Bonus                           | 1,735         | 20,825          |
| 6   | Cash Allowance                            | 1,981         | 23,776          |
| <b>Total Monthly Components</b>           |   | <b>36,667</b> | <b>4,40,000</b> |
| <b>Reimbursements : [Refer Note (2) ]</b> |   |               |                 |
| 7   | Medical Expenses                          | 1,250         | 15,000          |
| 8   | Telephone Expenses                        | 1,250         | 15,000          |
| <b>Total Reimbursements</b>               |   | <b>2,500</b>  | <b>30,000</b>   |
| <b>Take Home Pay Pre-Tax</b>              |   | <b>39,167</b> | <b>4,70,000</b> |
| <b>Social Security &amp; Statutory</b>    |   |               |                 |
| 9   | Employer's Contribution to Provident Fund | 2,500         | 30,000          |
| <b>Total Cost to Company</b>              |   | <b>41,667</b> | <b>5,00,000</b> |

**Notes :**

- In addition to the above, you will be eligible for **Gratuity** as per the Gratuity Act. This will be contributed by Visible Alpha.
- All reimbursements** shall be drawn as per the rules framed by Visible Alpha. The same is non - taxable subject to submission of bills/declaration.  
Any tax liability arising out of the payments / reimbursements now, or in future, due to change in Income Tax Provisions, shall be borne by individual members.  
**The telephone** should be installed at your residence. **Mobile** phone should be postpaid connection & registered on your name.
- LTA** to be claimed taxfree annually as per applicable rules.
- Group medical insurance and accidental insurance** : As applicable and premium will be contributed by Visible Alpha
- Education Allowance** exempt Per Child @Rs.100/- p.m.
- Employee PF contribution** will be an equal contribution like employer contribution mentioned above, it will be deducted from your monthly income and will be saved in your PF account. If you would like to add some extra amount that will come under VPF( voluntary provident fund) which you could apply at starting of the financial year, and that amount will be deducted monthly and will be saved in your PF account.


**Padma Priya Saraswatula**  
 EVP, General Manager India

**For Sheela Raheja School of Business  
 Management & Research**
  
 Director



# visible alpha

Solutions India Pvt. Ltd.

## Annexure

Please keep the soft copy of the below documents ready with you at the time of joining for uploading on the HR portal.

- i. Experience letter / relieving letter from the employer prior to joining Visible Alpha. (Can be submitted once documents are released by the previous employer)
- ii. Experience letter from past employers. (These are experience letters from employers prior to last employment)
- iii. Previous employment salary slip (3 months) / Form 12B / Tax statement for current financial year.
- iv. Copies of:
  - 10th Std. Certificate
  - +2 (or) Diploma Certificate & Mark Sheets
  - Graduation - Degree Certificate & Mark sheets
  - Post-graduation - Degree Certificate & Mark sheets (If applicable)
  - Other / Additional Qualifications
  - Other Certifications (.Net, Sun, CCNA, PMP etc.)
- v. Copy of Passport. If the passport is not available, then a copy of the ration card.
- vi. Copy of PAN Card.
- vii. Copy of Aadhaar Card.
- viii. Copy of Marriage certificate, if applicable.
- ix. Fully Vaccinated Certificate.

**Note:** In case of any change in name during the course of education / employment you are requested to submit a copy of the affidavit / marriage certificate.

  
Mr Cooch Pann  
DM  
Department M



For Sheila Raheja School of Business  
Management & Research

  
Director

Visible Alpha Solutions India Pvt. Ltd.

Registered Office: 10th and 11th Floor, UCB 30, Phoenix Prakashan Plaza, 100 Road, Kurla West, Mumbai - 400024  
Tel: +91 22-26271400 | Email: [info@visiblealpha.com](mailto:info@visiblealpha.com), [hr@visiblealpha.com](mailto:hr@visiblealpha.com), [recruitment@visiblealpha.com](mailto:recruitment@visiblealpha.com)  
CN: 02300M1201511C264233 / GST: 27AAACV1001AUN



# visible alpha

February 16, 2023

Swapnil Bhongale  
Mumbai

Sub: Offer of employment for the position of **Research Associate I**

Dear **Swapnil**,

The entire team here at Visible Alpha enjoyed meeting with you and discussing our company's open position in our Mumbai office. We are pleased to offer you the position of **Research Associate I** in our Company as per the agreed terms and conditions.

You will draw a total salary package of **INR. 5,00,000/- per annum**. This will include a fixed salary package of **INR. 5,00,000/- per annum** (The breakup is enclosed).

You have also agreed to execute an employment bond for 12 months effective from your date of joining. In view of the direct and indirect expenditure to be incurred by us on your special, technical and job training and other support during such training.

You will be required to work in rotational shifts including night shifts in line with our business requirement. An additional allowance under the head night shift allowance will be paid for working in night shift.

Visible Alpha gives high priority to employees and their family health and has a vaccination reimbursement program supporting its employees. You have also agreed to be fully vaccinated against the Covid-19 pandemic prior to the joining date.

You are required to join the service on or before **March 01, 2023**. Notwithstanding anything mentioned above, this offer letter expires on **March 02, 2023**. You will receive your appointment letter, compensation breakup and standard agreements on joining the company.

Please sign the copy of this letter as a token of your acceptance and return the same immediately.

We hope our association will be a long and mutually beneficial one.

Yours faithfully,  
For Visible Alpha Solutions India Pvt. Ltd.,

**Padma Priya Saraswatula**  
EVP, General Manager India

*Dr. Datswami M.*



For Sheila Raheja School of Business  
Management & Research

Director

I have read & understood the Terms & Conditions attached along with and I am pleased to accept your offer of employment.

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

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

Visible Alpha Solutions India Pvt. Ltd.

Registered Office: 102, and Floor 102B-30, Phoenix Parkgate, 1st & 2nd Floor, Runa West, Mumbai 400075.  
Tel: +91-22-66217500 Email: info@visiblealpha.com Website: http://www.visiblealpha.com  
PIN: 472200Mumbai, PIN: 964943, 7420, 924400Mumbai

**Personal & Confidential**
**Annexure 'A'**

 Compensation Plan for : Swapnil Bhongale  
 Designation : Research Associate I  
 Effective From : March 1, 2023

 Member Code : VATBD  
 Location : Mumbai

(Amount in INR)

| Sr #                                      | Earning Head                              | Per Month     | Per Annum       |
|---|---|---------------|-----------------|
| <b>Monthly Components :</b>               |   |               |                 |
| 1   | Basic Salary                              | 20,833        | 2,49,996        |
| 2   | House Rent Allowance ( HRA )              | 10,417        | 1,25,004        |
| 3   | Transport Allowance                       | 1,600         | 19,200          |
| 4   | Education Allowance                       | 100           | 1,200           |
| 5   | Statutory Bonus                           | 1,735         | 20,825          |
| 6   | Cash Allowance                            | 1,981         | 23,776          |
| <b>Total Monthly Components</b>           |   | <b>36,667</b> | <b>4,40,000</b> |
| <b>Reimbursements : [Refer Note (2) ]</b> |   |               |                 |
| 7   | Medical Expenses                          | 1,250         | 15,000          |
| 8   | Telephone Expenses                        | 1,250         | 15,000          |
| <b>Total Reimbursements</b>               |   | <b>2,500</b>  | <b>30,000</b>   |
| <b>Take Home Pay Pre-Tax</b>              |   | <b>39,167</b> | <b>4,70,000</b> |
| <b>Social Security &amp; Statutory</b>    |   |               |                 |
| 9   | Employer's Contribution to Provident Fund | 2,500         | 30,000          |
| <b>Total Cost to Company</b>              |   | <b>41,667</b> | <b>5,00,000</b> |

- Notes :**
- In addition to the above, you will be eligible for **Gratuity** as per the Gratuity Act. This will be contributed by Visible Alpha.
  - All reimbursements** shall be drawn as per the rules framed by Visible Alpha. The same is non - taxable subject to submission of bills/declaration.  
Any tax liability arising out of the payments / reimbursements now, or in future, due to change in Income Tax Provisions, shall be borne by individual members.  
**The telephone** should be installed at your residence. **Mobile** phone should be postpaid connection & registered on your name.
  - LTA** to be claimed tax free annually as per applicable rules.
  - Group medical insurance and accidental insurance** : As applicable and premium will be contributed by Visible Alpha
  - Education Allowance** exempt Per Child @Rs.100/- p.m.
  - Employee PF contribution** will be an equal contribution like employer contribution mentioned above, it will be deducted from your monthly income and will be saved in your PF account. If you would like to add some extra amount that will come under VPF ( voluntary provident fund) which you could apply at starting of the financial year, and that amount will be deducted monthly and will be saved in your PF account.

Padma Priya Saraswatula  
EVP, General Manager India

Dr. Anshu Ram  
Director


 For Sheila Rajesha School of Business  
 Management & Research

Director

AL/012023/MN/0369

24<sup>th</sup>

January 2023

Vinayak Jain

Mumbai.

**SUB: APPOINTMENT LETTER FOR THE POSITION OF ANALYST**

Dear Vinayak,

We are pleased to inform you that you are appointed as an **Analyst – Investment Research & Analytics** in our company with immediate effect.

Your appointment becomes effective from the date of your joining the services of the company which should be no later than the mentioned date of joining i.e. **7<sup>th</sup> February, 2023. During this period, your Total Annual Cost to the company will be Rs. 6,00,000/-**

- CONFIRMATION:** We do not have any probation period clause; you will be confirmed from the 1<sup>st</sup> day of your joining. You will be entitled to leave and other perquisites as enshrined in Aranca HR Policy Manual.
- RULES AND REGULATIONS:** The Service Rules and Regulations, which may be brought in force or amended from time to time as applicable to all employees of the company, will govern your services.
- GENERAL:** During the course of your employment you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.
- PLACE OF POSTING AND TRANSFER:** Your posting at present is at **Mumbai**. During your employment with this company, you may be posted or transferred/attached to any other affiliated company or to any of the offices/subsidiaries/units/ associate offices of the company, to any town city in India or abroad at the sole discretion of the management. While working in another company or transferred/attached, you shall be entitled to emoluments and perks as applicable in transferred / attached company and for all purposes you shall be deemed to be employed in the company transferred/attached.
- MORAL RESPONSIBILITY & HONESTY:** You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your services may be dispensed with any time without any prior notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the company.

  
Dr. Chaitan Kumar

(Signature of Employee)

  
Dr. Chaitan Kumar



For Sheila Raheja School of Business  
Management & Research

  
Director





# visible alpha

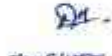
## Annexure

Please keep the soft copy of the below documents ready with you at the time of joining for uploading on the HR-portal.

- i. Experience letter / relieving letter from the employer prior to joining Visible Alpha. (Can be submitted once documents are released by the previous employer)
- ii. Experience letter from past employers. (These are experience letters from employers prior to last employment)
- iii. Previous employment salary slip (3 months) / Form 12B / Tax statement for current financial year.
- iv. Copies of:
  - 10th Std. Certificate
  - +2 (or) Diploma Certificate & Mark Sheets
  - Graduation - Degree Certificate & Mark sheets
  - Post-graduation - Degree Certificate & Mark sheets (If applicable)
  - Other / Additional Qualifications
  - Other Certifications (.Net, Sun, CCNA, PMP etc.)
- v. Copy of Passport. If the passport is not available, then a copy of the ration card.
- vi. Copy of PAN Card.
- vii. Copy of Aadhaar Card.
- viii. Copy of Marriage certificate, if applicable.
- ix. Fully Vaccinated Certificate.

**Note:** In case of any change in name during the course of education / employment you are requested to submit a copy of the affidavit / marriage certificate.

  
Ashu Panu

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

Visible Alpha Solutions India Pvt. Ltd.

Registered Office: Ground Floor UCB 30, Presence Palaces Plaza, 185 Road, Kuna West, Mumbai 400071.  
Tel: +91-22-66214640 Email: [hr@visiblealpha.com](mailto:hr@visiblealpha.com) Website: <http://www.visiblealpha.com>  
CIN: U72200MH1997123276423421201 12254171091461731

Private & Confidential

Date: 30/12/2022

ATISH PANDURANG SHINDE

NAGDEVI NAGAR NEAR OLD AIRPORT GATE NO 8

MILITARY CAMP VAKOLA SANTACRUZ EAST, MAHARASHTRA -400055

**APPOINTMENT LETTER**

Dear ATISH PANDURANG SHINDE,

Subsequent to the meetings between Convergys India Services Private Limited (hereinafter, 'Convergys'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

**1. Appointment**

1.1 You shall be appointed to the position of Sr. Representative, Human Resources at TTBU Business Unit in Comp Grade 11. This would be your Social Job Title and your Job profile, would be Recruiter I. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be in Thane.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role.

Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 02/01/2023 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents ( as per the Mandatory Document Checklist ) before 02/01/2023 failing which the Company reserves the right to withdraw this offer letter and / or cancel your appointment. If this date is not suitable, please contact us immediately at subhashini.raman1@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

**2. Remuneration**

2.1 Your Earning Potential per annum would be 400,000 only.  
(Details as per annexure)

Signature of Candidate

NCNX/REC/ART/SPHR/SFTE128/1.3

Convergys India Services Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place  
New Delhi- 110001, India

91 11 68197751

CIN: U74899DL2001PTC109274

info@concentrix.com • www.concentrix.com

  
Mr. Ashwani Kumar

  
Dr. Ashwani Kumar



For Sheila Raheja School of Business  
Management & Research

  
Director

### 3. Terms and Conditions

3.1 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

3.2 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

#### 3.3 Valid Passport

##### (A) Comp Grade 10,9 & 8: Clause 3.3.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from the date of joining. Failure to do so may lead to termination of your employment.

##### (B) Comp Grade 12 & 11: Clause 3.3.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

3.3.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

3.4 The initial period of probation is 365 Days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

3.5 During the period of probation, either side can terminate this employment contract by giving 15 Days notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

3.6 After confirmation, either side may terminate your services by giving 30 Days notice in writing or payment of gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the gross salary in lieu of

Signature of Candidate:

NCNX/REC/ART/SPHR/SFTE128/1.3

  
Ansh Parm

  
Ansh Parm



For Sheila Raheja School of Business  
Management & Research

  
Director

notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

3.7 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

3.8 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

3.9 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

3.10 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

3.11 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

3.12 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

3.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

3.14 Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

3.15 The Company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday.


3.16 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

Signature of Candidate

NCNX/REC/ART/SPHR/SFTE128/1.3

For Sheila Raheja School of Business  
Management & Research

  
Anush Pannu

  
Dr. Johnson M.



  
Director

#### 4. Confidentiality

4.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients – the information you may have acquired while in the employment of the Company.

4.2 During the course of your employment you may come across a lot of information relating to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4.3 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

4.4 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

4.6 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential

5 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the company; manuals, documents, papers, memos, and files etc., which are classified. The company is recruiting you for your inherent experience, skills, knowledge and attitude that you have exhibited at the time of the selection process.

6 All communication between the employee and the Company shall be deemed to have been effectively served if sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing and get an acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

7 This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion, is discovered and/or due to non-disclosure of relevant information about you to the company.

Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Convergys, please visit the website [www.concentrix.com](http://www.concentrix.com)

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Convergys we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

Signature of Candidate

NCNX/REC/ART/SPHR/SFTE128/1.3

  
Dush Pam

  
D. M. Dorema



For Sheila Raheja School of Business  
Management & Research

  
Director

# jaro education

10<sup>th</sup> February 2023

To,  
**Mr. Vikrant Parab,**

Dear Vikrant,

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive".

**Find below compensation details:**

| Particulars  | (Amount in Rupees.) |                 |
|--|---------------------|-----------------|
|  | Per Month           | Per Annum       |
| Basic Salary   | 29,000              | 3,48,000        |
| House Rent Allowance   | 14,500              | 1,74,000        |
| Transport Reimbursement  | 1,600               | 19,200          |
| Telephone Reimbursement  | 500                 | 6,000           |
| Statutory Bonus (Paid Monthly)   | 2,420               | 29,040          |
| Special Allowance  | 1,980               | 23,760          |
| <b>Total</b>   | <b>50,000</b>       | <b>6,00,000</b> |
| Daily Travel Reimbursement   | 3,000               | 36,000          |
| Performance Incentive (Payable based on the achievement of Monthly targets)  | 15,000              | 1,80,000        |
| Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months) | 4,500               | 54,000          |
| <b>CTC: Eight Lakhs Seventy Thousand Only p.a.</b>   | <b>72,500</b>       | <b>8,70,000</b> |

Regards,  
**Jaro Education**

**Sushant Mallya**  
Vice President – Human Resource

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

DM.  
JARSUN. M



**For Sheila Raheja School of Business Management & Research**

Director

**Jaro Institute of Technology Management and Research Limited**

Registered Office : 11<sup>th</sup> Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074 India

CIN: U69302MH2009PLC193957 | Tel: +91-22-61435700 | www.jaro.in | Email: comp@jaro.in

**Kotak Life Insurance Offer Letter**

Date: 10th February, 2023.

From,  
Kotak Life  
Corporate Office  
Mumbai

To Pratik Vijayrao Karanjkar,

Dear Pratik,

Congratulations on being selected as **Management Trainee** with Kotak Life through the Management Trainee program at **L3 grade**. You will join the program in the month of June 2023.

It is an exciting time to join Kotak Life when we are strengthening our capabilities to increase customer focus, digitization as well as digitalization. The Management Trainees will hence play an integral role in this journey.

Kotak Life stands for *Hum Hain Hamesha*. We mean it when we say we care for our employees. Our focus is to provide you with long-term career opportunities within the organization and within the Kotak Group. We are proud to inform you that 4 of our Executive Committee leaders out of 7 had joined Kotak Group as Management Trainees. It is time for you to begin your leadership journey with us as a Management Trainee.

We look forward to your **#CareersforLife**.

Your fixed compensation will be Rs. 3.5 per annum

Your offer and appointment letter will be shared with you upon your acceptance of this provisional offer.

Yours truly,

**Kotak Mahindra Life Insurance Company Ltd.**

Authorized Signatory



For Sheila Rajwade School of Business  
Management & Research

  
Director

**Ashish Singh**  
**Sheila Raheja School of Business Management and Research**

Dear **Ashish**,

This has reference to your application and subsequent interview you had with us. Accordingly, we are pleased to offer you the position of "**Trainee-Sales**", in **Sales**, applicable to be based at **Mumbai** as per the terms and conditions discussed and agreed.

You will be offered a **Fixed Pay of Rs. 3,25,000/- (Rs. Three Lakh Twenty-Five Thousand only)** per annum. Details of your compensation are attached for your reference (Annexure I).

Please bring the following documents along with you when you come for joining:

1. Three Passport size photographs (Red Background)
2. Proof for Date of Birth
3. PAN card
4. Experience certificates of previous employers (if applicable)
5. Qualification Certificates (Original for verification and photocopies copies for our reference and record)
6. Marriage certificate (if applicable)
7. Copy of the Aadhar Card
8. Copy of the Universal Account Number (if applicable)

You are requested to join us on **15<sup>th</sup> Feb 2023**.

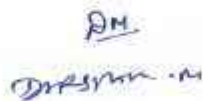
Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

We look forward to a long and mutually rewarding relationship.

Yours sincerely,  
For **Piramal Estates Private Limited**



**Aditya Adyar**  
Head-Human Resources

  
Annexure

For Sheila Raheja School of Business  
Management & Research

  
Director

Piramal Estates Private Limited

CIN U17100MH1999PTC122652

Registered Office: Piramal Tower, Peninsula Corporate Park, 8th Floor, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400013

T 022 3351 4000/4040 W [www.piramal.com](http://www.piramal.com)



Name: **Ashish Singh**  
 Designation: **Trainee Sales**  
 Department: **Sales**  
 Band/Grade: **Trainee/T**

| Compensation Structure |               |                    |
|------------------------|---------------|--------------------|
| Salary Components      | Monthly (Rs)  | Annual Salary (Rs) |
| Basic Salary           | 10,833        | 1,30,000           |
| House Rent Allowance   | 5,417         | 65,000             |
| Bonus                  | 1,400         | 16,800             |
| Flexi Benefit Plan     | 7,153         | 85,840             |
| Health Coverage        | -             | 5,760              |
| Co's cont to PF        | -             | 21,600             |
| <b>Fixed Pay/CTC</b>   | <b>24,803</b> | <b>3,25,000</b>    |

In addition to the above, you will be eligible for incentive as per the current sales policy. It does not define a maximum limit on the earning potential. The incentive policy is subject to change as per the management discretion. The target setting, and the details shall be shared by Sales leadership. The terms and conditions for the target setting shall be communicated by the Sales team.

Your fixed pay will be revised to **Rs. 6,50,000/- (Rs. Six Lakh Fifty Thousand per annum)** effective **1<sup>st</sup> June 2023**, post completion of your final exams. In addition to the offer above you will be eligible for a one-time joining bonus of **INR 1,00,000/-** with a **2 years lock-in period**. In case you resign from the services of the Company within **two years** from your date of joining the joining bonus will be recovered in full, during the settlement of your full and final dues with the organisation.

Yours sincerely,  
 For **Piramal Estates Private Limited**



**Aditya Adyar**  
 Head-Human Resources

I accept the above terms and conditions and shall join on or before \_\_\_\_\_.

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

Sign & Date:



N Anand Kumar



Shri. M. S. ...



For Sheila Raheja School of Business  
 Management & Research



Director

Piramal Estates Private Limited

CIN U17100MH1999PTC122653

Registered Office: Piramal Tower, Peninsula Corporate Park, 8th Floor, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400013

T 022 3351 4000/4040 W

Offer letter for candidate Ashish Singh

Candidate's response "Accepted" was recorded on February 24, 2023

Business title Trainee - Sales from job requisition Trainee - Sales (1401)

Job offer was extended on February 24, 2023

Response recorded by Chetna Kadu on behalf of Ashish Singh

  
Mr. Goshwami

Dr.  
Dorshan M.



For Sheila Raju, Director  
Business Management & Research

  
Director

Piramal Estates Private Limited

DIN U17100MH1999PTC122652

Registered Office: Piramal Tower, Peninsula Corporate Park 8th Floor, Ganpatirao Kadam Marg, Lower Parel, Mumbai - 400013

T 022 3351 4000/4040 W [piramalestates.com](http://piramalestates.com)

Date: 15-02-2023

AHI/OFF/0027/23

Mr. Kshitij Narone

Raheja Education Complex,  
Kher Nagar, Opp. Chhatrapati  
Shivaji Ground, Bandra (E),  
Mumbai - 400 051

**Sub: OFFER LETTER**

Dear Mr. Kshitij,

With reference to your application and subsequent interviews, the management is pleased to inform you that you have been selected for the post of **Management Trainee** in the department of **Non-Clinical**.

You will need to join on or before **01-March, 2023** failing which our offer stands withdrawn.

At the time of joining you will have to submit the following documents:

- 5 passport size colour photographs.
- Photocopies of all your Educational Mark sheets and Certificates.
- And 3 photocopies of your address proof and photo identity proof.
- Relieving letter and experience certificate from the previous employer, if any.

If the offer letter is acceptable to you, please acknowledge the same by signing and returning the duplicate copy as a token of your acceptance.

Particulars of your CTC will be stated in your appointment letter.

Appointment letter will be issued to you within 15 days from the date of joining.

Your Offer letter stands valid subject to the clearance of Medical Fitness test.

For Asian Heart Institute



Dr. Ramakanta Panda  
Group CEO



Mr Ansh Paw



Dr. Ansh Paw



For Sheila Raheja School of Business  
Management & Research



Director

**Date: 15-02-2023**

AHI/OFF/0026/23

**Ms. Divya Manickam**

Raheja Education Complex,  
Kher Nagar, Opp. Chhatrapati  
Shivaji Ground, Bandra (E),  
Mumbai - 400 051

**Sub: OFFER LETTER**

**Dear Ms. Divya,**

With reference to your application and subsequent interviews, the management is pleased to inform you that you have been selected for the post of **Management Trainee** in the department of **Non-Clinical**.

You will need to join on or before **01-March, 2023** failing which our offer stands withdrawn.

At the time of joining you will have to submit the following documents:

- 5 passport size colour photographs.
- Photocopies of all your Educational Mark sheets and Certificates.
- And 3 photocopies of your address proof and photo identity proof.
- Relieving letter and experience certificate from the previous employer, if any.

If the offer letter is acceptable to you, please acknowledge the same by signing and returning the duplicate copy as a token of your acceptance.

Particulars of your CTC will be stated in your appointment letter.

Appointment letter will be issued to you within 15 days from the date of joining.

Your Offer letter stands valid subject to the clearance of Medical Fitness test.

**For Asian Heart Institute**

*Dr. Ramakanta Panda*  
**Dr. Ramakanta Panda**  
Group CEO

*Dr. Anil Kumar*  
**Dr. Anil Kumar**

*Dr. Anil Kumar*  
**Dr. Anil Kumar**



**For Shaila Raheja**  
**Management Trainee**

*Shaila Raheja*  
**Director**



**Amadeus Consulting**  
Training & Development Solutions

601, Shiv Shambho, Pt Gunidas Marg, Mahim, Mumbai - 400016. Tel: 9820285411 Email: [ruta@amadeusconsulting.org](mailto:ruta@amadeusconsulting.org)

14 February 2023

Strictly Private and Confidential

Dear Ms. Unnati Karandekar

I would like to thank you for giving me the opportunity to meet with you, and discuss an employment opportunity with Amadeus Consulting (or "Company").

Based on our discussions, we are pleased to make you a placement offer with Amadeus Consulting as a Marketing and Customer Engagement Executive. Upon your acceptance of this placement offer, your appointment will be at **Mumbai** and your date of joining will be **14<sup>th</sup> February 2023**

The terms below will be effective from your date of joining and you accept that you will strictly comply with and abide by, all policies of Amadeus Consulting, including changes/revisions thereto effected from time to time during the course of your employment:

1. **Exclusivity:** During the course of your employment with Amadeus Consulting, you will work exclusively for, and in the interest of the Company, and maintain strict confidentiality as to the business of the Company and its employees, vendors, customers, clients or accounts, as required by the Company.
2. **Probation:** Your employment will be on probation terms for the first three months from 14<sup>th</sup> February 2023 till 14<sup>th</sup> May 2023. Following the satisfactory performance during this period, your employment will be confirmed thereafter.
3. **Compensation:** The Company will pay you a compensation as follows which shall be payable in accordance with the Company's policies:
  - a. Compensation during probation will be **INR 35,000** per month
  - b. Compensation after confirmation:
    - Fixed component: Rs. 40,000 per month
    - Performance based pay: Rs. 5,000 per month
    - Performance based pay will be paid out every six months after performance appraisals are completed.
4. **Leaves and work timings:** Your work office will be in Sewri and as discussed, you will be using your laptop for official purposes.
  - You will work a 5-day week with Sunday being a weekly off and any 1 other day to be taken off as per mutual agreement with your manager.

  
Anshu Parne

  
Unnati Karandekar



For Sheila Raheja School of Business  
Management & Research

  
Director




## Amadeus Consulting

Training & Development Solutions

601, Shiv Shambho, Pt Gunidas Marg, Mahim, Mumbai – 400016. Tel: 9820285411 Email: [ruta@amadeusconsulting.org](mailto:ruta@amadeusconsulting.org)

- In a year, 15 days of leave will be permissible after the probation period.
  - At least 15 days notice is required for taking leave longer than 4 days at a stretch.
  - Total annual leaves in excess of 15 will be eligible as leave without pay.
  - You will be required to be available for work officially from 9 am to 6 pm on all days.
  - You will be required to come into office physically for at least 3 days a week for the full duration of the working day
5. **Travel expenses:** All travel to client locations will be reimbursed by the company. You are expected to travel by the most cost and time efficient modes of transport and please submit all claims for travel expenses at the end of each month with relevant documents.
6. **Confidential Information and Protection of Interests:** You acknowledge that during the course of your employment with the Company, you will have access to "Confidential Information". The term "Confidential Information" shall deem to mean and include the following:
- a. All information or any interested in copyright, patent or other property rights developed, made or conceived by you ("Intellectual Property Rights") either alone or with others, at any time during your employment with the Company and whether or not within working hours, arising out of your employment or pertinent to any field of Business or related research in which, during your employment, the Company is engaged in, shall vest solely and exclusively with the Company.
- b. You hereby irrevocably assign in perpetuity for worldwide use to the Company, all your rights, title and interest with respect to the Intellectual Property Rights developed, made or conceived of by you, either alone or with others, at any time during your employment with the Company and whether or not within working hours, arising out of such employment or pertinent to any field of business or research in which, during such employment, the Company is engaged in. You hereby further undertake to sign all such agreements, deeds and documents as may be required under applicable laws to evidence the assignment of the Intellectual Property Rights to the Company. All work notes, documents, ideas, paperwork, innovations, trademarks, patents and designs (including copies and summaries made or acquired by you in the course of your employment) and other copyright protected works shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company and you shall not be liable to claim any rights to the Intellectual Property Rights of the Company in perpetuity.
- c. You hereby agree to notify the Company when you learn of occurrence of any un-authorized disclosure of Confidential Information; acknowledgement and confirmation that the Company is the sole and exclusive owner of all Confidential Information. That without prejudice to any other provisions in this agreement, you shall obtain the prior written consent of the Company before disclosing the Confidential Information on any matter connected with the Company or its clients, including your business, customers, employees, policies, strategies, plans, work environment, financial position, contracts etc.
7. **Termination:** The Company reserves the right to terminate employment with appropriate required notice or by payment in lieu of notice period. If you commit any professional misconduct, the Company may terminate your services immediately or by such notice as it deems fit. You agree to not resign or otherwise terminate your employment with the Company without first giving the Company two month's written notice of the effective

  
Anu Chhikara

  
Dr. Anurag M.



For Sheila Raheja School of Business  
Management & Research

  
Director



**Amadeus Consulting**  
Training & Development Solutions

601, Shiv Shambho, Pt Gunidas Marg, Mahim, Mumbai – 400016. Tel: 9820285411 Email: [ruta@amadeusconsulting.org](mailto:ruta@amadeusconsulting.org)

date of your last day of employment. You also agree that during this notice period, you will not directly or indirectly solicit or induce away from the Company or cause to be solicited or induced away from the Company, any business from any of Amadeus Consulting's sellers, vendors, customers, clients or accounts with whom you had contact. You will be required to comply with the Company's separation procedure and return all movable and immovable property, equipment, records, in paper or electronic format in your possession.

**8. Return of Company Asset:** Not later than the date of end of employment, you will return to the Company all documents (and all copies thereof) and other property belonging to the Company that the you have in your possession or control. The documents and property to be returned include, but are not limited to, all files, correspondence, email, memoranda, notes, notebooks, records, plans, forecasts, reports, studies, analysis, compilations of data, proposals, agreements, financial information, research and development information, marketing information, operational and personnel information, databases, computer-recorded information, tangible property and equipment (including, but not limited to, computers, facsimile machines, mobile telephones and servers), credit cards, entry cards, identification badges and keys, and any materials of any kind which contain or embody any proprietary or confidential information of the Company (and all reproductions thereof in whole or in part). You agree to make a diligent search to locate any such documents, property and information. If you have used any personally owned computer, server or e-mail system to receive, store, review, prepare or transmit any Company confidential or proprietary data, materials or information, then within ten (10) business days after the date of separation from the Company i.e. last working day, you will provide the Company with a computer-usable copy of all such information and then permanently delete and expunge such confidential or proprietary information from those systems. You agree to provide the Company access to your system as requested to verify that the necessary copying and/or deletion is done.

**9. Governing Law:** This employment agreement shall be governed in accordance with the laws of India. Disputes if any will be resolved amicably within a period of 30 days, failing which the same will be compulsorily referred to a sole arbitrator as per the arbitration laws of India.

*I firmly believe you will make a significant contribution to the work that we do and hope that this turns out to be one of the best decisions of your life. Please feel free to reach out to me in case of any clarifications and acknowledge your acceptance of these terms by signing and returning to me the acknowledgement copy of this letter.*

With warm regards,

Ruta Vyas  
Director  
Amadeus Consulting

I accept:

Unnati Karandekar






For Sheela Raheja School of Business  
Management & Research

  
Director

## jaro education

1<sup>st</sup> March 2023

To,  
Mr. Abhishek Uparkar,

Dear Abhishek,

This is reference to the interview and discussion we had with you. We are pleased to offer you a position of "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive".

Find below compensation details:

| Particulars  | (Amount in Rupees.) |                 |
|--|---------------------|-----------------|
|  | Per Month           | Per Annum       |
| Basic Salary   | 35,000              | 3,48,000        |
| House Rent Allowance   | 14,500              | 1,74,000        |
| Transport Reimbursement  | 1,600               | 19,200          |
| Telephone Reimbursement  | 200                 | 6,000           |
| Stancess Bonus (Paid Monthly)  | 2,220               | 26,640          |
| Special Allowance  | 1,980               | 23,760          |
| <b>Total</b>   | <b>50,000</b>       | <b>6,00,000</b> |
| Diary Travel Reimbursement   | 3,000               | 36,000          |
| Performance Incentive (Payable based on the achievement of monthly targets)  | 15,000              | 1,80,000        |
| Performance cum Continuity Bonus (Payable Half yearly based on the 100% achievement of targets for continued six months) | 4,500               | 4,500           |
| <b>CTC: Eight Lakhs Seventy Thousand Only p.a.</b>   | <b>72,500</b>       | <b>8,70,000</b> |

Regards,  
Jaro Education

*Sushant Mallia*  
Sushant Mallia  
Vice President - Human Resource

I agree to the above and attached terms & conditions. Dated: \_\_\_\_\_

Jaro Institute of Technology Management and Research Limited  
Regional Office: 102, Vihar Road, Laxmi Nagar, New Delhi-110019. Phone: 011-26101111, 26101112, 26101113  
E-mail: hr@jaroinstitute.com, info@jaroinstitute.com, www.jaroinstitute.com



For Shailesh Kaheja School of Business  
Management & Research

*Me*  
Director



Date: 07/03/2023

To  
Jesse Cardoz  
(Code: CAN528618)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our Randstad Technologies Pvt Ltd as **Financial Analyst**. Your services are being deputed to **The Hongkong and Shanghai Banking Corporation Limited** on the following terms and conditions:

- Your employment will be valid from **20/03/2023 To 19/09/2023**, unless and until it is specifically extended in writing by Randstad Technologies Pvt Ltd.
- Your Salary CTC will be INR 660,012.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to:
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of canceled Cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfil our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept the offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,

For Randstad Technologies Pvt Ltd.



Authorized Signatory  
Babakrishnan S  
Head - HRSSC





For Sheila Raheja School of Business  
Management & Research



Director

**Randstad Technologies Private Limited**  
Regd. Office : Randstad House,  
Old No: 58/5A, New No. 9,  
Pycrofts Garden Road, Chennai - 600 006  
CIN : U74999TN2001PTC083341  
Tel No : +91 4466227000  
E-mail : sales.enquiry@randstad.in  
www.randstad.in



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer

8 messages

Sat, Apr 29, 2023 at 4:13 PM

HR <hr@insyncanalytics.com>  
To: HR <hr@insyncanalytics.com>

Hi,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be Monday, 8<sup>th</sup> May 2023 at 9:30 am. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### Office Address:

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No.729A, Off Marol,*

*Off Andheri- Kurla Road, Andheri (East),*

*Mumbai- 400059, India*

*Regards,*

*Priya Chaurasia*

*HR Executive*

*InSync Analytics (India) Private Limited*

Document Submission check list.pdf  
260K

SRBS Placement <placement@srbs.edu.in>  
To: HR <hr@insyncanalytics.com>

Sat, Apr 29, 2023 at 4:18 PM

Dear Priya,

Whose offer letter is this?

Do clarify.

(Quoted text hidden)

Thanks &amp; Regards,

Training &amp; Placement

Sheila Raheja School of Business Management And Research  
Raheja Education Complex,

Ansh Pantar  
2023.04.29



For Sheila Raheja School of Business  
Management & Research

Director

06<sup>th</sup> March 2023

Ms. Farheen Khan  
Santacruz, Mumbai – 55

**SUBJECT: OFFER LETTER**

Dear Farheen,

We are pleased to offer you the position of 'Executive – HR & Admin.' in our organization, to be based at our Santacruz office.

- Your salary, inclusive of all benefits shall be ₹. 23,000/- Twenty Three Thousand only per month, paid on or before the 10th of every month.
- Your work timings are 10:30 am to 6:30 pm, Monday to Saturday
- There will be a probation period of 03 months, which may further be extended by an additional 3 months, subject to review of your performance.
- You are expected to join us on or before Thursday, 16<sup>th</sup> March 2023.
- Please confirm the exact joining date.

A Detailed Appointment Letter, with all other terms and conditions, will be released to you when you join the company.

We look forward to your joining the Chemkart family and contributing to the achievements of the Company's goals

Sincerely yours,

Mr. Ankit Mehta  
Managing Director - Chemkart India Pvt. Ltd.



Ms. Farheen Khan  
(Signed as accepted)



Dr. Goshu Panu



Dr. Arshana M.



For Sheila Rajeeva School of Business  
Management & Research



Director



Vipul Kottawar &lt;vipulkottawar6@gmail.com&gt;

## Congratulation Vipul !!! Offer letter from Zuno General Insurance

1 message

NepraM.Shetty@hizuno.com <NepraM.Shetty@hizuno.com>  
To: "vipulkottawar6@gmail.com" <vipulkottawar6@gmail.com>

Wed, Mar 29, 2023 at 7:27 PM

Dear Vipul,

Greetings from Zuno General Insurance! (Formerly Known as Edelweiss General Insurance)

First and foremost I would like to take this opportunity to thank you for investing the time in the selection process. We have thoroughly enjoyed the interactions so far. Hope you enjoyed the process as well.

There is an immense amount of excitement in the organization today and there is a huge opportunity to create significant business value. Hence we believe, this is a great time for good professionals like yourself to join Zuno and be part of the fabulous journey.

We deeply admire and appreciate your credentials and are very confident that you will add a lot of value to Zuno's epic journey of growth and transformation. Also, I have little doubt that the journey will add a lot of value to your personal and professional development.

We are extremely pleased to offer you the role with Zuno General Insurance. Your internal designation will be **Management Trainee** and external designation will be **Relationship Manager**.

The table below provides the break-up of the proposed compensation. Please review the same and let us know if you have any questions.

| Particulars                           | Annual in INR | Monthly in INR |
|---------------------------------------|---------------|----------------|
| Basic Salary                          | 1,50,000      | 15,000         |
| House Rent Allowance                  | 9,000         | 750            |
| Special Allowance                     | 1,65,555      | 14,130         |
| Start Bonus                           | 10,345        | 562            |
| Employer's PF Contribution            | 21,600        | 1,800          |
| Effective Annual / Monthly Salary [A] | 3,90,500      | 32,542         |
| Total Fixed Compensation [A]          | 3,90,500      | 32,542         |
| Mediclaim Benefit ** [B]              | 9,500         | 792            |
| Total Annual / Monthly CTC [A+B]      | 4,00,000      | 33,334         |



Dr. Dreshna M.

M. Anil Kumar

For Sheila Raheja School of Business Management & Research

Director

**In addition:** Assured bonus of **INR 50,000 ( Fifty thousand )** will be paid to you in appraisal FY24 from your date of joining, contingent to your continuing in the company's employment and not serving notice to leave the company as on the scheduled payment date.

\*\* Deductions will be made as per the statutory laws, as applicable.

\*\* Premium paid by Zuno for hospitalisation Mediclaim Policy for employee and dependents [spouse, parents and max 2 children upto the age the of 25 years or till completion of full time education whichever is earlier].

### Additional Benefits

3/29/23, 7:37 PM

Gmail - Congratulation Vipul !!! Offer letter from Zuno General Insurance

Medical Insurance – Coverage of up to INR 2,50,000 (self, spouse, 2 children, 1 set of parents)

Life Insurance – Coverage of up to 3 times the fixed compensation

Group Personal Accident – Coverage of up to INR 10,00,000

Please consider this mail as initiation of the formal offer process.

Kindly note that the offer stands valid up to 2 working days from the date of release.

We look forward to having you on board at the earliest.

Many thanks!

Regards,

Nepra

Nepra Shetty

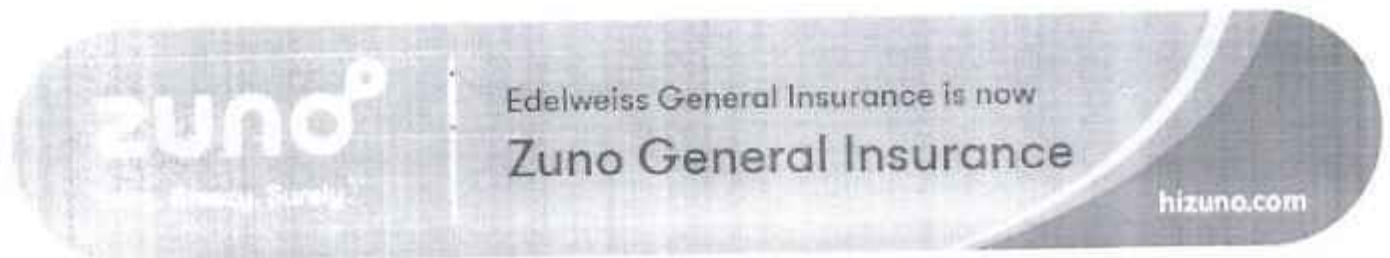
Assistant Manager - Human Resources

Dir:+91 84528 67831 / +91 84528 67831

Zuno General Insurance Limited

2nd Floor, Tower 3, Wing B, Kohinoor City Mall, Kohinoor City, Kiroli Road, Kurla (W) Mumbai 400070, Mumbai 400070 |

www.hizuno.com





**Disclaimer:** This e-mail message may contain confidential, proprietary or legally privileged information. It should not be used by anyone who is not the original intended recipient. If you have erroneously received this message, please delete it immediately and notify the sender. Please click here for detailed DISCLAIMER.



For Sheila Raheja School of Business  
Management & Research

  
Director

  
Vipul C. P. M.

  
Jyotsna. M.

March 16, 2023

To,  
**Ms. Shruti Bakalkar**  
A/G-2, New Vasundhara Building,  
Jamuna Nagar, Diwanman,  
Vasai west-401202

**Offer of Contractual Employment**

Dear **Ms. Shruti Bakalkar**,

Congratulations! We are pleased to extend our offer for the position of "**Consultant**" for "**Banking & Services**" with **upGrad Rekrut**.

You will be based in **Mumbai, Maharashtra** and your tentative date of joining shall be **March 20, 2023**.

Your employment will be for a fixed period of **6 months** from date of joining. Post completion of 6 months, your contract may be extended, or your employment may convert to core based on your performance and subject to management decision.

Your consultation fees will be **Rs. 20,000/-** per month (subject to deduction of TDS & Profession Tax as applicable).

Further details about our joining process and required documents shall be shared with you in a separate email.

Please note that it is compulsory to share a soft copy of ALL the below documents on the day of joining as your Appointment is subject to submission of these documents.

- i. Copy of Date of Birth & ID Proof
- ii. Permanent Address Proof
- iii. (Any one from Adhaar Card, Passport, Ration Card, Driving License, Voter ID)
- iv. 2 Passport Size Photographs
- v. Self-Attested PAN Card Copy.
- vi. Last Organization's Appointment Letter and Resignation acceptance copy. In case the relieving letter is also available, kindly bring a copy. Else please submit it within 45 days of joining.
- vii. Last 3 Months Salary Slip or Bank Details reflecting salary input.
- viii. Educational Documents (Highest Education document and 12th Mark sheet, any additional technical education certificates)
- ix. Adhaar Card is Mandatory


We wish you a long and successful career with us. We are confident that your contributions shall take us further in our journey to become market leaders.

We look forward to your email / signed acceptance of this letter with a tentative date of joining.

For **Rekrut India Pvt. Ltd.**

Ajay Shah  
Managing Director

  
Dr. Anshu Panu

  
Nishu



For Sheila Raheja School of Business  
Management & Research

  
Director



Registered Office: 9th Floor, Platinum Techpark, Flat No. 17/18, Sector 35A, Vashi, Near Mumbai-400 716, Maharashtra, India. Telephone: +91 22 81211399, Fax: +91 22 81211398

Private & Confidential

Ref. No: MSTAR202116327

February 22, 2023

Narendra Ashok Midra, Room No 505, Building 19th road Khar West, Vashi Mumbai 400052.

Dear Narendra,

Subject: Offer cum Appointment Letter

Welcome to Morningstar!

You have been offered employment as MDP Associate with Morningstar India Pvt. Ltd. ("Morningstar India" or "the company"). Your employment with the Company is conditional on and effective from March 6, 2023 or any other date that may be mutually agreed, which, for the purposes of seniority, retirement and other statutory and contractual benefits (including gratuity), is your effective date of employment with the Company.

Your employment with the Company shall be governed by the terms and conditions set out in this Letter.

Your Total Cash Compensation will be INR 406,575/- (Rupees Four Lakhs Six Thousand Five Hundred and Seventy Five only) per annum. This is inclusive of performance variable pay, the quantum whereof will entirely depend upon individual and organization performance. Please refer to Annexure III for a detailed break-up of your compensation.

Employment for this position is based on the terms and conditions attached as Annexure I ("Terms and Conditions") and Annexure II (Non-Competition, Non-Disclosure and Developments Agreement). This letter, together with the Terms and Conditions, and all other Annexures (collectively, "Letter"), shall form the broad terms and conditions of service governing your appointment. The terms of this Letter may change from time to time, in line with changes in the policies of the Company, and such changes shall be deemed to be part of the Letter. You are requested to refer to all existing HR policies as currently applicable to you and keep yourself abreast of any changes in the HR Policies, as applicable to you, from time to time. You are required to abide by the rules, regulations and such other practices, systems, procedures of the Company, as applicable to you from time to time.

Please note that your employment is conditional, subject to clearing necessary and mandated background verification, onboarding documents and checks in line with the Company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, this Letter shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

We take this opportunity to welcome you to the Morningstar family, and wish you a long and fruitful career with us.

We are confident that Morningstar India will provide you an outstanding opportunity to develop your career and accomplish your professional goals. You will work in an exciting environment and have opportunities for continuous learning and development.

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Handwritten signature of Sheela Raheja

For Sheela Raheja School of Business Management & Research



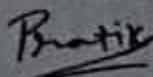
Handwritten signature of the Director

Director

Please confirm your acceptance of the terms of service applicable to you, as covered in this Letter, by signing a duplicate copy of this Letter on all pages and return it to the Talent & Culture department/ Human Resource department.

Once again, welcome aboard!, **Narendra**

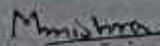
Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Pankh  
Head - Talent & Culture, India

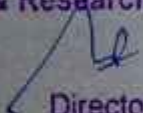
**Acknowledgement of the Letter by Employee:**

I hereby acknowledge that I have read and understood the Letter, I accept the employment with the Company on the terms and conditions stipulated in the Letter and agree to comply with them.

|                     |   |
|---------------------|---|
| Name of Employee    | <u>Narendra Ashok Mishra</u>  |
| Signature           | <u></u> |
| Date Place          | <u>24/02/23 Mumbai</u>  |
| Date of Appointment | <u>06-Mar-2023</u>  |

For Sheila Raheja School of Business  
Management & Research



  
Director



## Annexure I: Terms & Conditions

### 1. Appointment

Your designation and reporting relationship may undergo a change from time to time as may be determined by the Company.

The Company may require you to undergo a medical examination from time to time and submit a medical report certifying your fitness in performing your duties and obligations under the Letter.

### 2. Place of Employment & Timings

Your initial place of work will be at one of the Company's offices in Navi Mumbai. You may be posted at any of the various offices or divisions of the Company, or its branches / holding company / subsidiaries / affiliates / associates / sales-concerns, whether domestic or overseas, wherever it may be situated, or be deputed to work for any of the Company's clients / associates, if the situation so warrants, for such period that the Company deems appropriate. You will abide by the Company's rules and regulations as may be in effect from time to time with respect to your function, timings/working hours, grade or the location where you have to work. Subject to the applicable laws, the Company also reserves the right to transfer your services under substantially the same terms and conditions contained herein, to any successor-in-interest by virtue of any corporate restructuring, amalgamation, takeover or merger by or of the Company. The Company shall notify you of such change in the structure of the Company, as per applicable law.

You will be expected to attend office on all days that are working days for the Company and may be asked to work in any of the shifts, as decided by the Company from time to time, except when traveling on business during working hours, or when working from home in accordance with the extant policies of the Company. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and otherwise in accordance with the Company's policies pertaining to the same.

### 3. Compensation & Benefits

Your compensation structure is detailed out in Annexure III. Your compensation will be subject to deduction of tax at source. You will be solely liable for your personal tax liabilities and the Company makes no assurances that the remuneration has been structured in the most tax efficient manner or tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The salary shall be paid in accordance with the Company's normal payroll practices. The breakdown of the salary may need to be revised from time to time in keeping with regulatory developments or otherwise, and the Company will not be liable for any additional tax liability you may face due to such revisions. In the event you are working remotely, you will not be eligible for certain benefits and allowances as stated in the Remote Working Policy.

We expect you to keep your salary details confidential at all times. Increments shall be effected annually, on a financial year basis, and the revised compensation after an increment shall be effective from the 1st of April of the said financial year. Performance variable pay shall also be disbursed annually and shall be based on performance during the preceding calendar year. It may be noted that increments and performance variable pay, if any, shall both entirely depend upon your performance as assessed by the management, and will be at the sole discretion of the Company. The payment of any bonus, royalty, commission, incentive or other benefits (whether in cash or in other form) shall be at the absolute discretion of the Company, and the Company shall not accept any claim on your part or your legal representatives, even if such payment was made repeatedly and without any explicit reservation as to its voluntary nature.

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*Maningskar*

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

#### 4. Probation

You shall continue to be on probation for a period of (6) six months from date of your joining the Company. During this period, your on-the-job performance will be assessed by your reporting manager. Necessary feedback will be given to you for improvement, as and when felt necessary.

In the event that your performance on-the-job is found to be unsatisfactory at any point of time during your probation period, it may be further extended by a period not exceeding (6) six months. The Company also reserves the right to terminate your employment at its sole discretion during the probation period without providing notice or payment in lieu thereof.

You will be deemed to be confirmed at the end of your probation period, unless communicated to you otherwise in writing.

#### 5. Leaves

You will be entitled to leaves as per the extant policies of the Company.

#### 6. Expenses & Deductions

You are authorized to incur reasonable and necessary expenses in business related travels, lodging and other expenses in the performance of your duties under the Letter, provided such expenses are substantiated by way of appropriate documentary evidence to support claim for those expenses. The Company shall pay or reimburse such expenses to the extent you submit vouchers or other documentation in accordance with the Company's policy. No personal expenses shall be borne or reimbursed by the Company.

You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or costs incurred by the Company due to any damage or loss to Company property, etc. caused by you.

#### 7. Employee Surveillance

You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by you. You acknowledge that you do not have any expectation of privacy when using the Company's resources. For the avoidance of doubt, and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor any personal e-mail or social media forum that may be accessible to you or any information or data downloaded or uploaded which is of personal interest to you, respectively, while using the Company owned devices including but not limited to Gmail, AOL, Hotmail, Yahoo, Facebook, MySpace, Twitter, etc.

The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate in or propagate any activities which are or could be prejudicial to the Company's business interests or which could bring it into disrepute.

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*[Signature]*  
Director

## **2. Termination of Employment**

### **(a) Termination without Cause or Resignation**

Termination of your employment by you or the Company at any time during the employment, under normal circumstances, shall be based on a (iX) sixty days' prior written notice, or payment of salary in lieu of such notice period or payment of proportionate salary in the event of any shortfall in the said notice period, as per the then applicable policies of the Company in this regard. The Company may at its sole discretion waive all or part of the notice or allow you to pay salary in lieu of the notice period required to be served by you in the event of your resignation. Your resignation would have to be accepted by the Company to become effective. Once accepted, the resignation cannot be withdrawn by you without the express consent of the Company.

In the event of termination by the Company or in case of a resignation by you, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave, the Company may require you to have no contact with all or any of the Company's agents, employees, customers, clients, distributors and suppliers.

### **(b) Termination without notice**

The Company has a Disciplinary Policy in place under which it reserves its rights to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings, some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may at any time during the course of the employment terminate your employment, by stating its intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details, please refer to the Talent & Culture Policy.

### **(c) Termination for ill health**

If you, at any time, are prevented from ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform the Company and supply it with such details as may be required and if you are unable, by reason of ill-health or accident or disability for a period of (i) one month or more, to perform your duties hereunder, the Company may take necessary next steps including termination of your employment and keep you informed.

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*[Signature]*  
**Director**

(d) You agree and provide your consent to the Company to undergo a drug test which will be conducted by a registered medical professional employed or engaged by the Company, in the event the Company has reasonable grounds for suspecting that you are under the influence of illegal drugs or alcohol while at work. On receipt of a positive test, the Company shall discuss the results with you and take necessary disciplinary action which may include termination of your services.

(e) You agree and accept that any statutory or other 'last in, first out' rule or any modification thereof shall not apply in the event of termination of the Letter for any reason whatsoever.

### 9. Retirement

You will automatically retire on attaining the age of (58) fifty-eight years. For this purpose, your date of birth, as declared by you in the application form/as per the records submitted by you to the Company as proof of date of birth, will be treated as final. You may be retired earlier, if found medically unfit. The management may extend the age of retirement for such period as may be mutually agreed upon between you and the Company.

### 10. Confidentiality & Code of Conduct

The Company has a code of conduct, as well as confidentiality and non-compete agreements, primarily to address working standards and business interests. Annexure II contains a "Non-Competition, Non-Disclosure and Developments Agreement" – you are requested to sign your acceptance of this agreement and adhere to the norms set out in Annexure II, immediately upon joining the Company.

You shall not directly or indirectly usurp any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. You shall not indulge in any act of commission or omission that is likely to harm or affect prejudicially the reputation of the Company. It is also your duty to bring to the notice of management any acts or commissions of any other employee which may affect the Company prejudicially, immediately as they come to your knowledge.

You shall on no account place yourself in a position where your interests conflict with those of the Company. You shall not at any time after termination of services represent yourself as being in any way connected with or interested in the business of the Company.

You agree that, notwithstanding the cessation of termination of your employment, the confirmations and undertakings under this clause shall always continue in full force and effect.

You agree to keep abreast of all policies of the Company, including those pertaining to code of conduct and confidentiality, as may be notified and/or revised from time to time, and agree to abide by them at all times, including after the cessation of your employment with the Company, to the extent applicable. The policies of the Company shall be available on the Company's intranet, as applicable from time to time.

### 11. Company Property

You will be responsible for the safekeeping of, and return in good condition and order, all of the Company's properties, which may be in your use, custody, care or charge. The Company shall have the right to deduct the money value of such properties from your dues and take such actions as deemed proper in the event of your failure to account for them to the Company's satisfaction.

Upon the termination of the Letter for any reason, you shall immediately hand over responsibilities to such person nominated for that purpose by the Company and shall deliver to such person all such papers, plans, documents, memoranda, notes, records such as may be contained in magnetic media or other forms of computer storage.

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*[Signature]*  
Director

video tapes (whether or not produced by you) and any copies thereof, charge and credit cards and other property of the Company or other affiliates as may be in your possession, custody, control or power, including but not limited to any phones, computers, vehicles, etc. provided by the Company. You shall also produce a no-dues certificate from all applicable departments of the Company to this effect.

## 12. Duties & Responsibilities

- Whilst in the employment of the Company, you
- shall use your best abilities on a full-time basis to perform the employment duties assigned to you, at locations designated by the Company, including customer offices.
- agree to comply with the Company's decision should it consider it necessary or appropriate to change your job title, reporting relationships, job duties and responsibilities, the legal entity that employs you and the jurisdiction where you are expected to perform your duties (despite location of your residence) on the basis of your performance or the Company's business requirements. Any such change shall not be deemed to violate the terms of the Letter or constitute any basis for constructive or involuntary termination of employment, provided that the compensation payable to you is not reduced.
- shall not carry on any business or offer your services for any part of your time or be employed in any other Company or person or on your own, whether for gain or otherwise, directly or indirectly, without the prior written consent of the Company. You will devote your entire time and attention at work to your duties to promote and further the interests and business of the Company. Should you receive written consent under this Clause to conduct any such external activity, you shall not utilize the assets, resources and time of the Company for such external activities.
- shall not accept / take any presents, commissions or any kind of gratification in cash or kind nor lend to / borrow from any person, party, firm or concern having dealings with the Company, without the prior written approval of the management, and in compliance of the then applicable policies of the Company in this regard.
- shall not, either on behalf of the Company or in the pretext thereof, offer any government officer any consideration for the performance of any assessment or decision that may be favourable to the Company, other than the legally acceptable, official and Company approved consideration.
- are solely responsible for declarations and implications arising thereof for all personal income-tax purposes.
- shall, at all times, be subject to and bound by the policies, rules and regulations of the Company as may be updated from time to time unilaterally by the Company or as may be brought to your notice by the Company.
- shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard. You shall have no authority, implied or otherwise, to pledge the credit of the Company. In the event the Company is held liable for any damage, loss, claim or action arising directly or indirectly from any action of yours in violation of this Clause, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

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*[Signature]*  
Director

### 13. Equitable Remedies and Employee Representations

You agree and acknowledge that the restrictions contained in the Letter, including but not limited to Clauses 8 and 13 of the Terms and Conditions, are reasonable and necessary for the protection of the business and goodwill of the Company. Accordingly, the rights and obligations under the Letter shall survive the termination of the Letter and shall not be extinguished by termination of the Letter.

You agree that any breach or threatened breach of the provisions contained in the Letter is likely to cause the Company substantial and irrevocable damage that is difficult to measure and may not be remedied solely by damages. Therefore, in the event of any such breach or threatened breach, you agree that the Company, in addition to such other remedies which may be available, shall have the right to obtain an injunction from a court restraining such a breach or threatened breach and the right to specific performance of the obligations under the Letter, and you hereby waive the adequacy of a remedy at law as a defence to such relief.

You agree and acknowledge that the restrictions contained in the Letter are considered to be reasonable in all circumstances for the protection of the legitimate interests of the Company and shall be enforceable independently. While the undertakings and agreements under the Letter are considered by the Company and you to be reasonable in all circumstances, if one or more should be held to be invalid as an unreasonable restraint of trade or for any other reason whatsoever by a final adjudication of any tribunal or court of competent jurisdiction, but would have been held valid if part of the wording thereof had been deleted or the period thereof reduced or the range of activities or area dealt with reduced in scope, the said undertakings and agreements shall apply with such modifications as may be necessary to make them valid and effective.

### 14. Warranties

You confirm and warrant that:

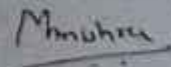
- i. you have carefully read and fully understood all the provisions of the Letter
- ii. you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime; even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you.
- iii. by entering into the Letter or performing any of the obligations under it, you will not be in breach of any court order or any express or implied terms of any contract or other obligation binding on you. You further undertake to indemnify the Company against any such claims, costs, damages, liabilities or expenses which the Company may incur if you are in breach of any such obligations.
- iv. you have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under the Letter.
- v. in the performance of your obligations, you will not utilize or make available to the Company any confidential or proprietary information of any third party or violate any obligations with respect to such information.
- vi. you have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation.
- vii. any notice period you are required to give or to serve with a previous employer has expired on commencement of employment with the Company and that by entering into or performing any duties for the Company, you will not be in breach of any other obligations binding on you. You irrevocably undertake to indemnify the Company on a continuing basis from and against any loss, liability, damage,

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costs and claims which it may suffer or incur arising out of any claim by any other party that is performing your duties under the Letter, you are acting in breach of any obligation you owe to such party.

- vi. all the information submitted by you which forms the basis for this employment is complete and correct. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the employment with the Company, the Company may terminate employment without providing any notice or pay in lieu thereof.

#### 15. Data Protection

You hereby confirm that you have read and understood the Company's data protection policy and that you shall comply with the data protection policy when processing personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company or any other affiliates.

You consent to the Company collecting, processing and handling data, including personal and sensitive personal data, relating to you for legal, personnel, administrative and management purposes. You further agree that the Company may transfer such data to its affiliates or service providers for legitimate business reasons, including but not limited to payroll processing, insurance benefits, etc.

#### 16. Severability

If any provision of the Letter is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of the Letter shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

#### 17. Indemnity

Without prejudice to any other right available to the Company in law or under equity, you, at all times during the course of your employment in the Company (and even after the termination of the Letter with respect to the terms contained herein), agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands (including, without limitation, reasonable attorneys' fees and expenses) which the Company may suffer or incur or which may be made against the Company arising out of or in connection with any acts or omissions by you during the course of employment.

#### 18. Amendments

No modification or amendment of the Letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

#### 19. Jurisdiction

You will be governed by the general establishment rules of the Company, as are or maybe in force from time to time. Notwithstanding anything herein contained, any breach of any of the provisions in the Letter or any instances of misconduct of any description whatsoever on your part or any act detrimental to the interests of the Company or loss of confidence by the management in you may entail dismissal with forfeiture of the right to notice, as also referred to in Clause 8 of these Terms and Conditions. The Letter will be governed by the laws of the Republic of India, and the courts in Mumbai shall have the necessary jurisdiction, in the event of disputes, if any.

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Director

## 20. Notice

Any amendment, notice, or other communication under this Letter shall be sent by personal delivery or courier or email/facsimile or by registered mail to the parties at their respective addresses set forth below or at such other address as a party may previously have notified the other party.

All notices and other communications required or permitted under the Letter will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when electronically confirmed. Further, the parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Letter.

## 21. Survival

The termination of your employment shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Letter attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions contained in Annexure II of the Letter.

## 22. Assignment

This Letter may be assigned by the Company to any successor employer and be binding upon the successor employer. The Company shall ensure that the successor employer shall acknowledge and continue to adhere to the provisions of this Letter as if it were the original party to the Letter.

### To the Company:

Attention: Pratik Parikh  
Head-Talent & Culture, India

Address: Platinum Techno Park, 9th Floor, Plot No. 17 & 18, Sector 30A, Vashi, Navi Mumbai- 400 705, India

Email: Pratik.Parikh@morningstar.com

### To the Employee:

Attention: Narendra Ashok Mishra

Address: Room No 605, Building 19th road Khar West., Vaishali Mumbai, 400052.

*M. Mishra*

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*[Signature]*  
Director



## Annexure II: Non-Competition, Non-Disclosure, and Developments Agreement

Agreement made as of 06-Mar-2023 between Morningstar India Private Ltd, an Indian private limited company (the "Company"), and Narendra Ashok Mishra (the "Employee")

The Company and the Employee desire to enter into an agreement (i) defining the relative rights of the Company and its Affiliates and the Employee with respect to Confidential Information (as defined below), Intellectual Property (as defined below) owned by the Company Group to which the Employee may have access or may contribute as a result of the employment with the Company and (ii) setting forth the obligation of the Employee to refrain from soliciting other individuals associated with the Company and its Affiliates or competing with the Company and its Affiliates during his/her employment with the Company and for a period of time thereafter as provided herein.

For purposes of this Agreement, the "Company Group" shall mean the Company and all its current and future affiliates. "Affiliates" meaning, with respect to any business entity, any other entity that, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, the Company. For the purposes of this Agreement, "control" shall mean (a) ownership or control (whether directly or otherwise) of 51% or more of the equity share capital, voting capital, or the like of the controlled entity, or (b) ownership of equity share capital, voting capital, or the like by contract or otherwise; control of, power to control the composition of, or power to appoint, 51% or more of the members of the board of directors or other equivalent or analogous body of the controlled entity.

Now, therefore, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the Employee hereby agree as follows:

### 1. Confidential Information

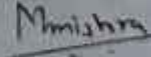
- (a) The Employee acknowledges that the Confidential Information (as defined below) relating to the business of the Company Group which the Employee has obtained or will obtain during the course of his/her association with the Company is the property of the Company Group or the customers of the Company Group. The Employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). The Employee agrees to deliver to the Company upon termination of his/her employment with the Company, or at any other time the Company may request, all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which the Employee may then possess or have under his/her control. If requested by the Company, the Employee shall provide the Company with written confirmation that all such materials have been delivered to the Company. The Employee shall take all appropriate steps to safeguard Confidential Information and to protect it against disclosure, misuse, espionage, loss and theft.
- (b) "Confidential Information" shall mean proprietary information which is not generally known to the public and which is used, developed, or obtained by the Company Group relating to its businesses and the businesses of customers, including, but not limited to: products or services; fees, costs and pricing structure; designs; analyses; drawings; photographs; reports; computer software, including operating systems, object codes, source codes applications, program listings, flow charts, manuals and documentation; data bases; business and operating plans; accounting and business methods; budgets; inventions and new developments and methods, whether patentable or unpatentable and whether or

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Director

  
N. Mishra

not reduced to practice, formulas, all copyrightable works, the customers of the Company Group and such customers' confidential information, correspondence and all similar and related information in whatever form.

Confidential Information shall not include any information which (i) is publicly disclosed by law or is disclosed in response to an order of a court or governmental agency, (ii) becomes publicly available through no fault of the Employee or (iii) has been published in a form generally available to the public prior to the date upon which the Employee proposes to disclose such information. Information shall not be deemed to have been published merely because individual portions of the information have been separately published, but only if all the material features comprising such information have been published in combination.

## 2. Inventions and Patents

- (a) In the event that the Employee, as part of the Employee's activities on behalf of the Company, generates, authors or contributes to any invention, developments, discoveries, new development device, product, proprietary information, process or method, trademarks, trade names, logos, art work designs, know-how, source code, application development, designs, drawings, plans, business plans or models, blue prints, utility models, whether or not patentable and whether or not reduced to practice, any copyrightable work, any trade secret, any other Confidential Information, any other intellectual property, or any information that gives the Company Group an advantage over any competitor, or similar or related developments or information related to the Company Group's present or future business (collectively "Intellectual Property"), the Employee acknowledges that all such Intellectual Property is the exclusive property of the Company or the relevant Affiliate of the Company, as applicable. For the avoidance of doubt, the Company shall also have a right to freely develop and alter such material, results and intellectual property rights and to license and assign them to third parties. All Intellectual Property prepared in whole or in part by the Employee will be deemed to be made under a contract of service under all applicable laws, and the Company or the relevant Affiliate of the Company, as applicable, will own all of the rights comprised in the copyright therein. The Employee hereby transfers and assigns to the Company or the relevant Affiliate of the Company, as applicable, and their respective nominees, successors and assigns, all rights, title and interest in and to all Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty-free. The Employee will promptly and fully disclose all Intellectual Property to the Company and will cooperate with the Company or the relevant Affiliate of the Company, as applicable, to protect the Company's or the relevant Affiliate of the Company's (as applicable), interests in and rights to such Intellectual Property (including, without limitation, communicating and giving full information as to the exact mode of working and usage of the same and all such explanations and instructions to enable the Company to work the same effectively, providing reasonable assistance in securing patent protection and copyright registrations and executing all documents as reasonably requested by the Company or the relevant Affiliate of the Company, as applicable, whether such requests occur prior to or after termination of the Employee's employment with the Company). The Employee shall execute and file any document related to any Intellectual Property requested by the Board or the relevant Affiliate of the Company, as applicable, without any charge or compensation, including applications, powers of attorney, assignments or other instruments which the Board or the relevant Affiliate of the Company, as applicable, deems necessary to apply for any patent, copyright or other proprietary right in any and all countries or to convey any right, title or interest therein to any of the Company's or the relevant Affiliate of the Company's (as applicable) nominees, successors and assigns. In the event that the Company initiates or defends any legal action with regard to enforcing its rights in relation to the Intellectual Property, the Employee shall cooperate fully with the Company at the cost of the Company in the prosecution or defence of such action, both during or after termination of employment.

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Director

*M. Mishra*

- (b) Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he/she shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Employee also agrees to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

### 3. Other Businesses

As long as the Employee is employed by the Company, the Employee agrees that he/she will not, except with the express written consent of the Company, become engaged in, render services for, or permit his/her name to be used in connection with, any business other than the business of the Company or any corporation or other entity in which the Company has an equity interest.

### 4. Non-Competition

- (a) **Non-Compete Agreement:** The Employee acknowledges and agrees with the Company that the Employee's services to the Company Group are unique in nature and that the Company Group would be irreparably damaged if the Employee were to provide similar services to any person or entity competing with the Company Group, or engaged in a similar business as the Company Group. The Employee accordingly covenants and agrees that for a period commencing the date of this Agreement and ending two years after he/she ceases to be employed by the Company, the Employee will not directly or indirectly own, operate, manage, control, participate in, consult with, render for service, be employed by or assist in any way any entity which is competitive with the Company Group. Notwithstanding the foregoing, the Employee shall be permitted to own up to one percent (1%) of the stock of a publicly-traded corporation which engages in a business which competes with the Company Group provided the Employee has no other relationship with such corporation.
- (b) **Agreement of Parties as to Scope:** If at the time of enforcement of any provision of this Agreement, including without limitation, paragraph 4(a) above, a court holds that the restrictions stated therein are unreasonable under circumstances then existing, the parties hereto agree that the maximum period, scope, or geographical area reasonable under such circumstances will be substituted for the stated period, scope or area.
- (c) **Remedy for Breach:** In the event of a breach by the Employee of any of the provisions of this Agreement, including without limitation, this paragraph 4, the Company or its successors or assignees or the relevant Affiliate of the Company, as applicable, may, in addition to other rights and remedies existing in the Company's or the relevant Affiliate of the Company's favour, apply to any court of law or equity of competent jurisdiction for specific performance and/or injunctive or other relief in order to enforce or prevent any violations of the provisions hereof.

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*[Signature]*  
Director

## 5. Non-Solicitation

The Employee agrees that for a period commencing the date of this Agreement and ending two years after he ceases to be employed by the Company:

- (a) Employee will not solicit, encourage, induce or accept, or attempt to solicit, encourage, induce or accept, directly or indirectly, (1) employee, marketing agent, vendor, partner or consultant of the Company Group to terminate his/her employment, agency, contract or consultancy with the Company Group, or any (2) prospective employee with whom the Company Group has had discussions or negotiations within six months prior to Employee's termination of employment, not to establish a relationship with the Company Group, or (3) any account, client or customer with whom the Company Group have conducted any business or for whom the Company Group have performed any services during the period of the Employee's employment with the Company, or (4) any person or entity who was a potential account, client or customer of the Company Group as a result of contacts, including, without limitation, the exchange of proposals, having been made between the Company Group, through the Employee or otherwise, and such person or entity prior to the termination of the Employee's employment with the Company; and
- (b) Employee will not induce or attempt to induce any customer, supplier, licensee or other business relation of the Company Group to cease doing business with the Company Group, or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company Group.

## 6. Non-Disparagement

During your employment or thereafter, you shall not make or induce any other person to make derogatory or disparaging statements (whether or not you believe the statements to be true) of any kind to any person whatsoever including on social media so far as such statements relate to the Company Group. This obligation shall remain operative during or after the term of your employment. The term "social media" shall include social networking sites such as Twitter, Facebook, LinkedIn, WhatsApp and other online forums that permit users to share information with others in a contemporaneous manner.

## 7. Disclosure

The Employee agrees not to disclose to any person or entity not a party to this Agreement any information regarding this Agreement.

## 8. General Provisions

- (a) Severability: Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other provision or any other jurisdiction, and this Agreement will be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein. The parties agree that a court of competent jurisdiction making a determination of the invalidity or unenforceability of any term or provision of this Agreement will have the power to reduce the scope, duration or area of any such term or provision, to delete specific words or phrases or to replace any invalid or unenforceable term or provision with a term or provision that is valid and enforceable and that comes closest to expressing the intention of the invalid or unenforceable term or provision, and this Agreement will be enforceable as so modified.

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For Sheila Raheja School of Business  
Management & Research



  
Director

- (b) **Complete Agreement:** This Agreement embodies the complete agreement and understanding between the parties and supersedes and pre-empts any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
- (c) **Counterparts:** This Agreement may be executed in separate counterparts, each of which is deemed to be an original and all of which taken together constitute one and the same agreement.
- (d) **Successors and Assignees:** Except as otherwise provided herein, this Agreement will bind and inure to the benefit of and be enforceable by the Company, the Affiliates of the Company and the Employee and their respective successors and assignees, provided that the rights and obligations of the Employee under this Agreement will not be assignable without the prior written consent of the Company.
- (e) **Choice of Law:** All questions concerning the construction, validity and interpretation of this Agreement will be governed by Indian law and subject to the non-exclusive jurisdiction of the courts of New Delhi.
- (f) **Remedies - Intended Third Party Beneficiary:** Each of the parties to this Agreement will be entitled to enforce its rights under this Agreement specifically, to recover damages and costs (including reasonable attorney's fees) caused by any breach of any provision of this Agreement and to exercise all other rights existing in its favour.

The parties hereto agree and acknowledge that the Employee's breach of any term or provision of this Agreement will materially and irreparably harm the Company Group, that money damages will accordingly not be an adequate remedy for any breach of the provisions of this Agreement by the Employee and that the Company in its sole discretion and in addition to any other remedies it may have at law or in equity may apply to any court of law or equity of competent jurisdiction (without posting any bond or deposit) for specific performance and/or injunctive relief in order to enforce or prevent any violations of the provisions of this Agreement. Further, the Company and the Employee acknowledge and agree that the Affiliates of the Company are intended third party beneficiaries of this Agreement and shall be entitled to enforce the terms of this Agreement and obtain the remedies for breaches or anticipated breaches hereof to the same extent as the Company.

- (a) **Amendment and Waiver:** The provisions of this Agreement may be amended and waived only with the prior written consent of the Company, the Employee and the relevant Affiliate of the Company.

In witness whereof, the parties have executed this Agreement on the day and year first above written.

**For Morningstar India Private Limited,**

*Pratik Parikh*

**Pratik Parikh  
Head - Talent & Culture, India**

**Employee Details**

Name of Employee                      Narendra Ashok Mishra

Signature

*N. Mishra*

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**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

**Benefits Overview**

|   | Company Contribution / Eligibility Per Annum |
|---|--|
| <b>Invest in Your Retirement (ID)</b>                                     | INR  |
|   | <b>45,875</b>                                |
| Employee Provident Fund   | 31,000                                       |
| NPS Employee Contribution *   | 15,000                                       |
| Gratuity Provision  | 5,375  |
| <b>Invest in Your Well-Being</b>  |  |
| Health Insurance (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children) | INR 0.00                                     |
| Accidental Insurance (Employee only)                                      | 1,000,000                                    |
| Term Life Insurance (Employee only)                                       | 1,000,000                                    |
| Paid Holidays, Time Offs & Flex Working Hours                             | Eligibility as per policy                    |
| Concave & Head (Self + Spouse / Partner (LGBTQ) + Parents + 2 Children)   | Emergency health services                    |
| Employee Assistance Program (Self + any 3 family members)                 | "Your Well-Being Coach"                      |
| Credits/Day-Care  | Support Parenthood                           |
| <b>Invest in Your Growth</b>  |  |
| Education Stipend   | Yearly eligibility as per policy             |
| CFA   | Sponsored program as per policy              |
| LinkedIn Learning   | Sponsored membership                         |
| Librarywala.com   | Book library membership                      |
| <b>Invest in Great Talent</b>   |  |
| Internal Job Posting  | Internal growth prospect                     |
| Employee Referral Plan  | Additional monetary benefit                  |
| Rewards & Recognition   | Monetary & non-monetary awards               |
| <b>Invest in Ownership</b>  |  |
| Shared Ownership Programs   | Equity plan with company contribution        |
| Impact Awards   | Performance based equity awards              |
| <b>Invest in Your Community</b>   |  |
| Matching Gifts Program  | Community support                            |

*Mmishra*

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**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
**Director**

10:44

Voice LTE 5G 83%

22/5

PREM  
PATIL



Hi,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be Tuesday, 2<sup>nd</sup> May 2023 at 9:30 am. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR - : 022-62358903 /62358900031

**Office Address:**

**InSync Analytics (India) Private Limited**

**Aarpee Chambers, 2nd & 3rd Floor,**

**Plot No.729A,Off Marol,**

**Off Andheri- Kurla Road, Andheri (East),**

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**





SRBS Placement &lt;placement@srbs.edu.in&gt;

## Offer Letter Mail

2 messages

chetan majgaonkar <chetanmajgaonkar@gmail.com>  
To: Placement@srbs.edu.in

Wed, Sep 13, 2023 at 12:26 PM

Dear Mr. Chetan Majgaonkar,

Greetings from India SME Forum!

Further to your application for employment with our Company and on the basis of your claims of skills and qualifications, we have great pleasure in offering you a position with our company as follows :

Location offered: Mumbai

Position Offered: Graduate Management Trainee (Probation 6 months)

Department: Research & Content Development Department

Key Result Areas: Successful completion of training period (1 year)

Joining Date: 11th September, 2023

Remuneration: Rs. 25,000/- per month

Performance Review on the basis of successful completion of probation.

A detailed Appointment letter with the service conditions and a non-disclosure agreement for acceptance, on joining, shall be given to you.

Please reply to this mail by EOD of 21st August 2023, with a specific acceptance of this offer.

This offer automatically expires on non-receipt of your acceptance or you are not joining on the joining date as specified in this letter.

You will have to provide proof of your identity, address, age, and claims of all qualifications & experience upon joining. Should you choose to accept this offer you may come to office and complete the joining formalities before 24th August.

We look forward to a mutually beneficial relationship with you.

Thanks & Regards,

Thanks & Regards,

HR DESK  
India SME Forum  
Mumbai - 404, Durga Chambers, Veera Industrial Estate,

Fun Republic Cinemas Lane, Off. Veera Desai Road,

Andheri (W), Mumbai-400053 T : +91 22 411 399 99

Delhi - Second Floor, Plot 30, Block DD,  
Nehru Enclave Extension, Opp Purnima Sethi Hospital,

Kalkaji, New Delhi 110019

Tel : +91 11 410 500 99

For Sheila Raheja School of Business  
Management & Research



Director



SRBS Placement <placement@srbs.edu.in>

Wed, Sep 13, 2023 at 12:29 PM

To: girishpawar@srbs.edu.in

[Quoted text hidden]

Thanks & Regards,  
Training & Placement

**Sheila Raheja School of Business Management And Research**

**Raheja Education Complex,**

**Kher Nagar, Bandra(East),**

**Mumbai 400 051.**

Email: placement@srbs.edu.in

  
Dr. Anshu Pannu

  
Shravan M.

For Sheila Raheja School of Business  
Management & Research



  
Director

**Private & Confidential**

Chetan Janardan Majgaonkar  
606, 6th Floor, Matoshree,  
Nav Maharashtra Nagar,  
M. P. Mills Compound,  
Tardeo – 400034

12 April 2023

**Offer of Internship**  
**Acuris (formerly Mergermarket Group) (the "Company")**

Dear Chetan,

We are delighted to offer you an intern position in Acuris (formerly Mergermarket Group), for the period from 13 April 2023 to 13 July 2023. Your duties will be within the Company's Content and Research department, and you will report to Ashay Surve, your manager for the duration of the internship.

You will receive a stipend of INR 10,000 payable monthly in arrears, subject to such deductions in accordance with the relevant laws and regulations.

Your normal hours of work will be five days a week, Monday to Friday, from 10:00 am to 6:00 pm. Any change in the working schedule will be mutually agreed between you and your manager.

The written notice period to be given by either party to revoke this Agreement is 7 days.

You are hereby requested to report to the Acuris office at 10 AM at Unit 1401, 2 A Wing, One India bulls Centre, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, on your first day.

Please ensure that the following documents be completed and returned prior to your joining:

- One signed copy of the Terms and Conditions
- Employee personal details - a copy of personal identity card / passport and any visa paperwork (if applicable)
- Names and addresses of two referees whom we can contact

Additionally on your first day you need to provide the below:

- Equal Opportunities & Diversity Questionnaire
- Signed Code of Conduct
- Signed IT Policy
- Signed Anti-Bribery and Corruption (ABC) Policy

For Sheila Raheja School of Business  
Management & Research



Dr.   
Dr. Suman M.

   
Director

## Classification:

Regional Head Offices

EMEA: 10 Queen Street Place, London, EC4R 1BE, United Kingdom Tel: +44 (0)20 3741 1000

Americas: 1501 Broadway, 8th Floor, New York, NY 10036 USA Tel: +1 212 686 5606

APAC: Suite 1602-06, Grand Millennium Plaza, 181 Queen's Road, Central, Hong Kong, Tel: +852 2158 9798

- Signed Confidentiality and Intellectual Property Policy
- Compliance Procedures
- Investment & Flexi pay declaration
- Previous PF account number

By signing this offer, you agree and acknowledge that you will observe strict secrecy as to the affairs and dealings of the Company and its affiliates.

In order to accept our offer, sign the enclosed copy of this letter and return it to me within three days of receipt.


Yours sincerely,



**Aditya Kelshikar**  
Executive Directory and Country Manager



Accepted by: ..... Date: .....  
**Chetan Janardan Majgaonkar**

  
Dr. Ansh Parm  
Dr. Jyotsna - M.

For Sheila Raheja School of Business  
Management & Research

  
Director

**Classification:**

Regional Head Offices

EMEA: 10 Queen Street Place, London, EC4R 1BE, United Kingdom Tel: +44 (0)20 3741 1000

Americas: 330 Hudson Street, 4th Floor, New York, NY 10013 USA Tel: +1 212 686 5606

APAC: Suite 1602-06, Grand Millennium Plaza, 181 Queen's Road, Central, Hong Kong Tel: +852 2158 9790



UTKARSH CHATURVEDI  
SRBS Placement <placement@srbs.edu.in>

## Recruitment Offer

3 messages

HR <hr@insyncanalytics.com>  
To: HR <hr@insyncanalytics.com>

Fri, Apr 14, 2023 at 11:21 AM

Hi,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be Tuesday, 2<sup>nd</sup> May 2023 at 9:30 am. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### Office Address:

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No. 729A, Off Marol,*

*Off Andheri- Kuria Road, Andheri (East),*

*Mumbai- 400059, India*

Regards,

*Priya Chaurasia*

*HR Executive*

*InSync Analytics (India) Private Limited*

*Dr. Anshu Pannu*

*DM.  
Dr. Anshu Pannu*



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

Document Submission check list.pdf  
260K

SRBS Placement <placement@srbs.edu.in>  
To: HR <hr@insyncanalytics.com>

Mon, Apr 17, 2023 at 1:05 PM

Dear Priya,

Kindly provide the NAME of the selected candidate.

Thank you

Regards

Prof. Darshana M

[Quoted text hidden]

Thanks & Regards,  
Training & Placement

**Sheila Raheja School of Business Management And Research**  
**Raheja Education Complex,**  
**Kher Nagar, Bandra(East),**  
**Mumbai 400 051.**  
Email: placement@srbs.edu.in

**Utkarsh Chaturvedi** <chaturvediutkarsh05@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 18, 2023 at 11:14 AM

[Quoted text hidden]

  
Dr Ansh Pawan

Dr.  
DARSHANA . M.



For Sheila Raheja School of Business  
Management & Research

  
Director

(41)

Madison Communications Pvt. Ltd.  
349 Business Point, Western Express Highway,  
Andheri (East), Mumbai 400 069.  
Tel: (022) 66401500. Fax: (022) 66750414

**MADISON**

Ref.No: MM/OFF/2023  
April 14, 2023

MAYUR RAMESH DUFARE  
MUMBAI.

Dear Mayur,

This is to confirm our having offered and you having accepted the post of "MEDIA PLANNER" at Madison Media ACE based in Mumbai on a consolidated all-inclusive CTC of Rs. 4,00,000/- per annum. In addition, you will be paid a Retention Bonus of Rs. 50,000/- after you complete one year with the organization.

You are required to join not later than April 20, 2023. Kindly note that you are required to submit your Resignation acceptance letter/email from your current Employer within 15 days from the offer date, failing which this offer can be revoked.

You are also requested to submit a soft copy of the below documents on joining:

- Updated Resume
- Last 3 months salary slip and appointment letter/increment letter from last organization.
- Pan Card Copy
- Passport / Driving License Copy
- Passport size photograph
- Relieving letter / accepted resignation letter.
- Certificate of highest academic qualification

A formal appointment letter will be issued to you on your joining, after you have submitted the above documents.

Please sign a copy of this letter as a token of your acceptance and return the same to the undersigned.

With kind regards,

Yours sincerely,




**BHAMINI PAINTER**  
HR. DIRECTOR

ACCEPTED BY,



**MAYUR RAMESH DUFARE**

  
Dr. Anshu Pawar

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

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## Fwd: Recruitment Offer from Insync analytics

1 message

Shrikrishna Ghule <ghuleshrikrishna@gmail.com>  
To: placement@srbs.edu.in

Sat, Apr 29, 2023 at 2:26 PM

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

From: HR <hr@insyncanalytics.com>  
Date: Tue, 18 Apr 2023, 19:21  
Subject: Recruitment Offer  
To: Shrikrishna Ghule <ghuleshrikrishna@gmail.com>

Hi,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be Tuesday, 2<sup>nd</sup> May 2023 at 9:30 am. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

### **Office Address:**

*InSync Analytics (India) Private Limited*

*Aarpee Chambers, 2nd & 3rd Floor,*

*Plot No.729A, Off Marol,*

*Off Andheri- Kurla Road, Andheri (East),*

*Mumbai- 400059, India*

**Regards,**

**Priya Chaurasia**

**HR Executive**

**InSync Analytics (India) Private Limited**

*Dr. Ansh Pannu*

*Dr. Ansh Pannu*

For Sheila Raheja School of Business  
Management & Research



*Director*

Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Email: placement@srbs.edu.in

Sat, Apr 29, 2023 at 4:21 PM

HR <hr@insyncanalytics.com>  
To: SRBS Placement <placement@srbs.edu.in>

FYI

[Quoted text hidden]

----- Forwarded message -----  
From: HR <hr@insyncanalytics.com>  
To: "SRBS Placement" <placement@srbs.edu.in>  
Cc:  
Bcc:  
Date: Sat, 29 Apr 2023 10:25:43 +0530  
Subject: RE: Placement Process for 2022-2023 batch

Dear Darshana,

Please find below feedback of operation and HR round.

Remaining candidate's couldn't cleared the operation round.

Please share their email id's

|                          |        |
|--------------------------|--------|
|                          |        |
| Janhavi Kurri            | Select |
| Jayesh Gupta             | Select |
| Moinuddin Kazi           | Select |
| Pradnya Eknath Kharat    | Select |
| Pranjali Nampalliwar     | Select |
| Samiksha Baban Somvanshi | Select |
| Vaibhavi Joshi           | Select |
| Vaishnavi Shinde         | Select |

Regards,

Priya Chaurasia

HR Executive

InSync Analytics (India) Private Limited





For Sheila Raheja School of Business  
Management & Research

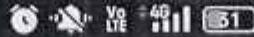


Director



51

12:37



JM Financial Services Limited JM FINANCIAL

|                        |  |
|------------------------|--|
| Name                   | Gaurav Shyam Chhabra                   |
| Title                  | Management Trainee                     |
| Designation            | Management Trainee                     |
| Department             | Equity Broking Group                   |
| Sub-Department         | Equity Broking Group - Central Support |
| Location               | Mumbai                                 |
| Sub-Location           | Energy                                 |
| Evaluation Director    | Srinath Kaushik C                      |
| Co-Evaluation Director | Simple Kumar Shah                      |

Offer

| Salary Head                               | Amount (Per Annum) | Amount (Per Month) |
|---|--------------------|--------------------|
| Basic                                     | 1,80,000           | 15,000             |
| HRA                                       | 1,08,000           | 9,000              |
| Supplementary allowance                   | 1,04,400           | 8,700              |
| Advance Statutory bonus                   | 36,000             | 3,000              |
| *Provident Fund (Employer's Contribution) | 21,600             | 1,800              |
| <b>Fixed Cost</b>                         | <b>4,50,000</b>    | <b>37,500</b>      |

Note:

You will be paid sign on amount of Rs. 50,000/- (Fifty Thousand Only). The amount will be paid in to the payroll of 13th month from your date of joining upon satisfactory performance during 12 months from your date of joining.

In case, you tender resignation before completing 2 years with the organization, you will have to repay the sign on amount paid to you.

\*Provident Fund (PF) - PF mentioned above is Employer's contribution. The same amount will be deducted from the salary as your contribution towards PF.

Tax - The amount stated above is pre-income & Professional Tax and deductions will be as per government policies from time to time.

Performance linked Annual bonus - Annually, employee shall be eligible to receive a performance linked annual discretionary bonus which is dependent upon employee's individual performance and the Firm's financial results over a period of twelve months ending March 31st.

Other Benefits

Hospitalization Policy - Family floater policy covering employee, spouse & children - 4 lakhs per annum

Personal Accident Insurance - Employee is insured for upto 5 times Base Salary. (Base Salary will exclude Provident Fund)

Group Term Life - In case of death, employee is insured for upto 3 times Base Salary (Base Salary will exclude Provident Fund)

Gratuity - Payable as per the Gratuity Act.

I have read and understood the Offer of Employment mentioned above. I acknowledge that the Offer mentioned above is acceptable to me.

Name

Date:

Signature:

  
Dr. Curesh Parne

  
Srinath Kaushik C



For Sheila Raheja School of Business Management & Research

  
Director

# Nirpan Securities Pvt Ltd

CIN Number U67120GJ1993PTC116315, GSTIN 27AAACN1329A1Z3

Corporate Office: 307-308, Bhagwati House, A/19, Veera Desai Road, Andheri (W), Mumbai  
400058.

Email: salary@dolatcapital.com

Tele No: 022-61164021/29

Date: 15-05-2023

To,

Mr. Anand Madhavrao Buyre

Flat No. 316, Malad Ganesh Prasad

Building, Malad East, Near Raheja

Complex 400024

## LETTER OF APPOINTMENT

We are pleased to appoint you in our organization, viz. Nirpan Securities Pvt Ltd (A Dolat Group). You will be required to join the company's services on 24/05/2023.

### Terms & Conditions are as follows:

#### 1. Job title

Your position/service in Dolat would be a Risk Analyst of the Company.

You will be paid a Salary/Professional Fees a total of Rs.264000/- (Rupees Two Lakhs Sixty Four Thousand Only) CTC per year. Increment will be done after completion of a year considering upon your regularity performance etc. Your monthly salary/Professional Fees will directly be credited in your bank account. The Payroll Administrator will provide the details to you.

In addition to salary/Professional Fees, Bonus (Applicable only on completion of 1 year) will be paid to you as per existing Company's rule & Management's decision.

Considering upon your performance, experience, excellence and regularity salary/fees will be increased as per Company's Policy.

#### 2. Travel and Transportation

The Company will pay for the cost of travel for the Employee from Office to his assigned housing except that the Employee is at fault or terminates the contract.

#### 3. Probation Period

The Employee shall work on probation for a period of 6 Months starting from the first working day. If the Employer finds up to the probation period that the Employee is not qualified for the job assigned, the Employer may cancel the offer. No leave is allowed during the probation period.

Contd..

For Sheila Raheja School of Business  
Management & Research

  
Director

  
AN Anand Pann

AN  
Anand M.



## 4. Working hours

The normal working hours of the organisation to which you are attached are applicable to you. However the Company reserves the right to modify your hours of work from time to time.

## 5. Probation and leave

On completion of probation period you will be entitled 21 working days leave from April to March every year in addition to public holidays as per BSE/NSE/MCX-SX holiday schedule. Your leave includes any Sick leave, Exam Leave or Vocational Courses Leave taken during the year. Maximum carry forward of leave for next year will be 12 & no monetary compensation would be given for any pending leaves at the end of the year.

The Employee must give at least one week's notice of holiday requests. In the event of incapacity due to sickness or injury the Employee must advise not later than on the first day of absence. Full reasons must be given at this time. If the Employee is absent for more than 5 days, he must on the 6 day of absence provide the Employer with a medical certificate from a General Practitioner stating the reason for absence. Else the management may deem, at its own discretion, as resignation without notice.

## 7. Obligation

The Employee shall abide by the rules and regulations of the company stipulated in conformity with the local labour law and shall respect the local traditions and customs.

You will inform any changes in your Contact Number, Residential Address etc from time to time which are given at the time of joining of the company.

You will produce all the required documents to the concern department of the Company with the originals.

You will also inform regarding your Credit Card Application, Loan Applications (Personal Housing & Vehicles etc.) to the accounts Dept much in advance.

Unnecessary Talking Chatting on Mobile phones & Gossiping with other colleagues are during Trading hours strictly prohibited. The company may take necessary actions if found such activities.

You are not allowed to do any insider trading and must work within the regulations of SEBI and the Company. You agree to the compliance with the confidentiality and intellectual property, which is proprietary information of the organization.

## 8. Other employment

The Employee must devote the whole of his/her time, attention and abilities during his/her hours of work to his/her duties for the Employer. The employee may not, under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

## 9. Duration of Contract

The duration of the contract is for a minimum 2 year(s) starting from the day of joining of the Employee in Delhi. The extension of the contract shall be mutually agreed upon between the Employer and the Employee.


## 10. Termination of the contract

In case the Employee terminates the contract, the Employee shall give a one month notice to the Employer & should complete the closure formalities with the Account Dept to avoid penalties.

## 11. Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and

  
Anshu Panu

  
Dr. Manoj M.



For Sheila Raheja School of Business  
Management & Research

  
Director

12. General

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee's previous terms and conditions of employment with the Employer.

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

The Company expects highest degree of sincerity/loyalty & hardwork from you. You will also co-operate with other staff related to the routine office work.

There will be no grant of any personal loan from company for 1st 12 months of services.

Please confirm that the terms & conditions in this letter are acceptable to you and that you accept the confirmation by signing a copy of this letter.

In Witness whereof, the undersigned, having fully understood the contents of the contract stated herein, have signed this agreement.

Wishing you the very best in your career with us.

Place : Mumbai

Date : 15-05-2023

For Nirpan Securities Pvt Ltd [A Dojat Group]



*P. ...*  
Director/Authorised Sign

Above Terms & Conditions Accepted by me,  
Signature of Pranav Madhavrao Buyre

*Buyre*

Post Office: UNIT NO.238, SECOND FLOOR, SIGNATURE 13B, ZONE-1, GIFT SEZ, Gandhinagar - 382355, Gujarat, India

*Dr. Anshu Parma*

*Dr. ...*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director



16th May, 2023

**Rishita Chowke**  
flat number 2405/201/6 kane nagar,  
CGS colon,Antophill mumbai 400037 India

Re: Employment Offer

Dear Rishita,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("**GlobeOp**") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **17th May, 2023**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

Global Financial Services (India) Private Limited  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
E: +91-22-6753-9000 | F: +91-22-6753-9001 |  
KTN-U67100MH2003PTC141044

**Dr Anshu Kumar**  
  
**Dr Anshu Kumar - M**



**For Sheila Raheja School of Business Management & Innovation**

**Director**



This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

*Pranali Mhatre*  
**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

*Dr Anshu Patil*  
**Dr Anshu Patil**  
**Dr Anshu Patil M.**



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
**Director**

From: HR [mailto:hr@insyncanalytics.com]  
 Sent: Tuesday, April 25, 2023 1:04 PM  
 To: 'SRBS Placement' <placement@srbs.edu.in>  
 Subject: RE: Placement Process for 2022-2023 batch

Hi,

Below is the address.

**Office Address:**

*InSync Analytics (India) Private Limited*  
*Aarpee Chambers, 2nd & 3rd Floor,*  
*PLOT No.729A, Off Marol,*  
*Off Andheri- Kurla Road, Andheri (East),*  
*Mumbai- 400059, India*

Regards,

*Priya Chaurasia*

*HR Executive*

*InSync Analytics (India) Private Limited*

From: HR [mailto:hr@insyncanalytics.com]  
 Sent: Tuesday, April 25, 2023 11:46 AM  
 To: 'SRBS Placement' <placement@srbs.edu.in>  
 Subject: RE: Placement Process for 2022-2023 batch

no

Regards,

*Priya Chaurasia*

*HR Executive*

*InSync Analytics (India) Private Limited*

*[Signature]*  
*Dr. Anshu Pannu*



For Sheila Raheja School of Business  
 Management & Research

*[Signature]*  
*Dr. Anshu Pannu*

*[Signature]*  
 Director

From: SRBS Placement [mailto:placement@srbs.edu.in]  
 Sent: Tuesday, April 25, 2023 11:26 AM  
 To: HR <hr@insyncanalytics.com>  
 Subject: Re: Placement Process for 2022-2023 batch

Dear Priya,

## Statement of Terms & Conditions of Employment (Hybrid Employment Contract)

This statement gives details of the contract of employment between Sanket Sunil Ghadi ("You" or "Employee") and MoneyGram India Private Limited (the "Company"). The offer of employment is made subject to the receipt of satisfactory employment references and is subject to receipt of satisfactory working permits/other documentation demonstrating your right to work in India, as may be applicable throughout the duration of this contract.

### WHEREAS:

- The Company belongs to the group of companies comprising of MoneyGram International, Inc. with registered seat in the United States of America as the controlling entity and its affiliated companies around the world ("MoneyGram Group");
- MoneyGram Group strives to: (i) ensure greater Employee work flexibility and (ii) provide clear and comprehensive guidelines to its employees about performing working from home and for that purpose Work from Home Policy was regulated in the Employment Regulations and, at MoneyGram Group level, MoneyGram - Work from Home Guidelines were issued ("WFH Policy");
- The Employee confirms being interested in performing work from home as well as from the Employer's office in accordance with this Contract, depending on the business needs of the Employer and preference of the Employee ("Hybrid Model").

### 1. CONTINUOUS SERVICE DATE

- 1.1. The Agreement shall commence on **24.04.2023** and shall continue except as otherwise provided herein, unless and until terminated by either the Company or you giving notice as detailed below.
- 1.2. Your continuous date of service will be effective from **24.04.2023**. Unless otherwise stated no period of employment with any other employer will count as part of your continuous service.

### 2. JOB TITLE AND DUTIES

The Company shall employ you in the capacity of **Foreign Exchange Specialist I**. You will be expected to carry out duties appropriate to this appointment with due diligence, and the Company may make reasonable adjustments to your job description and duties. In addition to the duties, which this job normally entails you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Company's business.

### 3. BASIC SALARY

- 3.1. Your basic salary will be **INR 452,400.00 INR** gross per annum. This salary is subject to appropriate tax and statutory deductions in line with legislation in India. Your salary will be payable in 12 equal monthly instalments, in arrears and will be paid by the end of each calendar month. You will be eligible to participate in the annual pay review process, currently held in April of each year and subject to Board Approval. Participation in the review process does not guarantee any change in remuneration. The next review process that you will be eligible to participate in will be **April 2024**.
- 3.2. In the first year of joining, any salary increase awarded will be prorated based upon length of service during the pay review period, currently 1<sup>st</sup> April to 31<sup>st</sup> March. Any increase awarded will only be applied once you have satisfactorily completed your probationary period.

### 4. HOUSING ALLOWANCE

You will be entitled to a housing allowance equal to 40% of your annual base salary, i.e. in the amount of **INR 180,960.00** gross per annum, prorated for the duration of this contract and paid in 12 equal instalments in arrears, on the last working day of each month. Any revision to base salary will result in a subsequent revision in housing allowance. This allowance is subject to appropriate tax and statutory deductions in line with legislation in India.

### 5. PROVIDENT FUND

The company is covered under section 1(4) of the Employees Provident Fund Act, 1952. Subject to the terms, conditions and restrictions set forth in the Company's scheme documents or provider agreements, you will be entitled to participate in this scheme. The employee and the Company each agree to contribute a percentage of the

  
Sanket Sunil Ghadi

  
Anshu Panwar

1 / 10



For Shareholder's Approval  
Management & Research

  
Director



employee's basic salary as described in the Company's scheme documents or provider agreements. Any tax or statutory deductions that fall due as a result of legislation in India will be borne by you, where legally acceptable.

## 6. PROBATIONARY PERIOD

The first 3 months of your employment will be a probationary period (hereinafter referred to as 'the Initial Probationary Period'). If performance has not been fully satisfactory, the Company reserves the right to extend the Initial Probationary Period for a further 3 months at its discretion and after appropriate consultation with you (hereinafter referred to as the "Extended Probationary Period"). If either you or the Company wish to terminate your employment within the Extended Probationary Period, 2 week's advance notice will be given. The Company reserves the right, at its discretion, to make a payment to you in lieu of such notice to which you may be entitled. The Company may terminate your employment summarily without such notice for any cause recognised by law. No further severance payment will be applicable.

## 7. HOURS OF WORK

- 7.1. You are required to work the hours required to complete your role. Normal working hours of 9.00 a.m. to 6.00 p.m. apply, Monday through to Friday, with 1 hour for lunch.
- 7.2. Work in excess of these hours will not be subject to overtime payments unless specifically approved otherwise by your Line Manager.
- 7.3. The Employee is obliged to perform the tasks entrusted to him/her and remain at the disposal of the Company during the Employee's working hours. In particular, the Employee is obliged to start work on time, in accordance with the applicable working time schedule and to be actively available through electronic communication channels used by the Company, including: (i) e-mail, (ii) relevant company systems and, depending on the case, a mobile phone. The Employee is required to be logged into the MoneyGram network via VPN during his/her working hours.
- 7.4. The Employee will have to use his/her entire work capacity exclusively for the Company and the promotion of the interests of the Company. Any engagement in additional activities in consideration of any compensation therefore or any direct or indirect investment in any other companies of any and all kinds shall be permitted only if the written consent of the Company had been obtained in advance.
- 7.5. The Employee is obliged to immediately inform the Line Manager in the event of technical problems preventing the performance of Work from Home, in particular in the event of Equipment failure or disruption to personal home Internet connection. In such cases, the Line Manager will arrange further actions with the Employee, which may include work from the Company's office. In case of any technical issues related to the Company Property, the Employee is to refrain from carrying out any repairs on his/her own without prior arrangement with the Facilities or the IT departments.
- 7.6. The Employee is obliged to ensure that he/she works the time required under the working time schedule and scheme applicable to him/her and that the applicable working time limits are not exceeded and adequate rest breaks/rest periods are respected.
- 7.7. The Employee is obliged to register properly and accurately his/her actual working time/absences with the systems used (if applicable) at the Company as per standard process.
- 7.8. Upon being instructed by the Company, the Employee may be obligated to work beyond regular working hours, whenever such is required by the business.
- 7.9. Overtime work is allowed only on the explicit instruction and approval of the Line Manager and in line with the local practices and procedures binding at the Company.
- 7.10. Any indisposition of the Employee must be reported to the Employee's Line Manager and in the manner compliant with relevant policies and in a manner adopted in a particular department.
- 7.11. Whenever in need to attend to a personal matter and/or leave his/her residence during working hours for justifiable cause that inhibits his/her ability to perform work, the Employee must notify and seek prior consent from his/her Line Manager.

## 8. BASE OFFICE AND MOBILITY

- 8.1. The Parties hereby agree that the Employee will be employed under the Hybrid Model where the Employee will have the ability to work from the Company's local office in Mumbai and also Work from Home as per the below



For Sheila Raheja School of Business

  
Director

definition. The number of days in each working week that the Employee will perform work at their home and in the office will be agreed with his/her Line Manager depending on the business needs of the Company.

The Employee and his/her Line Manager will agree on the most appropriate way to maintain regular communication and provide general updates on the delivery of work, priorities and goals.

- 8.2. The Parties hereby confirm that for the purposes of this Agreement "Work from Home" will be referred to as performance of duties by the Employee outside of the Company's physical offices, in the place reported to the Company as the place of residence, within the territory of the country of Company's registered seat, in particular using electronic means of communication. For the avoidance of any doubt, the Employee is not allowed to perform work in a place other than the Employee's place of residence and particularly in such places as cafes, restaurants, parks and other publicly available places.
- 8.3. The Employee confirms they have designated a suitable workspace at his/her home that enables comfortable and undisturbed performance of work-related tasks and allowing for keeping the confidentiality commitments.
- 8.4. The Employee hereby confirms they have conducted an objective risk assessment of his/her workplace in respect of safe and hygienic working conditions and confirms that any risk factors identified will be reported to their Line Manager and the Facilities team prior to the commencement of employment and subsequently there forth during the course of employment as soon as the employee becomes aware of such risks.
- 8.5. The Employee confirms being familiarized with H&S Guidelines for Work from Home as attached thereto and undertakes to follow them.
- 8.6. The Employee confirms that: (i) they will familiarize themselves with the WFH Policy and undertake to follow the rules and requirements included therein; (ii) Work from Home does not release the Employee from the obligation to comply with the Company's internal regulations, such as the Employee Handbook, and other policies and procedures applicable at the Company and MoneyGram Group.
- 8.7. The Company has the right to ask the Employee to make him/herself present at the Company's office at any time, and the Employee is obliged to reasonably accommodate this request during the Employee's working hours. The cost of commuting to the office will not be reimbursed by the Company.
- 8.8. The Employee confirms that due to the Hybrid Model being implemented no form of additional Work from Home allowance/cost reimbursement will be due. If there are any specific laws that would impose the obligation to pay the work from home allowance/ cost reimbursement the Parties hereby represent that it is already included in the Employee's current salary.
- 8.9. There may on occasion be the necessity to work away from the office and/or home locations as described above. If this entails travel and/or time away from home, expenses will be reimbursed in accordance with the policy at that time.

## 9. ANNUAL LEAVE


- 9.1. Your annual leave entitlement will be pro-rated over the number of complete month's service calculated on the basis of 21 working days per annum.
- 9.2. All annual leave must be approved in advance by your line manager and taken at times convenient to the Company. The Employee shall use their best efforts to take annual leave within the annual leave cycle, 1<sup>st</sup> January to 31<sup>st</sup> December.
- 9.3. In addition, you will be entitled to paid leave for statutory holidays.
- 9.4. On termination of employment, your annual leave entitlement or accrued pay will be calculated pro-rata to the number of complete months worked that year. If you have taken more annual leave than you are entitled to the cash equivalent will be debited from your final salary.

## 10. SICKNESS

- 10.1. You will be entitled to paid sick leave in accordance with the statutory requirements. If you are prevented by illness, accident or other incapacity from properly performing your duties ("**sickness absence**") you should report this to your line manager as soon as possible on the first day of absence, or as required by local sickness reporting procedures.
- 10.2. For absences of up to 2 consecutive working days, immediately following your return to work you should complete a Self-Certification form detailing the reason for your absence.

For Sheila Raheja School of Business  
Management Research

  
Anusha Pannu

  
Anusha Pannu



  
Director

10.3. If the sickness absence is 3 or more consecutive days, you should provide a medical practitioner's statement on the 4<sup>th</sup> day, and thereafter to cover your full period of sickness.

## 11. TRAINING

The company is committed to the training and development of its employees. You will be required to undertake the training relevant to your role as directed by your Line Manager. This may require you to undertake course work outside of normal working hours e.g. self-study and occasional travel away from home to attend courses.

## 12. DRESS

You are required to comply with regulations relating to appropriate dress in your place of work.

## 13. TERMINATION NOTICE

13.1. The Company may terminate your employment by providing you with 1 months' notice in writing (hereinafter referred to as "the Termination Notice").

13.2. The Company reserves the right, at its discretion, to make a payment to you in lieu of any notice to which you may be entitled. The Company may terminate your employment summarily without the Termination Notice for any cause recognised by law.

13.3. If you seek to terminate your employment with the Company, you shall provide 1 months' written notice to the Company.

13.4. The Company reserves the right to place you on garden leave after notice has been given by the Company to that effect. During any such period of garden leave the Company may require you to perform alternative duties, no duties at all, not to have any contact with clients or customers of the Company or of any Group Company, not to enter the premises of the Company or any Group Company. Any period of garden leave may not exceed the period of notice contained in this clause.

13.5. You acknowledge and agree that you will execute any and all additional undertakings and agreements that the Company may provide you, for the purpose of its own legitimate commercial and legal interest, at the time of your departure from the Company.

## 14. TERMINATION OF PERFORMANCE OF WORK IN HYBRID MODEL

14.1. The Parties hereby confirm that the Employer will have a right to unilaterally instruct the Employee to cease performing the work in the Hybrid Model and request him/her to work in the Company's office in the following situations:

- a) occurrence of legislative changes that prohibit the possibility of working by the Employee in the Work from Home/Hybrid Model;
- b) when, as a result of internal reviews, it is clear that a Hybrid Model/Work from Home approach is affecting the efficiency or productivity of an individual and the work they perform and deliver;
- c) where a significant amount of Employee's work needs to be carried out as part of an in-person team locally.


14.2. In case of occurrence of the situations listed above, the Company will inform the Employee in writing **keeping 1 months' notice period**. In such a situation the Employee agrees to start to work from the office following the end of the notice period.


14.3. The Employee will have a right to request the Company to cease performing work in the Hybrid Model and to perform work from the Company's office. In such case he/she needs to provide a written request in this respect to the Company **keeping 1-month's notice period**. The Company may not reject the Employee's request, unless for justified reasons (e.g. lack of sufficient office space in the office or lack of office premises).

## 15. DISCIPLINE AND GRIEVANCE PROCEDURES

15.1. You shall act in the best interests of the Company and in accordance with the policies, procedures and rules contained within the Staff Handbook and other policies, procedures and rules issued from time to time. Any breach will result in action being taken in accordance with the Disciplinary Procedure.

15.2. If you have a grievance relating to your employment, you have the right to seek redress by following the procedure laid down in the Staff Handbook.

  
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Director

15.3. You must notify the Company immediately if, while in employment:

- a) you are convicted of any criminal offence involving theft, fraud or dishonesty of any kind whatsoever; or
- b) become aware that any partner, husband, wife, parent, brother or sister of yours has become, or is planning to become a director or employee of any company or firm which is carrying on business wholly or partly in competition with the money transfer service marketed by MIL Overseas Limited.

## 16. MONITORING

You are bound by the company policy, which outlines the right of the employer to access emails, and any other information stored on company property. Full details of this policy are in the Staff Handbook.

## 17. GIFTS

You shall not accept a cash gift of any amount, or any gift or other benefit in kind of more than nominal value, from any person or firm having business relations, or prospective business relations with the Company unless specifically authorised to do so by the Company.

## 18. COMPANY PROPERTY

- 18.1. The Employee bears full responsibility for all equipment provided by the Company for the Employee, including, but not limited to the equipment related to Work from Home such as a laptop, a desktop computer, a screen monitor, a keyboard, a mouse, a headphone and other equipment as well as any other equipment and property ("**Equipment**") assigned to him/her by the Company for the performance of work, including its destruction or loss, except for damages resulting from normal wear and tear. The Employee is obliged to immediately inform the Company if there are any incidents involving damage/loss of the Equipment or if the Equipment does not work properly.
- 18.2. The Employee is obliged to return all company related Equipment to the Company on his/her last day of employment with the Company, unless the Company requests an earlier date.
- 18.3. The Employee has the right to technical support from the Company regarding the Equipment using the ServiceNow system or a dedicated hotline.
- 18.4. The Employee understands and agrees that the Equipment provided by the Company to facilitate the performance of Work from Home shall satisfy its obligations under this policy and there shall be no further arrangements/resources extended to the Employee unless otherwise agreed to in writing.
- 18.5. If it is your duty to receive or pay monies on behalf of the Company you must account for them as soon as practicable. If you receive money on behalf of the Company you must immediately hand it to the appropriate member of staff at the office.
- 18.6. You shall not, without permission, remove any money, equipment, or other item of value, belonging to the Company from company premises for your own purposes even though it may be your intention to return the same in due course.

## 19. DISCLOSURE OF INFORMATION


You should not give any interview to or take part in any discussion or conversation with the press, radio or television bodies regarding any aspect of the Company's business without first ensuring approval by the Communication Department.

## 20. CONFIDENTIALITY

20.1. It is a condition of your employment that you keep the Confidential Information (as hereinafter defined) of any company (including any associated companies) or persons with which the Company may at any time during your service be in commercial or technical co-operation or association with. You shall not, otherwise than in the course of your employment or unless legally required to do so, either during your service or subsequently, divulge to a third party any matter which is secret or confidential, or information relating to the business or interests of any such company, subsidiary, associate or person which could be detrimental to those businesses or interests.

20.2. Confidential Information includes all information relating to the business, finances, procedures, policies or systems of the Company, or any information, which is specifically designated by the Company as confidential. It also includes any information regarding your terms and conditions of employment or those of other employees

  
Ansh Pann

  
Ansh Pann



  
Director

of any associated company, in particular your salary and benefits and discussions or negotiations regarding these.

- 20.3. However, nothing herein shall prevent you from using your own skill in any business in which you may be lawfully engaged after the period of your employment has ended.
- 20.4. At the end of your employment you must deliver to the Company forthwith all books, equipment, documents, papers, materials, and copies thereof, of the Company or any of its subsidiary and associated companies which may then be in your possession or under your control.
- 20.5. Any breach of confidentiality or security during service will result in formal disciplinary action and may be treated as gross misconduct.
- 20.6. The Employee undertakes to ensure his/her access to the Equipment as well as data and information relating to the Company, MoneyGram Group, its clients and from any other people, including the Employee's relatives is kept secure and confidential at all times. The Employee will strictly follow the rules of protecting data that is accessible/provided to him/her, protection of proprietary and confidential information of the Company, protection of personal data as well as rules of using the equipment. At the same time, the Employee is committed to block computer access to any third party whenever not in use.
- 20.7. Consistent with MoneyGram Group's expectations of information security for Employees working in the office, the Employee while performing Work from Home, will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace.
- 20.8. The Employee is not allowed to conduct conversations on confidential matters relating to the Company's affairs or have those conversations in the situations that the context of the discussion can be overheard by those not employed by the Company, such as household members or guests.
- 20.9. When performing work: (i) the Employee is not allowed to leave company documents unattended, (ii) the Employee is obliged to keep documents in a safe and locked place that prevents access by other people.
- 20.10. As a rule, the Employee when performing Work from Home should not print any company-owned documents. When printing of company-related documents is required, the Employee must follow MoneyGram's Policy and instructions, including those regarding the protection of personal data. In particular, the Employee must:
- a) not print and/or scan using a device which belongs to third parties;
  - b) not leave printed copies of documents in place where it can be accessed by others e.g. household members or third parties;
  - c) properly destroy documents when no longer in use or needed, especially documents containing personal data and/or financial data; if not possible to do it at home, Employee should report to the office to destroy documents;
  - d) use only company provided e-mail to share company-related documents;
  - e) connect printers directly via USB cable or via the Employee's home network;
  - f) in case of sending printed copy via post (i) Employees must do it on his/her own (without using the intermediary of family members of third parties), (ii) sending signed documents only by registered mail.
- 20.11. In case of occurrence of any event constituting the breach of confidentiality rules the Employee is obliged to inform immediately Privacy Team by sending email to the following address:  
PrivacyProgramOffice@moneygram.com.

## 21. CONFLICTS OF INTEREST

- 21.1. A conflict of interest arises whenever you have the opportunity to obtain personal gain in a way that is contrary to the interests of the Company. You shall not engage in any business, financial, or other conduct where your personal interests actually conflict or have the appearance of conflicting with those of the Company and its shareholders. You should consult with the Legal Department of the Company if you need advice on what constitutes a conflict of interest. Examples where you should consult with the Legal Department of the Company before acting include, but are not limited to, the following:

For Sheila Raheja School of Business  
Management & Research

  
N Gursh Pann

  
D.H. Srinivas



  
Director

- a) Investing with a direct competitor (other than investments in public companies, not exceeding 5% in nominal value), or accepting payments, loans or offers of employment from persons or companies trying to do business with or gain information from the Company.
- b) Permitting an immediate family member to accept compensation or benefits from any competitor of the Company, except in the case of ordinary course of employment.
- c) Conducting business on behalf of the Company with any contractor, vendor, supplier or other party in which you or a member of your immediate family is a principal, officer or representative, or in which you have any other personal interest.

21.2. The breach of any of such obligations established in this Clause will be deemed to be a very serious infringement of your good faith duty and will entitle the company to take disciplinary measures. In this event, the Company reserves the right to exercise the corresponding action in law against you and claim any damages.

## 22. NON-SOLICITATION

You shall not within the 12 months following the termination of your employment with the Company (the Restricted Period):

- a) either on your own account or on behalf of anybody else try to entice away from the Company any customer or client of the Company with whom you have/had dealings on behalf of the Company during the period of 2 years prior to leaving;
- b) or try to entice away from the Company any Company Employee; a Company Employee being any person who was employed by the Company or any Group Company and with whom you had personal contact or dealings with in performing your duties of your employment or who reported to you; and who had been a Company Employee as on termination of your services or in any part of the 3 months immediately preceding your termination.

## 23. INTELLECTUAL PROPERTY

- 23.1. All property rights in any intellectual property objects resulting from your labour activities under or in connection with this Agreement, as well as all the results of the intellectual activity obtained by you while using the premises, information or other property of the Company, including the know-how or other business or commercial secrets of the Company, shall belong to the Company upon their creation.
- 23.2. You agree to promptly notify the Company in writing of any protectable intellectual property objects created by you during the course of the labour activities under or in connection with this Agreement and to submit to the Company all documents, copies and other materials associated with such intellectual property objects.
- 23.3. The property rights in intellectual property objects, as set out above shall be acquired by the Company in all countries of the world. You undertake to perform such legal acts and comply with such formalities as may be required under the laws of any country in the world so as to confirm (register) the Company's rights to such objects.
- 23.4. You hereby authorise the Company to act on your behalf regarding all issues connected with the confirmation or registration of the Company's intellectual property rights in objects as set out in this Agreement.
- 23.5. You and the Company hereby agree that the compensation payable to you is inclusive of the complete and sufficient remuneration for all of the intellectual property objects specified in this Agreement, with the exception of such remuneration as may be payable pursuant to imperative provisions set out in applicable legislation.

## 24. DATA PROTECTION CONSENTS

You agree that personal data relating to you which has or is in the future obtained by the Company or any associated company may be collected, held, processed and disclosed by the Company either by computer or manually for any purpose relating to the administration, management and operation of your employment with the Company or in relation to the Company's or any associated companies' legal obligations or business needs. This will, due to the multi-national nature of the Company, include access being provided, where appropriate, to offices based outside of India, and you unequivocally consent to such transfer of your personal data to such entities. Please refer to our Privacy Notice for further details on how the Company collects, stores, processes, and discloses such personal data.

  
Ansh Panna



  
Director, M.

7 / 10

For Sheila Raha School of Business  
Management & Research

  
Director

**25. REPRESENTATION**

You represent and warrant that you are under no obligation arising by virtue of any employment, consulting, noncompete or similar engagement or agreement, that would prohibit you from performing under this Employment Agreement nor which would give rise to any liability for damages on the part of the Company. Furthermore, you agree to indemnify the Company against any loss, claim or expense incurred by the Company due to any breach of this representation to the Company.

**26. NOTIFICATION OF CHANGES**

Any changes made to terms and conditions will be notified to each employee in writing by individual letter or by general notice to all employees.

**27. ADHERENCE**

It is a condition of your employment that you observe the instructions contained in Company Staff Handbook and manuals which may be amended from time to time and familiarise yourself with all relevant manuals appropriate to your job function.

**28. FORMER CONTRACTS**

This contract replaces all and any previous contracts of employment or arrangements or terms, whether in writing or not, between you and the Company or any Group Company. Where there is any inconsistency between this contract and any terms in any Company Staff Handbook and manuals, the terms of this contract shall prevail.

**29. APPLICABLE LAW**

This contract shall be governed and construed in accordance with the prevailing laws of India and the Maharashtra State law, subject to clause on Performance Bonus Plan that is governed by the laws of the State of Texas, USA.

**SIGNED for and on behalf of THE COMPANY:**






For Sheila Rajhans School of Business Management & Research



Director

Damian Taylor  
Head HR Partner AMEAP

**ACCEPTANCE**

I accept my appointment on the terms and conditions set out in this document.

Signed: Sanket Sunil Ghadi Dated: 24/04/2023

Please Print Name Here: Sanket Sunil Ghadi

**H&S GUIDELINES FOR WORK FROM HOME**

- When working from home, the Employee has a responsibility to take reasonable care of him/herself. Every Employee is requested to:
  - co-operate with the Company and follow the instructions;
  - protect themselves from harm during the course of their work, for example take care of any equipment provided and report any defects immediately to the Company;
  - report any injury arising from the work activity to the Company immediately;
  - follow procedures that have been put in place by MoneyGram such as those contained in the Employee Handbook and other regulations in that respect that are in place with the Company or MoneyGram Group.

2. Before the Employee starts work from home, the Employee should make sure to identify a suitable space within home for homeworking that ensures safe and hygienic working conditions. When doing so the Employee should consider:

**A. LIGHTING**

- Sufficient natural light should be available along with artificial light to enable viewing and reading of documents.
- The location of the laptop/monitor is placed to reduce glare which can change throughout the day due to external factors and from the use of indoor lighting.

**B. TEMPERATURE**

- The best temperature varies depending on many factors such as clothing, season, humidity, etc. It is suggested that for most people an acceptable temperature for office work lies within the range of 18°C to 23°C. Find the right setting that suits your needs and comfort and adjust accordingly.
- In case of using temporary heaters, care needs to be taken so as to prevent burns from contact with hot surfaces or fire. It is the Employee's responsibility to ensure that portable heating equipment that is used is in good condition and suitable for the purpose.
- Using natural ventilation for example opening a window to regulate temperature.

**C. HOUSEKEEPING**

- Keep the work area free from loud noise interruptions and distractions.
- Make sure the floor is stable, clean, dry and free from slip, trip and fall hazards.
- Provide suitably located power sockets to avoid trailing cables and overloading of sockets.

**D. ELECTRIC INSTALLATION/ELECTRIC DEVICES**

- Ensure the electric installation is fully functional, checked and maintained regularly (at least once every 5 years) and devices are equipped with undamaged power cords.
- Make sure all devices are fully functional and operated according to user's manual and all equipment provided by MoneyGram which has gotten damaged should be taken of use and reported to MoneyGram.
- Ensure the power sockets are safely mounted.

**E. ERGONOMICS**

- Get the right sized desk and an ergonomic chair.
- Get the peripherals (monitor, keyboard and mouse) and make sure you have enough space for you and all necessary devices.
- Make sure you have enough space for your legs under the desk.
- Set your workplace perpendicular to the window (if possible) to avoid glare effect.

**F. COMMUNICATION**

- Use of video conferencing can make you feel closer to the colleagues and they are able to relate to you more.
- Check in on each other for example set up virtual lunches, tea breaks with co-workers for work and non- work informal and formal communication.
- Social interaction is very important – arrange periodic visits to the workplace and ensure social interaction outside work.


**G. HABITS AND GOOD PRACTICES:**

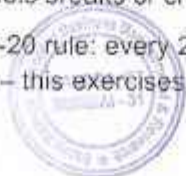
- Take short periodic breaks or changes of routine away from the workstation.
- Practice the 20-20-20 rule: every 20 minutes take a 20 seconds break to look at an object 20 feet (5-6 meters) away – this exercises will benefit your eyes.

For Sheikh Patel School of Business  
Management

  
Director

  
Anshu Kumar

  
Disha M.





- Do not sit in the same position at a computer workstation for long periods of time and make sure you change your posture as often as possible.
  - Practice stretching exercises for your neck, shoulders, back, hands and legs. Drink plenty of water and adopt a healthy lifestyle.
  - Work-life balance define Employee's boundaries, for example use of a dedicated office space away from family and other distractions.
3. The Employee must immediately refrain from working at home and notify the Line Manager in the event of a situation where the working conditions, and in particular the use of electronic devices at the place of residence, would not comply with health and safety regulations or would pose a direct threat to health or life.
  4. The Employee must constantly monitor and prevent third parties from accessing electronic devices used for work in the Employee's place of residence. Computer equipment, cables, and similar equipment should be out of the physical reach of children or other people who, due to their inability to operate, could be injured or damage the device. Should the Employee sustain any injuries in his/her designated workspace and in conjunction with his or her regular work duties, the Employee is responsible for notifying his or her Line Manager and relevant HRBP Team of such injuries as soon as is practicable
  5. The Employer has the right, during the Employee's working hours, to conduct a health and safety inspection and/or control the performance of work by the Employee with the Employee's prior consent. The Employee agrees to grant consent for such inspection being conducted.
  6. If it is necessary to carry out an accident investigation in connection with a potential accident at work occurring at the Employee's place of residence, the Employee must make the place of the accident available for inspection.
  7. No work should be performed outside of this designated workspace. The Company will not be responsible for any injuries to the Employee or any third parties outside of the designated workspace or during the Employee's non-working time.
  8. The Employee is responsible for the use of the Equipment in the place of residence in a way that ensures efficient, effective and, above all, safe work performance.

#### EMPLOYEE'S STATEMENT:

I hereby confirm having read and understood the above Guidelines and undertake to comply with them.

Date: 24/04/2023

Employee's name and signature: Sanket Sunil Ghadi

  
Manish Pann  
Dr. Manish M.



For Sheela Raheja School of Business  
Management & Research

  
Director



Darshana Murkibhavi &lt;darshanamurkibhavi@srbs.edu.in&gt;

**Fwd: Recruitment Offer of Insync Analytics**

1 message

Tanesh Lande &lt;1711taneshlande@gmail.com&gt;

Fri, May 19, 2023 at 11:16 AM

To: "darshanamurkibhavi@srbs.edu.in" &lt;darshanamurkibhavi@srbs.edu.in&gt;

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

From: HR &lt;hr@insyncanalytics.com&gt;

Date: Fri, 14 Apr 2023, 11:22 am

Subject: Recruitment Offer

To: HR &lt;hr@insyncanalytics.com&gt;

Hi,

At the outset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst Band - 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.4.38 Lacs per annum i.e., Rs.30,000/- Fixed Gross p.m. and PF and PT would be deducted. On confirmation of your services with the company, NPS contribution would be applicable, and the CTC would be revised to Rs.4.50 Lacs per annum.

Your date of joining would be Tuesday, 2<sup>nd</sup> May 2023 at 9:30 am. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358900031

**Office Address:***InSync Analytics (India) Private Limited**Aarpee Chambers, 2nd & 3rd Floor,**Plot No.729A, Off Marol,**Off Andheri- Kurla Road, Andheri (East),**Mumbai- 400059, India*

Regards,

Priya Chaurasia

HR Executive

InSync Analytics (India) Private Limited

For Sheila Raheja School of Business  
Management & Research  
Director

56



SRBS Placement <placement@srbs.edu.in>

### Fwd: Confirmation of Services

1 message

Nikunja Save <nikunjasave@gmail.com>  
To: placement@srbs.edu.in  
Cc: darshanamurkibhavi@srbs.edu.in

Tue, May 23, 2023 at 9:31 PM

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

From: **Nikunja Save** <nikunja.save@ipsgroup.co.in>  
Date: Tue, May 23, 2023 at 9:28 PM  
Subject: Fwd: Confirmation of Services  
To: <nikunjasave@gmail.com>

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

From: **Amit Tanwar** <amit.tanwar@ipsgroup.co.in>  
Date: Tue, May 9, 2023 at 4:54 PM  
Subject: Confirmation of Services  
To: Nikunja Save <nikunja.save@ipsgroup.co.in>  
Cc: Tarang Goyal - IPS Group <tarang.goyal@ipsgroup.co.in>, Sandeep Goyal <sandeep.kaur@ipsgroup.co.in>, HR <hr@ipsgroup.co.in>, Rima Mhashilkar <rima.m@ipsgroup.co.in>

From: Nikunja

Content labels

We are glad to inform you that your services has been confirmed effective May 01, 2023 as "Audit & System Assurance" and your salary has been set as per month subject to 10% TDS deduction.

A detailed appointment letter will be shared with you

For more information contact the HR or HR representative

Regards,

*Amit Tanwar*  
Amit Tanwar

For Integrated Personnel Services Limited

**Amit Tanwar**

**Sr. Manager-Human Resources**

An ISO 9001:2015 Certified Company

**About Us in short:** [Click the link](#)



For Sheela Raheja School of Business Management & Research

*[Signature]*  
Director

Website: [www.integratedpersonnel-services.com](http://www.integratedpersonnel-services.com) | Direct line : +91 22 42300287  
| Mobile : 7777086928

**Registered Office :** 14, Whispering Palms shopping Complex, Lokhandwala, Kandivali (East), Mumbai - 400101. **Branch Offices:** Ahmedabad | Delhi | Ludhiana | Pune | Bhopal | Chennai | Kolkata | Bangalore Hyderabad **International Offices:** Atlanta (USA) | Abu Dhabi (UAE) **International Recruitment no.:** B-03461MUMICOMII000+/5/8117/2007

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Dr. Gooli Pann

Dr.  
Dhreshna M.



For Sheila Raheja School of Business Management & Research

  
Director

Ref: A-HR/EL-52/22-23

Date: 8<sup>th</sup> Feb-2023

To,  
**Mr. Vishal Manohar Shinde**  
 2, Kate Chawl, Shivaji Nagar,  
 Tembi pada Road, Bhandup -West , Mumbai- 400604

**Sub: Appointment Letter for the post of Purchase Executive- Level – 15**

Dear Vishal,

At the outset I would like to congratulate you for having successfully completed the interview process. We are pleased to offer you the position of “**Purchase Executive** ” with “**Aurafox Solutions Private Limited**”. You would be based out of Mumbai- India. Your expected start date will be **8<sup>th</sup> Feb-2023**, Due to any circumstance, in case you are unable to join on or before your joining date, please inform the Human Resources department to avoid withdrawal of this offer letter. Your appointment stands effective from the date you join the organization.

**I. Reporting and Responsibilities:**

Upon joining, you will be reporting to the **Operations Manager - MUMBAI**. Reporting Structure may change in case there is any change in the organization structure. In your assignment you will be required to perform the responsibilities as laid down in the Job Description for the role. Once you join, your reporting manager will define the specific goals for you.

**2. Remuneration:** Upon joining, your CTC pay would be **INR 240,000.00/- (Two lakhs Forty Thousands Only )**.

|  |                   |
|--|-------------------|
| BASIC-Earned                           | 13,700.00         |
| HRA                                    | 1,370.00          |
| SUPPLEMENTARY ALLOWANCE                | 0.00              |
| MEDICAL                                | 411.00            |
| Festival Allowance                     | 274.00            |
| PERFORMANCE Linked ALLOWANCE*          | 822.00            |
| Company Monthly Target Bonus**         | 0.00              |
| TRAVEL ALLOWANCES Fixed (FOR BD/Ops)** | 1,370.00          |
| Other Allowances                       | 103.00            |
| <b>Gross Salary</b>                    | <b>18,050.00</b>  |
| Employee PF Contribution               | 1,800.00          |
| Professional Tax                       | 200.00            |
| <b>In Hand Salary</b>                  | <b>16,050.00</b>  |
| Employer PF Contribution               | 1,950.00          |
| <b>CTC Monthly</b>                     | <b>20,000.00</b>  |
| <b>CTC Yearly</b>                      | <b>240,000.00</b> |

POV Colk.Pam

DRS Sharma +1

Aurafox Solutions Pvt. Ltd.

A-603, BSEL Tech Park, Sector 30A, Vashi, Navi Mumbai -400703  
 Contact: +91 8805022389 | connect@commutec.in | www.commutec.in



For Sheila Raheja School of Business Management & Research

Director

\*Tax free allowance is toward standard Tax deductions allowed as per Indian Income tax FY 2022-23. This is in lieu of medical and conveyance allowance.

\* Performance linked allowance is based on your performance, KRA's and targets achieved (Exempted for first 2 months)

\* Company Bonus is linked to the percentage of the monthly achieved targets for overall Company target. Additional Bonus will be applicable upon KRA's and company performance discreet to Company management.

## Monthly Deductions & Benefits:

1. Fest allowance would be deducted every month from salary and will be given on Diwali festival.
2. Professional Tax of amount 200/- would be deducted every month and if your salary exceeds than 10 lakhs then you will be eligible for TDS & other taxes as per government rules.
3. Company offers the benefits of medical insurance up to 3,00,000.00 for all its employees, spouses and children's.

### 3. Probation:

Probation of 6 months is necessary to complete post which confirmation will be given after assessment. If you are currently in Probation period the same shall continue and the assessment shall be done post completion of the Probation period which is 6 (Six) months. You will be governed by any rules, regulations, policies and practices of the Company, some of which may be amended from time to time. Employee will be liable to avail all the perks of paid leaves, medical insurance, bonuses and other company perks after completion of the probation period.

### 4. Termination of Service:

4.1. Either party can terminate this employment by serving a notice of (60 days) sixty days on the other, save and accept that the company may exercise discretion to pay salary in lieu of the notice period to terminate employment with immediate effect.

4.2. Unauthorized absence or absence without permission from duty for a continuous period of 7 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 or notice pay.

4.3. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest Events of breach of this Agreement ("Events of Breach shall be restricted to the following:

- a) In case the Employee is convicted of any crime or offence under any laws to which such Employee is subject (excepting traffic offences or any minor offences of a similar nature which are punishable only with a monetary penalty)
- b) An act of proven dishonesty, misappropriation, breach of trust or fraud by the Employee;
- c) The Employee personally engaging in gross negligence or misconduct which causes material financial harm or erodes the goodwill of the Company;

  
Anushka

  
P. H. Deshpande - M.

\*\*\*  
Aurafex Solutions Pvt. Ltd.

A-603, BSEL Tech Park, Sector 30A, Vashi, Navi Mumbai -400703  
Contact: +91 8805022389 | connect@commutec.in | www.commutec.in



For Sheila Raheja School of Business  
Management & Research

  
Director

- d) The Employee's willful and continued failure to render services to the Company which failure is not remedied within 30 days after notice thereof from the Board of Directors;
- e) The Employee personally engaging in any act of moral turpitude that causes material harm to the business of the Company which is not remedied within 30 days after notice thereof from the Board of Directors;
- f) The Employee committing a material breach of any material term of this Employment Agreement which breach is not rectified within 30 days of receipt of a notice from the Board of Directors of the Company to this effect.

4.4. While the employee is under probation, the Company shall be entitled to terminate this Agreement without cause by providing the Employee with 15 days prior written notice in that behalf. The Employee shall have the right to voluntarily terminate this Agreement by providing the Company with 30 days prior written notice in that behalf.

4.5. The full and final settlement will be after 45 days from the last day of your employment with the company.

## 5. Conditions of Employment:

5.1. The Employee shall not have any prior existing obligations to any previous employer or third party, nor shall the Employee be bound by the terms of any previous non-compete, non-solicit, confidentiality or other agreements or contractual obligations. The Employee shall not have any prior obligations, written or oral, that may restrict Employee's actions as an employee of the Company.

5.2. The Employee warrants and represents that he has the ability to enter into this Employment Contract, and that he has no contract with or obligations to any third party that would conflict, or reasonably may conflict, with his/ her performance of this Employment Contract.

5.3. The Employee during his/ her contract shall, subject to the direction of the Board or such other person designated by the Board to supervise the functions of the Employee, perform and discharge faithfully and to the best of his/her ability such duties, which may be assigned to him/ her from time to time by the Company in connection with such title and function.

5.4. The Employee shall be entitled to leave in accordance with the Company's rules as amended by the Company from time to time.

5.5. During the course of his/her services to the Company and at all times thereafter, the Employee shall not make any statement that is professionally or personally disparaging about, or adverse to, the interests of the Company, or any of its Affiliates, group companies, or of its/their officers, directors, shareholders or employees including, but not limited to, any statement that disparages any person, product, service, financing, financial condition, capability or other aspect of the business of the Company or any of its officers, directors, shareholders or employees. The Employee further agrees that during the course of his/ her services to the Company and at all times thereafter, he will not engage in any conduct that is intended to or has the result of inflicting harm upon the professional or personal reputation of the Company or any of its Affiliates, group companies or any of its officers, director, shareholders or employees.

5.6. The Employee may, at any time, be requested by the Company to perform similar services for any of its Affiliates or to be transferred to any of its Affiliates, which the Employee shall immediately comply with.

  
Dr. Asha Rame

  
Dr. Prashant M.



## 6. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

6.1. The Employee recognizes that (s)he will be given and have access to Confidential Information of the Company, its customers and its Affiliates. In consideration of the benefits accruing to the Employee under this Agreement, the Employee hereby agrees:

- a. That(s) he shall not, without the prior written permission of the Company, directly or indirectly disclose or cause to be disclosed any Confidential Information to any third party, including to a governmental, regulatory or legal authority;
- b. That(s) he shall take all steps as may be reasonably necessary to protect the integrity of the Confidential Information and to ensure against any unauthorized disclosure thereof;
- c. That(s) he shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information;
- d. That (s) he shall use the Confidential Information only for the purpose for which it was provided and shall not profit from the same in an unauthorized manner to the exclusion of the Company.

In the event of termination of this Agreement, the Employee shall return to the Company all documents and information of the Company and all copies thereof in the possession or under the control of the Employee.

The Employee agrees that the provisions of this agreement pertaining to confidentiality shall remain in subsistence in perpetuity, irrespective of the Term of this Agreement.

6.2. The Employee confirms that (s)he shall promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets that he makes or conceives or first reduces to practice or creates, either alone or jointly with others, during the Term of this Employment Contract, whether or not in the course of his/ her employment, and whether or not patentable, copyrightable or protectable as trade secrets.

6.3. The Employee shall have no right, title or interest whatsoever over the Intellectual Property rights created or developed by the Employee during the Term of this Employment Contract with the Company or any developments to such Intellectual Property (the "Developments") and shall not be entitled to use or exploit the same in any manner whatsoever other than in the course of and for the purposes of his/ her employment with the Company. This Agreement shall operate as a worldwide, unlimited, exclusive, perpetual, royalty free, assignable, irrevocable written assignment in favor of the Company of any right, title or interest that the Employee may have in respect of such Intellectual Property or Developments. It is understood that all Intellectual Property created by the Employee in the course of his/ her contract with the Company shall vest with the Company worldwide in perpetuity and shall be the sole and exclusive property of the Company. The Employee will execute and otherwise cooperate with the Company in the process and registration of all such rights, if deemed necessary by the Company.

6.4. The Employee hereby agrees that the remuneration under Clause 2 above forms adequate consideration for his/ her obligations under Clause 5.

  
Anish Pan

  
Dr. D. S. M.



For Sheila Raheja School of Business  
Management & Research

  
Director

Aurafox Solutions Pvt. Ltd.



## 7. NON-COMPETE AND NON-SOLICITATION

7.1. During the currency and Term of the Employment Contract:

- (a) The Employee agrees and undertakes to and shall devote and spend his/ her work time and effort in rendering his/ her services to the Company.
- (b) The Employee shall render his/ her services on an exclusive basis and the Employee shall not be entitled to in any manner, directly or indirectly provide services to any company, person or entity engaged in the same or similar business as the business of the Company.

7.2. The Employee covenants and agrees that during the subsistence of this Agreement and until the expiry of a period of 1 Year from the date of termination of this Agreement he will not, directly or indirectly:

- (a) attempt in any manner to solicit from any person/entity investing into the Company, client/customer of the Company, except on behalf of the Company, business of the type carried on by the Company or attempt to persuade any person, firm or entity which is a client/customer of the Company to cease doing business or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company, whether or not the relationship between the Company and such client/customer was originally established in whole or in part through his/ her efforts; or
- (b) In any manner whatsoever employ or attempt to employ or assist anyone else to employ any person who is in the employment of the Company.

7.3. The Employee acknowledges and agrees that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained in this Clause valid and effective. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and be bound by the spirit of this Clause.

Provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which the restrictions contained in this Clause were limited as provided hereinabove, the original restrictions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked.

The Employee acknowledges and agrees that the covenants and obligations with respect to non-compete and no solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury. Therefore, the Employee agrees that the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Employee from committing any violation of the covenants and obligations contained in this Clause.

These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have at law or in equity.

  
N. Golapom

  
Dr. Sheela Raha

•••  
Aurafax Solutions Pvt. Ltd.

A-603, BSEL Tech Park, Sector 30A, Vashi, Navi Mumbai -400703  
Contact: +91 9805022389 | connect@commutec.in | www.commutec.in



For Sheila Raha School of Business  
Management & Research

  
Director

## 8. ARBITRATION

If any dispute arises between the Parties hereto during the subsistence of this Agreement or thereafter, in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, the Parties shall first attempt to amicably resolve such dispute, and failing any resolution within 30 days, the dispute shall be referred to a sole Arbitrator or in case of disagreement to three Arbitrators, each Party nominating one. The two Arbitrators so nominated shall then mutually appoint a third Arbitrator. The place of arbitration shall be Mumbai. The arbitration proceeding shall be governed by the (Indian) Arbitration & Conciliation Act, 1996. The arbitration proceedings shall be in the English language. This Agreement shall be governed and construed in accordance with the laws of India.

### 8.1. Amendments

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both Parties.

### 8.2. Relationship

None of the provisions of this Agreement shall be deemed to constitute a partnership between the Parties hereto and no Party shall have any authority to bind or shall be deemed to be the agent of the other in any way.

### 8.3. Assignment

The Company shall be free to assign all or part of its rights hereunder to any of its Affiliates or successors without the consent of the Employee. However, the Employee shall not be entitled to assign any of his/ her rights or obligations hereunder in any manner howsoever.

### 8.4. Statutory deductions

All amounts payable by the Company to the Employee shall be subject to such deductions at source as may be prescribed by law, including but not limited to any deductions warranted by the provisions of the Income Tax Act, 1961. In such cases, the Company shall furnish appropriate certification of such deduction to the Employee so as to enable the Employee to claim necessary tax credits.

## 9. NOTICES

All notices under this Agreement shall be in writing and shall be served by sending the same by registered post (i) in the case of the Company to the registered office of the Company; and (ii) in case of the Employee to his/ her last known residential address.

  
N. G. Kulkarni

  
Dinesh M.



For Sheila Rajesha School of Business  
Management & Research

  
Director

Aurafox Solutions Pvt. Ltd.

## 10. MISCELLANEOUS PROVISIONS

### 10.1. Reservation of Rights

No forbearance, indulgence or relaxation or inaction by any Party at any time to require performance of any of the provisions of this Agreement shall in any way affect, diminish or prejudice the right of such Party to require performance of that provision at a later point of time. Any waiver or acquiescence by any Party of any breach of any of the provisions of this Agreement shall not be construed as a waiver or acquiescence of any right under or arising out of this Agreement, or acquiescence to or recognition of rights and/or position other than as expressly stipulated in this Agreement.

### 10.2. Cumulative Rights

All remedies of either Party under this Agreement whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage are cumulative and not alternative and may be enforced successively or concurrently.

### 10.3. Maintenance of Office Property

Employee shall at all time take utmost care of the office property, any loss or damage of office property will have a consequence, as detailed in clause 3 of Office Discipline & Rules in HR Policy.

### 10.4. Partial Invalidity

If any provision of this Agreement is held to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

We hope this is the beginning of a mutually beneficial relationship.

Sincerely,

**For: Aurafox Solutions Private Limited**

Authorised Signatory

  
Mr Anshu Parne

  
Dr. Sheela Raheja



**For Sheila Raheja School of Business  
Management & Research**

  
Director

•••

Aurafox Solutions Pvt. Ltd.

A-603, BSEL Tech Park, Sector 30A, Vashi, Navi Mumbai -400703  
Contact: +91 8805022389 | connect@commutec.in | www.commutec.in

## Acceptance of Offer

I hereby accept the position and terms and conditions of employment offered Ref: A-HR/EL-52/22-23 . I will join the company on 8<sup>th</sup> Feb-2023

---

Please sign and date your Acceptance

Vishal Shinde  
Thane

  
Vishal Shinde

  
Dr. Arshina M.



For Sheila Raheja School of Business  
Management & Research

  
Director

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Aurafax Solutions Pvt. Ltd.

A-603, BSEL Tech Park, Sector 30A, Vashi, Navi Mumbai -400703  
Contact: +91 8805022389 | connect@commuteC.in | www.commuteC.in

## Annexure-II (Overview on general policies)

Policies are subject to review and could be modified time to time by the Management of Aurafox Solutions Pvt. Ltd.

### Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Aurafox are based on merit, qualifications, and abilities. The company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, physical and mental disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, discipline, and access to benefits and training.

### Code of Conduct

Aurafox expects its staff to conduct in a manner that will enhance the effectiveness and the image of Aurafox. It also expects its employees to follow rules of conduct that will protect the interests and safety of all employees and the organization, to assure orderly operations and ensure work friendly environment, in line with the company's corporate principles and core values. Employees are expected to exhibit the highest business principles and ethics, and to display a high degree of personal integrity.

Adherences to these standards require not only sincere respect for the rights of others, but also demands that employees refrain from any behavior which might be viewed unfavorably, interfere with organization or fellow employees. An example of unacceptable behavior includes, but is not limited to the following:

- a) Habitual absenteeism or late coming, absence without notification or sanction of leave.
- b) Engaging in conduct that is detrimental to the development of a cooperative "team" work environment or disrupting harmonious working relationships.
- c) Violation of policies or procedures, standing orders, statutory rights and obligations.
- d) Insubordination or argumentative reluctance.
- e) Sexual or other harassment.
- f) Dishonesty, theft or destruction of organization or employee's property.
- g) Failure to satisfactorily perform assigned duties.
- h) Aurafox is committed to a safe and healthy work environment including statutory compliance.
- i) Any conduct which is punishable under the Indian Penal Code.

All employees are expected to support and abide by Aurafox's Code of Conduct. If required, they may be requested to make themselves available to answer questions, provide or obtain clarification and/or counsel employees. Any violation to the code of conduct may lead to disciplinary action, on determination of case to case basis, which may even lead to termination of employment depending upon the severity of the violation of the Policy, and further Aurafox may also take all available legal remedies to resolve the issue.

  
Mr. Gokul Kumar

  
Mr. Anshuman M.



For Sheila Raheja School of Business Management & Research

  
Director

## Absenteeism:

Employees are required to plan leave time in advance whenever possible to ensure smooth organizational functioning. In case of unexpected absence, employees are required to contact their supervisors and HR as soon as possible. Punctuality is also a key to successful operation, and employees must report for work on time. If an employee is absent from work for more than Five consecutive days (05 days) without notice, Aurafox will initiate disciplinary action.

## Business Hours:

Aurafox follows 6-day workweek i.e. Monday to Saturday. The workweek is defined by the division the employee is working with and such may differ from one function to the other within Aurafox. The work time sign-in window is open from 9.30 am to 10.00am with a 9 hour work day inclusive of 1 hour lunch. All other breaks are considered personal time. On occasions employee may be asked to extend the regular hours of work in case of a business need, special projects, or developmental opportunities. Offices are open from Monday to Saturday. Offices may remain open on holidays provided sufficient prior notice to HR and Administrative teams. Biometric Login (if applicable in office) is mandatory in order to register the attendance with the company.

## Background Verification Policy:

Background Verification can be done for all new hires and involves Education and Employment Verification. All the employees need to accurately fill the initial set of Background Verification forms (Employment Application form, Background Verification form and Salary Details form) at the time of joining the company, This can be followed by verification done by HR team / vendor post joining. The company will initiate disciplinary action if found discrepancy in the information given by the employee.

## Dress Code:

The objective of our Business attire policy is to accommodate a range of business attire preferences while maintaining our professional image. When at work, meeting with clients, other business units / companies or in different locations the employee has to make sure that they dress appropriately to fit in with the clientele, business unit or location they are visiting.

## Leave and Attendance Policy:

- Please refer the leave and attendance policy.

## Holidays:

Aurafox defines a maximum of twelve (12) days as holidays: 10 days for festivals and national holidays and 2 days for restricted holidays. Each office holiday list is decided at the beginning of a year for the entire year and is subject to approval by the Aurafox Management.

For Sheila Raheja School of Business  
Management & Research

  
Ashish Par

  
Dr. Sheela Raheja M.



  
Director

Aurafox Solutions Pvt. Ltd.

## Compensatory Off:

Aurafox does not follow any compensatory off practice. Any compensatory off is at the sole discretion of the management.

## Work from Home:

While Aurafox believes that it is most efficient when employees come office to perform their duties, it occasionally promotes work from home on a need basis with prior approval of your Supervisor. As per policy, two days in a quarter can be availed to work from home. A decision will be based on the assessment of work activities, skills, performance, competencies as well as health and safety considerations. Before approving work from home, the managers are required to assess the business exigencies and requirements, use their discretion to grant leave in place of work from home. For further details refer to the HR Policy hand book

## Maternity Leave:

All female employees who have worked for a minimum period of 500 calendar days in 36 months prior to date of delivery are eligible for maternity leave as follows:

- 6 months in case of delivery
- 6 weeks in case of miscarriage, from the date of miscarriage.

\* Maternity leave is granted only twice in the service of an employee.

Further extension of leave posts the completion of 180 days and exhaustion of general leave balance; will be considered as leave without pay (LWP) without prior approval from Aurafox Management. No leaves will be accrued by an employee while serving maternity leave. If an employee post completion of the maternity leave wants to extend her leave then the same can be availed from the existing accumulated leave balance account of the employee.

## Paternity Leaves

All male employees are eligible for Paternity leave as follows:

- \* 3 working days may be granted to the employee as paternity leave
- \* Paternity leave is granted only twice in the service of an employee
- \* Paternity leave needs to be availed within 3 months of the birth of the child with maximum one break.

  
Anu Ashu Pan

  
D.M. Jaisankar



For Sheila Raheja School of Business  
Management & Research

  
Director

•••  
Aurafox Solutions Pvt. Ltd.

19<sup>th</sup> May 2023

To,  
**Ms. Rupali Paradhi**  
G 204, Sita Swapna, Parshwa Nagar,  
Near Old Petrol Pump, Mira Road (E),  
Thane - 401107

**Sub: Offer Letter**

Dear Rupali,

With the reference to your application & the subsequent interview you had with us, we are pleased to offer you the post of **Executive – Financial Planning & Analytics**; you will render services to our Client **TuCIBIL** at their premises based at **Mumbai**. We would like you to join us on/before **24<sup>th</sup> May 2023**.

Your compensation, Leave policy details are as per attached Annexure & will be as mutually agreed during your interview. Your appointment is subject to the standard terms & conditions of appointment explained to you in our meeting.

**Please also submit the following documents to enable us to issue you the regular appointment.**

1. 2 passport sized photographs.
2. Photocopy of your present and permanent address proof.
3. Photocopy of your Last educational proof.
4. Photocopy of your Photo identification such as either pan card or valid passport or voter's I.D or driver's license or an examination hall ticket.
5. If experienced - you will need to submit the photocopy of your last salary slip, relieving / experience letter / appointment letter from your last employer.

Your services may be terminated by either party, giving notice in writing for two month or payment of basic salary in lieu thereof. The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies. Absence for a continuous period of eight days without prior approval of your superior, (including overstay of leave/training), can lead to your services being terminated without notice or explanation.

CD Infotech Pvt. Ltd. is welcoming you. You are requested to kindly return the duplicate copy of this offer letter duly signed by you as token of your acceptance of this offer.

Yours Sincerely,

**For CD Infotech Pvt. Ltd.**

I agree & accept the above terms & conditions



**Authorised Signatory**

**Rupali Paradhi**

AH.  
Jyotsna M.  
@  
Old Ciroh Park



**For Sheila Raheja School of Business Management & Research**

**Director**

G-3 Unique Industrial Estate, Cardinal  
Gracious Road, Chakala,  
Andheri East, Mumbai - 400093  
Board: +91 22 6831 0300/302/320  
Web - www.cdinfotech.com



| ANNEXURE                              |   |                |               |
|---------------------------------------|---|----------------|---------------|
| Name                                  | Rupali Paradhi  | Salary Details |               |
| Location                              | Mumbai  | Monthly CTC    | Annual CTC    |
| Position                              | Executive - FP & A  |                |               |
| <b>"A" Fixed</b>                      |   |                |               |
| 1                                     | Basic + DA  | 15000          | 180000        |
| 2                                     | HRA   | 7500           | 90000         |
| 3                                     | Variable Pay  | 9942           | 119304        |
| <b>Gross Salary</b>                   |   | <b>32442</b>   | <b>389304</b> |
| <b>"B" Retirals</b>                   |   |                |               |
| 4                                     | Provident Fund (Employer)   | 1800           | 21600         |
| 5                                     | Gratuity (@4.81 % of Basic)   | 722            | 8664          |
| 6                                     | ESIC (Employer)   | 0              | 0             |
| <b>"C" Sub total Retiral Benefits</b> |   | <b>2522</b>    | <b>30264</b>  |
| 7                                     | Performance Bonus*  | 2537           | 30444         |
| <b>Total Cost to Company (A+B+C)</b>  |   | <b>37501</b>   | <b>450012</b> |
| <b>Net Take Home Salary</b>           |   |                |               |
| Gross Salary                          |   | 32442          | 389304        |
| Less:                                 |   |                |               |
| PF Employees Contribution             |   | 1800           | 21600         |
| ESIC - Employees Contribution         |   | -              | -             |
| Mediclaime Insurance                  |   | -              | -             |
| PT                                    |   | 200            | 2500          |
| Income Tax*                           |   | -              | -             |
| <b>Total Deductions</b>               |   | <b>2000</b>    | <b>24100</b>  |
| <b>Net Salary</b>                     |   | <b>30442</b>   | <b>365204</b> |
| Income Tax*                           | Appropriate Income Tax would be deducted in the payroll every month.  |                |               |
| Performance Bonus                     | Performance Bonus will be paid consolidated for year (Jan-Dec Review cycle) post candidate review in Dec, bonus can be paid with Jan/Feb salary pay-out. Also, the bonus will be maximum INR 2,537/month and the actual amount is based on performance. |                |               |
| Leaves                                | Eligible for 24 Leaves in a year (Jan to Dec)<br>SL - 10 & PL 14  |                |               |
| Public Holiday Extra Pay              | Extra pay will be applicable if working done on public holiday i.e. 26th Jan/ 15th Aug & 2nd Oct  |                |               |

D.Y.  
D. S. M.  
M. Ash Pann



For Sheila Raheja School of Business  
Management & Research

Director

G-3, Unique Industrial Estate, Cardinal  
Gracious Road, Chakala,  
Andheri East, Mumbai - 400093  
Board: +91 22 6831 0300/302/320  
Web: www.cdinfotech.com



**Arin Consultancy Pvt Ltd**  
Asha House, 3<sup>rd</sup> Floor, Dadar TT, Dr. Babasaheb Ambedkar  
Road, Mumbai, 400014. Telefax: 022-2415 4052  
CIN: U74999MH2013PTC243088

March 6, 2023  
Ms. Rajavi Rajendra Rane  
Room No. 17, Saraswati Bldg,  
Dr. S.S. Rao Road,  
Lalbaug,  
Mumbai - 400012.

Dear Rajavi,

We are pleased to engage your services at **Arin Consultancy Private Limited** ("the Company") as a Human Resources-Senior Executive w.e.f. March 6, 2023 on the following terms & conditions.

**1. Emoluments:**

You will be paid a Salary of Rs. 20,000 (Rs. Twenty Thousand Only) per month. In addition to the monthly salary, you shall be entitled to success-based incentives; the structure shall be informed to you by the Company, from time to time.

**2. Exclusiveness:**

- While you are associated with the Company, you are not permitted to engage yourself or devote any time or attention to any full-time or part-time employment, trade, business or occupation with or without remuneration other than that of the Company. So also, you will not undertake whether directly or indirectly any activities which are contrary to or inconsistent to your obligations to the Company. Please note that you will be governed by the Company's policy on Confidentiality. At any time if it is found that there is a breach of this condition on your part, your association is liable to be terminated.
- The Company has the right to depute you to any of its Client's office(s).
- Your current location of work is at Mumbai.

**3. Rules & Regulations:**

**Registered Office: 1203, Dosti Orchid, Dosti Acres, New Uphill Link Road, Wadala East, Mumbai 400037.**

Pr. Ciroli Pannu

D. S. Rao



For Sheila Rahoja School of Business  
Management Research

Director





**Arin Consultancy Pvt Ltd**  
Asha House, 3<sup>rd</sup> Floor, Dadar TT, Dr. Babasaheb Ambedkar  
Road, Mumbai, 400014. Telefax: 022-2415 4052  
CIN: U74999MH2013PTC243088

You shall exhibit in culturally appropriate manner in the Client's office and deal on behalf of the Company with professionalism, honesty and integrity, while conforming to high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be so by third parties.

- You shall perform the duties with skill, honesty, care and diligence, using authority in a fair and equitable manner.
- You shall abide by policies and procedures, instructions and lawful directions that are issued by the Client from time to time.

#### 4. Workplace practices

- Smoking anywhere within the office premises is prohibited.
- Attending office under the influence of alcohol should be prohibited.
- Eating in the work area: Coffee, tea, lunch, and other eatables should be had in a way so as not soil the office premises. The office should be kept clean at all point of time.
- Office Telephones & Fax - Do to ensure that office telephone/ fax is used for business purposes. You should limit incoming and outgoing personal telephone/Fax calls on Client's instruments to emergency situations.
- Computers, e-mail, and the software provided are the property of the firm and solely intended for business use.

#### 5. Dress Code


- You should be dressed formally on all working days. This dress code applies to all working days, Monday through Friday. Saturday smart casuals are allowed.
- You are expected to be well groomed and well attired.
- The rules of the Company in force and as amended from time to time shall be binding on you.

#### 6. Notice period:

- This engagement contract may be terminated by either party by giving 60 days notice in writing or by payment of compensation in lieu of notice.

**Registered Office: 1203, Dosti Orchid, Dosti Acres, New Uphill Link Road, Wadala East, Mumbai 400037.**

  
Dr. Gresh Panam

  
Dr. Anurag



For Shaikha Rajwa School of Business  
Management & Research

  
Director





**Arin Consultancy Pvt Ltd**  
Asha House, 3<sup>rd</sup> Floor, Dadar TT, Dr. Babasaheb Ambedkar  
Road, Mumbai, 400014. Telefax: 022-2415 4052  
CIN: U74999MH2013PTC243088



**7. Disputes:**

In the event of any dispute regarding the terms & conditions of your appointment, you will be subject to the jurisdiction of the appropriate courts of law at the main office of the Company viz: Mumbai.

If you are in agreement with the foregoing, please so indicate by signing and returning one copy of this letter, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

Yours faithfully,

For Arin Consultancy Private Limited

  
Director 

  
Director   
Director

For Sheila Rajhoja School of Business  
Management & Research



  
Director

I Agree and Accept

\_\_\_\_\_

Rajavi Rajendra Rane

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



(CIN No. : U72900MH2000PTC146702)

Plot No. 10, Business Park, Off. 150 ft. Flyover Road, Opp. Maxus Mall, Bhayander (W), Thane - 401 041  
Phone No. : 22-22-6758 2800 • Fax No. : 91-22-6758 2900 • Website: www.epicenter7technology.com

Offer cum Appointment Letter

Name: Nidhi Shetty  
DOJ: 11-Apr-2023  
DOB: 18-Sep-1998  
Aadhaar number: 913184814664

Dear Nidhi,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "Analyst - Corporate" on the following terms and conditions with effect from DOJ: 11-Apr-2023

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

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

Our Values and Culture:

- People are our greatest assets. They matter. We continue to invest in their personal development and growth. Treating people with respect and dignity is the cornerstone of our organization.
- Customers are the reason for our existence. We seek to add value in every transaction we have with the customer.
- Integrity will be displayed in every transaction we have with our associates, customers, partners, suppliers and other stakeholders.
- Teamwork and Togetherness will help us achieve great things and will be advanced without prejudice to reward and recognition of individual contribution.
- We strive to instill a re-engineering bent of mind across all levels of the organization to achieve Continuous Improvement, Quality and Innovation.

1. **Compensation & Benefits:** The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost seriousness.

- I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time.
- II. You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.
- III. You will be entitled to gratuity in accordance with the rules governing such payment.
- IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

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

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



For Sheila Raheja School of Business Management & Research

Director

Cash Person

Sheela Raheja

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

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

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

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

  
Anand Kishan

  
Anand Kishan




Management & Research

  
Director

11. **Alternative Employment:** During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service, whether for remuneration or otherwise.
12. **Code of Conduct:** Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers, suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.  
For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.
13. **Roles & Responsibilities:** Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
14. **Probation and Confirmation:** You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
15. **Notice Period:** if you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.  
The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.
17. **No Poach** - In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the services of the Company.
19. **Any Unauthorized absence:** As detailed in the Attendance and Employee Separation Policy, would attract consequences which might include Termination of services. Termination on Absconding (NCNS ? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.
20. **Retirement:** You will retire from your service with the Company on attaining the age of fifty eight years. However, you may be retired at any age before fifty eight years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 58th

  
Ash Pan

  
Ash Pan



For Shri. Ash Pan

  
Director

birthday falls.

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

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

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

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

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

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

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

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

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

V. A positive background Verification report if conducted based on the information provided by you.

In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you.

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

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

**Policy Certificate of Receipt**

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

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.

Authorized Signatory  
Human Resources

*Dr. Anshuman M.*



*Dr. Anshuman M.*

For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director



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# eClerx

## Apprenticeship Offer cum Appointment Letter

Date: Jun 12, 2023

**Candidate Name: Mr. Shantanu Dalvi**  
**Candidate ID: 1301828**  
**Address: 13 , Shreyash Colony Tower Line Road Near Kathora Naka, Amravati-444601, Maharashtra, India**

Dear Shantanu,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be **"Analyst"**. We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as **"Contract"**). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you

Regards



**Offered By: Sagar Shetty**  
**Designation: Program Manager- Human Resources**

**For Sheila Rehota School of Business  
Management & Research**

  
**Director**

Mr. Ashish Gaikwad,  
 304/B, Atharva Tower,  
 Ganeshnagar, Rameshwadi,  
 Badlapur (West) - 421503  
 ashishgaikwad54@gmail.com

June 14<sup>th</sup>, 2023

### OFFER LETTER

Dear Ashish,

Quadigy (a unit of Quad Digital Services LLP) is excited to offer you the role of **Executive – AI Prompts (Digital Marketing)** with effect from **June 19<sup>th</sup>, 2023**, the date of your reporting for duties at our corporate office at Mumbai (A-203, Kanakia Boomerang, Chandivali Farm Road, Chandivali, Andheri East – 400072), if you choose to accept this offer.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation and the terms and conditions of your employment with Quadigy.

You will be on a Probation period for 6 (six) months from the date of your joining. Based on your performance your services will be confirmed with the company after six months.

#### 1. Compensation:

Effective the date of your reporting for duties, you will be eligible for a gross salary of **Rs.3,00,000 per annum**. The remuneration is comprehensive and all-inclusive and hence it shall be deemed to include all the liabilities of the company. Your remuneration package is strictly confidential between you and the company and should not be discussed with anyone or divulged to anyone in any manner whatsoever.

| Particulars            | Monthly          | Annual             |
|------------------------|------------------|--------------------|
| Basic Salary           | Rs.12,500        | Rs.1,50,000        |
| House Rent Allowance   | Rs.6,250         | Rs. 75,000         |
| Transport Allowance    | Rs.1,600         | Rs.19,200          |
| Medical                | Rs.1,250         | Rs.15,000          |
| Fixed Allowance        | Rs.3,400         | Rs.40,800          |
| <b>Cost To Company</b> | <b>Rs.25,000</b> | <b>Rs.3,00,000</b> |

Please note, your gross salary each month will be **Rs.25,000** with regulatory deduction of Rs.200 per month towards Professional Tax (Rs.300 for the month of February).

#### 2. Leave Entitlement:

You will be entitled to 2 days of paid leave for every 30 days of completed employment. Maximum of 10 days can be carried forward to the next financial year. Leave balance will be credited post completion of 1 month from date of joining.

#### 3. Confidentiality & Non-disclosure:

During your employment with the company, you will at all times, observe strict confidentiality in respect to any technical, trade or business data, customer's names / business details or any other information that might come to your knowledge or possession, which according to the company are necessarily confidential and form valuable property of the company. This includes significant or confidential client

Registered Office: 602, Tulipia, Nahar Amrit Shakti, Chandivali, Andheri East, Mumbai 400072

Corporate Office: A/203, Kanakia Boomerang, Chandivali Farm Road, Chandivali, Andheri East, Mumbai 400072

For Sheila Rajhans School of Business  
 Management & Research

  
 Mr. Anshu Pawar

  
 Dr. Anshu M.



  
 Director

information, observations, discoveries, inventions, ideas, client names, proprietary clients of company information etc. You will also be responsible for protection and furtherance of the company's best interest at all times, including after you cease to be on the company's rolls.

**4. Working hours:**

We work Monday to Friday. The working hours applicable to you will generally be the same as are observed by the rest of the team i.e. 9.30AM – 6.30PM. Further you should be prepared to work in shifts or on holidays, if warranted by the company or its client's requirements.

**5. Other Employments:**

During the period of your employment you will not work directly or indirectly for any other person, firm, company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer employee partner or any other capacity.

**6. Non-Solicitation:**

You will agree that you will not take up any type of assignment by whatever name called like employment, retainership, consultant, advisor etc. with the company's clients while working on any client project, during the tenure of the project and during a period of one year from the date of completion of such projects, or till your tenure with the company gets over, whichever is later, without prior written permission of the company.

**7. Moral Responsibility & Honesty:**

You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your services may be dispensed with any time without any prior notice if you are found guilty of gross indiscipline, fraud misappropriation or acting against the interest of the company.

**8. Notice Period:**

You are required to give a 1 month notice if you wish to discontinue your services with the organization. However, relieving you at your request and giving salary in lieu of one month's notice, will be at the sole discretion of the company.

Your services are liable to be discontinued after giving one month's notice or salary in lieu there-of, at the discretion of Company.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement.

Regards,



For Quad Digital Services LLP,

**Gunjan Trivedi**

Designated Partner & CEO



**Dr. Anshu Parm**



**Dr. Anshu Parm**



For Shaifa Raheja School of Business Management & Research



Director

## DECLARATION

I, Ashish Ramesh Gaikwad have read and understood thoroughly the rules of services and the above terms of my appointment of my service. I do hereby agree with all terms as stated in this letter and that I shall abide by all general rules of my service which are now or may hereafter be in force, and accordingly I accept my appointment of my service with Quadigy.



EMPLOYEE'S SIGNATURE IN FULL

PLACE: Badlapur

DATE: 15/06/2023

### Document Checklist – For Joining Formalities

- Education certificates (Secondary/10th, Higher Secondary/12th, Graduation & Post Graduation)
- Experience certificates/Salary Slips (previous employments, as applicable)
- F&F statement / Tax computation sheet for the current financial year (if applicable)
- Identity proof (Copy of Passport/ Aadhaar / Driving License / Voter ID)
- Scan of Color Photograph (Passport size)
- PAN Card details and Bank Account Details.

For Sheila Raneja School of Business  
Management & Research


  
 Director






SRBS Placement <placement@srbs.edu.in>

Fwd: From Crisil - Documents required

1 message

Siddharth More <siddhu.more909@gmail.com>  
To: placement@srbs.edu.in

Tue, Jul 4, 2023 at 3:14 PM

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

From: Sneha Mishra <sneha.mishra1@ext-crisil.com>  
Date: Wed, Jun 28, 2023 at 3:47 PM  
Subject: From Crisil  
To: siddhu.more909@gmail.com <siddhu.more909@gmail.com>

Hi Siddharth,

Greetings!!!

Congratulations on your selection with CRISIL.

We are moving ahead with your candidature. Kindly share the below details for further process.

Should you have any queries please reach out to me.

Thanks & Regards,

Sneha Mishra

Corporate HR | Human Resources | Talent Acquisition

CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai- 400 076, India

CRISIL

An IIFL Public Company

*[Handwritten signature]*  
Mr. Anshu Panwar

(M) 9082849274

*[Handwritten signature]*  
Sneha Mishra



For Sheila Raheja School of Business Management & Research

*[Handwritten signature]*  
Director

CRISIL is a global analytical company providing ratings, research, and risk and policy advisory services. To know more, click here.

TWITTER | LINKEDIN | YOUTUBE | FACEBOOK

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Date:09-Aug-2023

Name: Kalyani Thakur  
Address: 201, Dattatray Krupa Bldg, Shankeshwar krupa Complex,,  
Chikanghar Highway, Birla College Road,,  
Kalyan-421301,  
Maharashtra,  
India

Dear Kalyani,

We refer to your recent discussions with us, when we agreed to accept your services as a retainer with CRISIL group entity named in Annexure I (**CRISIL, Company or we**). This letter sets out the terms and conditions of such engagement (**Agreement**).

**1. Scope of your Services**

You agree to provide us with the services broadly described in the attached Annexure I and such other services as we may from time to time request you to provide under this Agreement (**Services**).

**2. Interface point within the Company**

- (a) You will interface with the designated official of the Company. At the start of this assignment, the designated CRISIL official is as specified in Annexure I.
- (b) We may by a prior written notice change the designated CRISIL official.

**3. Verification Checks**

- (a) You acknowledge that your particulars and credentials are important criteria on the basis of which the Company has entered into this Agreement with you. By accepting this Agreement, you: (a) give your consent to the Company conducting verification checks on your particulars and credentials (whether by itself or through its service providers); and (b) authorize the Company to use your personal information (including any sensitive personal information) as necessary with respect to your employment and share it with the Company's service providers or the parties the Company deals with. You will promptly notify the Company of any changes or updates to your particulars and credentials.
- (b) If the Company at any time becomes aware of any of your particulars or credentials not being valid, the Company may at its sole discretion, consider your appointment void since its beginning (in which case you shall return promptly on the Company's demand in full all payments the Company has made to you under the Agreement, forthwith terminate your retainerhip and/or take such other lawful action as it may consider necessary).

**4. Term and Termination:**

- (a) This engagement letter shall be for the period set out in Annexure I, unless terminated earlier in accordance with the Agreement. The letter may be renewed for further period(s) as may be mutually agreed in writing.
- (b) Either party may terminate the letter for convenience by giving to the other party an advance written notice of the length specified in Annexure I, provided the party serving the notice has not committed any breach of the terms of this letter.
- (c) A party may terminate this letter with immediate effect if the other party has materially breached any material provision of this letter and has failed to cure it within 10 days of being provided with a written notification giving reasonable details of the breach.
- (d) In the event of termination as above, you will complete the assignment/s on hand, during the said notice period, with a view to ensuring that the quality and the timeliness of the assignment are not adversely affected because of termination of the letter. The foregoing obligation also includes, without limitation, providing the person nominated by CRISIL with a copy of all relevant documents, notes and records relating to your assignment with the Company.
- (e) In the event of termination by you, the Company may, in its sole discretion, decide to release you of your responsibilities immediately or may require you, during your notice period, to complete certain jobs, which you have already commenced. In such a case, you will be paid prorated Fees for the work done until the effective date of termination.

CRISIL Limited

Employee Initials \_\_\_\_\_

Corporate Identity Number: L67120MH1987PLC042363

Registered Office: CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai - 400 076. Phone: +91 22 3342 3000 | Fax: +91 22 3342 3001

www.crisil.com

For Sheila Raheja School of Business  
Management & Research

  
Director



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- (f) In any case, if the Company is not satisfied with your performance or with the results achieved by you, the Company may without liability suspend or terminate the letter by giving 7 days advance notice to you.
- (g) In case of your not reporting for work for a period more than 7 days, please note that we reserve the right to deactivate any or all accesses with no further communication being deemed necessary.

**5. Fees**

- (a) The fees payable to you shall be as set out in attached Annexure I (**Fees**). Fees are the whole of the amounts payable under this Agreement, except for Goods and Services Tax (GST) (if applicable) which will be paid to you in addition to Fees. You shall not incur any out-of-pocket expenses (**OPE**) unless you have a prior written approval from the Company.
- (b) In order to receive payment of fees, you shall raise a proper tax invoice setting out accurately the Fees payable and the approved OPE (if any). Properly rendered invoices are payable within 30 days of their receipt by us.
- (c) We will not be obliged to make payments to you under this Agreement where we have a reason to believe that you have not performed any material obligations under this letter. For the avoidance of doubt, payment of fees does not: (a) imply that the Services have been provided to our satisfaction and accepted; or (b) limit our rights or remedies for any breach by you of any of your obligations under the letter.
- (d) Payment of Fees will be subject to deduction of taxes and statutory levies at source. In the case of such deduction, the Company will provide you with documentary support for the Company having complied with the legal requirements as to the deduction.
- (e) The Fees and other amounts set out above are the whole of the amounts that the Company is obliged to pay you for your performance of the Services. Fees shall be prorated if for part of a month or other relevant period.

**6. Your Role**

- (a) You understand that you will provide Services as a 'retainer' and you will not represent yourself as the Company's employee or agent. To facilitate your provision of Services the Company may at its discretion permit you to use certain titles to indicate your association with the Company under this Agreement. You acknowledge and agree that any such title(s) are solely for the purpose of representing the Company and: (i) does not create any employer-employee relationship; (ii) does not give you the right to agree to legally binding obligations on behalf of the Company; (iii) limit the Company's rights under this Agreement.
- (b) **Conflict of Interest**
  - (i) During the term of your retainer with us, you will not undertake similar assignments or otherwise provide services to any other company engaged in providing similar services as the Company. Prior to beginning the assignment, you will submit a No Objection Certificate from your current employer (if any) confirming that such employer has no objection to your providing Services to us. Further, you shall not take up any work that is of conflicting interest with assignment undertaken for the Company during this period, or renewal thereof. In the event of breach of this condition by you, the Company may terminate this Agreement at any time without notice, without incurring any liability and without prejudice to any other rights that the Company may have under law or equity. In the event, Company is of the opinion that the your other activities or assignment conflicts or may reasonably be expected to conflict with the your performance of this Agreement or if you do not comply with Company notification referred to above; Company may terminate this Agreement in accordance with clause 2 above
  - (ii) Unless as agreed otherwise, you shall not directly or indirectly accept any payments from clients of Company with respect to the Services or divert any benefits from Company to the clients of Company.

**7. Confidentiality**

- (a) All information/documents provided to you and discussed with you by and/or received from the Company and/or any customers of the Company and any third party with whom the Company deals with, shall be kept as strictly confidential by you and the same shall be used by you solely for the purpose of your rendering your services under this letter. At the cessation of your association

CRISIL Limited

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with us or earlier termination, you will return to the Company all the above documents whether stored in hard copies or in electronic form and any tangible items (including but not limited to, your laptops, documents, letters, etc. which belong to the Company) without keeping any copy with you. You will not disclose to any third party any information contained in the above documents and also any information, including the business specific strategies and philosophies that you may come to know regarding the Company, its holding company / subsidiaries or their customers. Your obligation to maintain confidentiality shall survive even beyond cessation of your association with the Company. You agree to indemnify the Company / its subsidiaries / holding company against any actions / claims / losses / damages due to your breach of this clause.

- (b) Without limiting the generality of the foregoing:
- (i) In the event you are required to provide any part of the Services from the premises of the Company for any reason, you shall not without the prior written consent of the Company remove from the Company premises or copy or allow others to copy the contents of any document, computer disk, tape or other tangible item which contains any Confidential Information or which belongs to the Company or the Group Companies (other than as necessary for you to perform your Services in the ordinary course);
  - (ii) You understand that in the course of your providing Services you may be privy to non-public information about the Company's clients or other third parties. You agree not to use or directly/indirectly permit the use of any such information for trading in securities or any purpose other than the performance of your Services;
  - (iii) Further, you acknowledge that in the course of performing the Services you may receive or become aware of unpublished price sensitive information ("UPSI") in relation to the Services. You agree: (a) to comply with the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 or their replacement, amended or successor regulations (the "Regulations"); (b) not to obtain or attempt to obtain unauthorized access to the UPSI or by inducing unauthorized disclosures of UPSI by past or present employees of Company or any third parties; (c) not, when in possession of UPSI, to: (i) communicate or use the UPSI for any purpose other than in furtherance of your legitimate purposes, performance of duties or discharge of legal obligations; (ii) either on your own behalf or on behalf of any other person, trade or deal in securities of Company listed or proposed to be listed on any stock exchange in violation of the Regulations.

#### 8. Representations and warranties

- (a) You represent and warrant that you are legally entitled to enter into this Agreement and by entering this Agreement you do not violate terms of any existing contract or applicable law that no other agreement or document precludes you from entering into this Agreement.
- (b) You acknowledge that the Company has agreed to appoint you under this Agreement on the basis of information and document provided by you pertaining to your qualification and credentials. You also represent and warrant that your information, particulars and credentials provided to the Company are true and correct.
- (c) You may not enter into legally binding obligations or make commitments on behalf of the Company except, in each case, with the express prior written consent of the Company.

#### 9. Intellectual Property

- (a) You agree that all intellectual property rights contained in the work performed by you for the Company as are original work (including any improvements to or modification of any pre-existing work) belong exclusively to the Company and shall fully and absolutely vest in the Company. You hereby irrevocably assign and transfer all such rights to the Company.
- (b) You acknowledge and agree that the Professional fees that the Company has agreed to pay you under this letter fully include the fees for grant of the rights by you under this letter.
- (c) The Company, as the owner of the rights in the work performed by you may at its discretion seek registration or other protection of its intellectual property. It may take all steps necessary to protect and exploit such intellectual property as it considers necessary. You shall at the Company's reasonable request provide the Company with such assistance (including, without limitation, assistance with registration of the intellectual property or assertion or enforcement of the Company's rights in the intellectual property) as the Company may from time to time request.
- (d) You acknowledge and agree that the rights in favour of the Company shall not in any way be impaired by any non-use by the Company of any part of the intellectual property vested in the

CRISIL Limited

Corporate Identity Number: L67120MH1987PLC042363

Employee Initials: \_\_\_\_\_





Company.

**10. Return Company Material**

You must return forthwith to the Company upon request and, in any event, upon the termination or cessation of your engagement, all documents and tangible items (including but not limited to, your credit cards, keys and documents and letters) which belong to the Company or which contain or refer to any confidential information and which are in your possession or under your control.

**11. Data Protection**

You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, for the purposes of the Company's management and administration its business and of its service providers for the purpose of its internal records and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by the Company or its agent anywhere outside the jurisdiction of the country in which the Company has offices currently, where the Company may have offices in the future.

**12. Access to the Company's Systems, Property, etc.**

- (a) To enable you to provide Services to the Company, the Company may provide you with access to its systems and/or facilities (together, "**Facilities**") and may permit you to use its property (including, without limitation, those such as access cards to the Company offices, email accesses, records, etc.) (together, "**Property**").
- (b) You agree to use the Facilities and the Property for no purpose other than to provide services under this letter. You will comply with all applicable policies of the Company with respect to use of the Facilities and Property to the extent relevant to you as its retainer and made available / communicated to you from time to time for the purpose of compliance by you.
- (c) Upon the expiry or termination of your appointment (or on the Company's request) you will promptly hand over all Property to the Company and will not retain any copies with you of any Property.

**13. Professional and Ethical Behavior**

- (a) You will carry out your services under this letter in a professional manner and exercise utmost diligence expected of a professional service provider. You will maintain highest ethical standards which the Company and its Group Companies are known for.
- (b) You will ensure that by virtue of performance of your role under this letter you do not violate or infringe upon any copyrights or Intellectual Property Rights.
- (c) You will not directly or indirectly give or receive or obtain in respect of any goods or services sold or purchased or other business transacted (whether or not by you) by or on behalf of the Company or any of its Group Companies any discount, rebate, commission or other inducement (whether in cash or in kind).
- (d) You will not without the Company's prior written permission hold any position as a director, officer, employee, consultant, partner, principal or agent in any business which is or shall be wholly or partly a **Material Interest**:
  - (i) be in competition with any services provided by the Company Group
  - (ii) impairs or might reasonably impair your ability to act at all times in the best interests of the Company requires or might reasonably require you to disclose any Confidential Information in order to discharge your duties to or to further your interest in such firm or company.
- (e) You will adhere to all the instructions of the Company / its Group Companies, laid down from time to time, with respect to your services.



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**14. Other Terms**

- (a) Your contacts
  - (i) You will promptly notify the Company if there is any change in your contact address and/or email IDs.
  - (ii) Any communication with proof of dispatch sent by the Company at the last known address or email ID provided by you will be deemed as proper service.
- (b) Agreement not a contract for employment  
Under this letter you have agreed to provide services to the Company as an independent service provider. This letter does not create any employer-employee relationship between the Company and you and therefore the same is not to be construed as a contract for employment.
- (c) Assignment, Transfer  
You may assign, novate or transfer any part of this letter to any third party, provided you have obtained the prior written consent of the Company. The Company may at its discretion assign, novate or transfer any part of this letter to any of its affiliates by a written notice to you.
- (d) Governing Law and Jurisdiction:  
This letter is governed by the laws of India and both parties submit to the exclusive jurisdiction of the courts of law in Mumbai and their appeal courts.

**15. Codes and Policies**

- (a) You understand that the Company is committed to complying with Relevant Law and conducting its business with the highest levels of ethics and probity. You shall at all times perform your services in compliance with Relevant Law. It is your duty to ensure that you understand the Relevant Law applicable to your function and seek the assistance of, as relevant, your manager, your human resource team contact or the Company's legal counsel in this regard.
- (b) You shall comply with all codes of conduct and business ethics, rules and regulations of the Company (together, Codes) and the policies of the Company including those relating to the terms and conditions of your employment with the Company including but not limited to the personal trading policy (together, Policies), in each case as applicable from time to time. The Codes and Policies are available on the Company's internal information system or will otherwise be suitably communicated to you. It is your duty to access these Codes and Policies, familiarise yourself with them and understand them. While the Company may for the purpose of record seek written confirmations from you as to your acceptance of any Codes and Policies (via the Company's online system or otherwise), you will be bound by them whether or not you have communicated such acceptance.
- (c) You acknowledge that your conduct outside the Company may have an impact on the Company's reputation or its independence in the conduct of its business. You shall therefore ensure that your conduct whether or not in the course of employment of the Company does not in any way cause harm to the Company's reputation or impair its independence in the conduct of its business.

**Declarations**

The Company may from time to time ask you for declarations, confirmations or undertakings as relevant (including those relating to confidentiality, secrecy, investments, etc. (each a **Declaration**). Each Declaration shall be deemed to be an integral part of the Agreement. To the extent of any conflict between a Declaration and the rest of this Agreement, the more stringent of the two (in favour of the Company) shall prevail.

**16. Changes**

- (a) You acknowledge that over a period of time due to changes in the market conditions, business environment and other relevant reasons, it may be necessary for the Company to change (including, for the avoidance of doubt, vary, modify, add to, delete or otherwise replace) any part of these T&C or the Agreement, including any Codes and Policies.
- (b) You will be notified of any such change by way of a general notice to all employees, specific notice to any relevant class of employees or otherwise. Any such change shall take effect from the date specified in the Company's notification.
- (c) You expressly consent to the Company making any such change and agree to be bound by it.

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Employee Initials \_\_\_\_\_

Registered Office: CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai - 400 076. Phone: +91 22 3342 3000 | Fax: +91 22 3342 3001

**For Sheila Raheja School of Business  
Management & Research**

www.crisil.com

  
**Director**



**17. Governing Law**

The Agreement is governed by and shall be construed in accordance with Indian law.

**18. Privacy and Personal Information**

You consent to the Company obtaining, collecting, collating, storing, accessing and using your personal information as well as any sensitive personal information (including those set out in Annexure I) for all purposes relevant for your employment with the Company. Such use may include but is not limited to recruitment purposes, evaluation of your performance, administration (for example, leave of absence, pay and benefits), monitoring your use of Facilities or Property, publication on online resources whether internal or external to support the Company's legitimate operational activities, references, compliance with statutory, legal or contractual obligations, and exercise of the Company's legitimate rights as your employer. You also consent to the Company sharing it with third parties where the Company considers necessary or expedient. You understand that any such information will be stored, processed and used according to the Company's Policy on privacy as applicable from time to time.

I hereby agree, confirm and accept the T&C contained therein and agree to be bound fully by such T&C.

Yours truly,  
For CRISIL Limited,



Anand Sivashankar  
Director - Human Resources

I accept.

Signature .....

Name Kalyani Thakur

Date of Signature .....



CRISIL Limited

Corporate Identity Number: L67120MH1987PLC042363

Employee Initials \_\_\_\_\_



Director

Annexure I

Details of the Retainer

1. **CRISIL Entity Name**  
CRISIL Limited Others (IND)
2. **Broad Scope of Services :**  
Work on financial data gathering/enrichment and being up-to-date on market trends in financial data, content and products. Extract required data set from input/ source document related to assigned tasks into required output template / applications
3. **Period**  
(a) Unless otherwise terminated earlier in accordance with the Agreement, the retainer will be for a period of 30-Aug-2023 to 30-Aug-2024 (inclusive) and shall be subject to renewal by mutual consent.  
(b) Termination Notice Period - under paragraph 4(b) of the Agreement above: 60 days.
4. **Location**  
Your joining location will be Mumbai Crisil House Mumbai- Maharashtra . Depending on CRISIL needs, CRISIL may require you to perform your Services at other CRISIL offices or at designated locations. CRISIL may require you to perform Services as a part of CRISIL's professional services to its clients.
5. **Fees**  
Fees shall be an amount calculated at the rate of Rs. 25000 per month.
6. **Designated CRISIL Official**  
At the start of the Agreement shall be: Mr/Ms Rohit Javkar.

Yours truly,  
For CRISIL Limited,

  
Anand Sivashankar  
Director - Human Resources

I accept.

Signature .....

Name: Kalyani Thakur

Date of Signature .....



CRISIL Limited

Corporate Identity Number: L67120MH1987PLC042363

Employee Initials \_\_\_\_\_

  
Director

**RIGHTMATCH HR SERVICES PRIVATE LIMITED**

Administration Office - 117/118/119, Victory Platinum, S.V. Road, Kandivali West,  
Mumbai 400067, Maharashtra, India. | +919321744486 | [info@rightmatch.co.in](mailto:info@rightmatch.co.in) |  
[www.rightmatch.co.in](http://www.rightmatch.co.in)

**RIGHT  
MATCH**  
SOLUTIONS

Date: 24 July 2023

Employee Code: RM0318

Ms. Sheetal Khinchi

Plot no. 40, Opp. BMC Bldg.No. 3,  
Dayma Marg,  
Bandra East, Mumbai 400051.  
Mob : +91 8070135990  
Email : khinchisheetal24@gmail.com

Dear Ms. Sheetal Khinchi,

**SUBJECT: LETTER OF APPOINTMENT**

We welcome you to RightMatch HR Services Pvt. Ltd.

We are pleased to appoint you as Associate Consultant - Executive Search at grade w.e.f 24-Jul-2023. We are glad to have you with us and look forward to a long and mutually rewarding relationship. Mentioned below are the details of your appointment:

**A. Terms of Employment**

**1. Current Location Office: Kandivali West, Mumbai.**

- Currently you shall be posted at the Kandivali West, Mumbai office of RightMatch.
- You can be transferred and placed for service at company's discretion at any Departments / Divisions / Branch / Sister Concern of the company/ its associate or subsidiary company anywhere in India.

**2. Remuneration :**

- Your Annual Remuneration is INR 240,000/- Rupees Two Lakhs Forty Thousand Only.(Details in Annexure I).
- You will be entitled to Annual Bonus based on your ratings as applicable.
- You will be entitled to receive additional Gratuity as per the provisions of the Payment of Gratuity Act, 1972 on completion of 5 years of employment.
- Your remuneration package is strictly confidential between you and your Company and should not be discussed with anyone nor divulged to anyone in any manner.

**3. Probation Period:**

- You will be on probation until 31-Jan-2024. Confirmation or extension of probation is subject to satisfactory performance review rating achievement.
- Completion of probation does not automatically entitle you or result in confirmation of your employment, unless the company confirms your employment in writing.
- Post Confirmation, your performance based appraisal shall be done for the period from 24-Jul-2023 till 30-Sep-2024.



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director





# Trans Atlantic Consultants Private Limited

107, B Wing Everest Chambers, Marol Naka, Andheri-Kurla Road, Andheri (E), Mumbai - 400 059.  
Tel. : 29200621, 40058731, 64504807 • Fax : 29202039, 66750360  
Email : tacpl1@gmail.com • hrtacpl@gmail.com CIN : U74140MH1982PTC026501

Date-18<sup>th</sup> May 2023

To,  
**Mr. Shobhit Gupta,**  
Raheja Education Complex,  
Kher Nagar, Opp. Chhatrapati Shivaji Ground,  
Bandra (E), Mumbai

## Sub: Appointment Letter "Junior Accountant/Auditor"

Dear Mr. Shobhit,

This has reference to your application and the interview you had with us. We are pleased to appoint you in our organization as "Junior Accountant/Auditor" based at Mumbai with following terms and conditions

- 1) Date of Joining: Immediate.
- 2) You will receive emoluments and perquisites as mentioned below:
  - a) You will receive Basic Salary of Rs. 12,000 /- per month.
  - b) You will be entitled to House Rent Allowance subject to a limit of Rs. 3,000 /- per month, which will be paid through payroll and fully taxable.
  - c) You will be entitled to Conveyance Allowance of Rs. 5,000 /- per month, which will be paid through payroll and fully taxable.
  - d) You will receive Other/Special Allowance of Rs. 5,000 /- per month. The Other/Special Allowance paid to you through payroll and fully taxable. The Other/Special Allowance is applicable only in your current Location will be reviewed in the event of a change in the Position/Location
- 3) You will be entitled to Gratuity, EPF, ESIC and Medical as per rules and regulation of the company as applicable.
- 4) You will be on probation for a period of six months and on satisfactory completion of the probation period you will be confirmed in the services of the company. During your probation period either party may terminate the contract of employment by giving 01 month notice period.



For Sheila Raheja School of Business  
Management & Research

Director



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- 5) You are liable to be transferred to any of the establishment of the company in India/Abroad. On such transfer, you will be governed by the rules and regulations operating in the establishment to which you are posted.
- 6) Confirmation in the services of the company is contingent upon your performance and on successfully completing all the qualifying requirements. Probation clearing Program or any other such Certification Program, meant to train evaluate and certify your capabilities relevant to your position and business requirements from time to time.
- 7) This offer is made to you subject to the following condition:
  - a) All information that you come across during discharging your duties with the company which you would not have had access to but for your employment with us is strictly confidential. Any unauthorized disclosure of such information shall render your services to be terminated without notice and the Company shall be entitled to proceed against you for appropriate compensation/ punitive action depending on the nature of such disclosure.
  - b) As you are aware you will have access to information data records of the Company and the Company shall be giving you necessary training to enhance your capabilities. Therefore, and also in consideration of the overall compensation paid to you, you will not undertake any employment, contract or any other agreement or arrangement either directly or indirectly with any person firm corporation organization or entity that competes with the business of the company for a period of 2 years after the cessation of your employment with us. In the event of you doing so, the Company shall be entitled to proceed against you for suitable compensation / punitive actions besides pursuing all available legal recourse to prevent such employment / contract / agreement. This clause shall not be applicable where the Company chooses to terminate your services without any breach from your end, of the obligations cast on you as per the terms of employment.
  - c) You shall not, during your course of employment with us or anytime thereafter solicit or attempt to solicit the service of any employee of the Company nor shall you attempt to divert the attempts of any employee of the Company, by any means whatsoever, for your benefit or for the benefit of any person, firm, corporation, partnership or any other entity or organization directly or indirectly. In the event of you doing so, the Company shall be entitled to proceed against you for suitable compensation /punitive actions besides pursuing all available legal recourse to prevent such soliciting or attempt.



For Sheila Raheja School of Business  
Management & Research

Director



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- d) You acknowledge and confirm that the conditions stated above are required because the facts and circumstances relevant to the business of the Company and hence reasonable.
- 8) Either party giving to the other a notice of 60 days in writing without assigning any reason therefore can cease the employment, however all the work can under pending status must be handed over and Clearance certificate from us is necessary as relieving formalities.
- 9) Your appointment is subject to your being found medically fit always by the competent medical authorities or any other officer approved by the Company.
- 10) You will abide by the rules and regulations of the company as may be applicable to you from time to time.

#### Note

1. If you have completed successfully probation period, then only you are liable for all given condition.
2. These terms and conditions can be changeable by company management for the probation period and confirmed employment.
3. If you had not completed successfully your probation period, then you are not liable to get any allowances except BASIC for the month.

Kindly sign the duplicate of this letter in token of your acceptance and confirmation of the above terms and condition.

Thanking you  
For Trans Atlantic Consultants Pvt. Ltd.

  
Director

  
Accepted







For Sheila Raheja School of Business  
Management & Research

  
Director



08-August-2023

**Ms. Abha Taresh Wankhede**  
Plot no.135, Bhole Baba Nagar , Near New Era High School, Ring Road

Nagpur  
Maharashtra

**Sub: Letter of Intent**

Dear Abha,

This refers to your application and subsequent interview with us.

We are pleased to offer you appointment in our Organization as "RECRUITMENT SPECIALIST" on the terms and conditions as mutually agreed upon during the course of discussion. Your total cost to company will be Rs 300,000 /- (Rs. Three Lakhs Only) per annum.

You are advised to join our organization on or before "10-Aug-2023". In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents well before the time of joining:

- Copies of Certificates in support of your Qualifications.
- Copies of Certificates in support of your Experience.
- Original Relieving Certificate from the current employer.
- 4 Passport size photographs.
- Form 16/ Salary Certificate.
- Address proof (Copy of Driving License, Voter Identity Card etc.)
- Enclosed Joining Kit (Joining Form, Employee Application Form, Form 12B, ITR Form, Form 2 Revised, Bank Form,)- Properly filled by the employee.

On receiving the above-mentioned documents the Appointment Letter with complete break up of salary & terms & conditions of employment would be issued to you.

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

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

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,

Yours sincerely,

For Artech Infosystems Pvt. Ltd.  
Shivi Agarwal  
Assistant General Manager-Human Resource Outbound

For Sheila Raheja School of Business  
Management & Research

Director



This is an electronically generated Offer Letter, hence signature is not required.

## Artech Infosystems Pvt. Ltd.

**Regd. Office:** 805, Krishna Apra Business Square, Wazirpur District Centre, Netaji Subhash Place, New Delhi - 110 034

**Corporate Office:** Candor, B-2, Tower-2 Ground Floor, Sector 62, Noida - 201 307 INDIA

+91-120-6666333

+91-120-6666366

info@artechinfo.in

www.artechinfo.in

**CIN : U74999DL1980PTC010770**

**ANNEXURE**

**Ms. Abha Taresh Wankhede**

| <b>Particulars</b>                         | <b>Amount</b>  |
|--|----------------|
| Basic                                      | 15,000         |
| Per Allowance                              | 4,743          |
| PF Contribution by Company                 | 1,800          |
| ESI Contribution by Company                | 642            |
| Adv Statutory Bonus                        | 2,815          |
| <b>Cost To the Company (CTC) Per Month</b> | <b>25,000</b>  |
| <b>Annual CTC</b>                          | <b>300,000</b> |

This is an electronically generated Offer Letter, hence signature is not required.

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



(68)



31-10-2023

Ms. Nitya Molankar  
402 Ajanta Apartment, Tilak road,  
Santacruz West, Mumbai 400054.

Dear,

Thank you for getting in touch with us to discuss the mutual interests of association.

**POSITION**

We are happy for you to join the **V!QVISTAS** family in the position of "Digital Smith" at our Mumbai location.

**COMPENSATION**

Your compensation in terms of "Cost to the Company (CTC)" will be Rs. 3,00,000/- per annum (Rupees Three Lac per annum only). This is with complete mutual consent with **V!QVISTAS**.

Your confidential commitment for this would be appreciated.

You will be on probation for 6 months, post 6 months from DOJ your performance will be reviewed and you will be confirmed. During Probation you will not be entitled for any leave except on emergency.

You will be eligible for company's rewards policy based on your performance which will be communicated to you once you start handling targets. Your Next Salary review will take place post completion of one year from DOJ.

A detailed appointment order will be issued on your day of association. You are required to get associated with us on 02-05-2023

Please be assured of great challenges that await your association with **V!QVISTAS**. Once again, we welcome you & look forward to an enduring association with you. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

For **V!QVISTAS**

Authorized Signatory



Candidate Name: Nitya Molankar

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

Date: 5/11/2023



For Sheila Raheja School of Business Management & Research

Director

o 101, 102, Vijay Apartment, opp. Flaga Restaurant, Liberty Garden, Malad (W), Mumbai, Maharashtra - 64  
+91 22 6836 0400 | happybrands@vqvistas.co.in | www.vqvistas.co.in

# BLOOMINGDALE PUBLIC RELATIONS

Personal and Confidential  
October 02, 2023

**Ms. Amisha Budha**  
Mumbai

Dear **Ms. Budha**,

This has reference to your application for employment and the discussions we have had in the recent past. We are pleased to offer you the position of **Executive (Media Relations and Client Servicing)**.

Your gross compensation per annum is **Rs. 2,64,000/- (Rupees Two Lakhs Sixty Four Thousand Only)**. A detailed appointment letter with terms and conditions governing your employment with us will be issued on your joining the services of the company.

You are requested to report at our Mumbai Office (address given below) on or before **October 03, 2023**.

**Bloomingdale Public Relations Pte. Ltd.**  
**509, Level 5 and 807, Level 8**  
**Hubtown Viva**  
**Western Express Highway**  
**Jogeshwari (East)**  
**Mumbai 400 060**

You are requested to return the duplicate copy of this letter, duly signed by you, in token of your acceptance on or before **October 02, 2023** failing which this offer will stand automatically withdrawn.

We welcome you to the **Bloomingdale Public Relations** family!!

Yours Sincerely,  
For **Bloomingdale Public Relations Pte. Ltd.**

Sd/-

**Diana Fernandes**  
Founder and CEO



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director

# BLOOMINGDALE PUBLIC RELATIONS

Dear Ms. Amisha Budha,

Welcome to Bloomingdale Public Relations!

We request you to bring the following documents in originals or the attested photocopies of the same on your date of reporting to the office.

|    |   |
|----|---|
| 1  | 10th class marks sheet                              |
| 2  | 12th class marks sheet                              |
| 3  | Degree marks sheet – annual/all semesters           |
| 4  | Degree Certificate / Provisional Degree Certificate |
| 5  | Diploma / Certifications (if applicable)            |
| 6  | Valid Passport                                      |
| 7  | Relieving Letters (all previous)                    |
| 8  | Experience Certificates                             |
| 9  | Pay-slip from your previous organization            |
| 10 | Pan Card Copy                                       |
| 11 | Aadhaar Card Copy                                   |

In addition to the above, you are requested to bring the following:

- Photographs  
-Self - 2 nos. (Compulsory)  
{Passport size with white background (non digital)}
- Blood Group Information (Compulsory)

Group  
Thanks,

HRD



Note: Office Timings : 9:00 am to 4:00 pm

**For Sheila Raheja School of Business  
Management & Research**

Director

Singapore: 72 Circular Road, #02-01, Singapore 049426  
Mumbai: Hubtown Viva, 509, Level 5 and 807, Level 8, Western Express Highway, Jogeshwari East, Mumbai - 400060.  
Hyderabad: VUnit Co-working Space, Mount Banjara Complex, 8-2-630/B/B/1, Road No. 12, Banjara Hills Telangana -500034  
Dubai: Office No.541A, Al Ghurair Centre, Al Riqqa, Deira, PO box 39865, Dubai, UAE

Scymes



70

Scymes Services Pvt Ltd

201, 1st Floor, Bhamburda Circle, 2nd Avenue Road,  
Mumbai, Maharashtra - 400025, India  
Scymes - 020259 1100  
Ph: 020 2595400

Date: 15<sup>th</sup> July 2023

Dear Mrunmayi,

We refer to our recent discussions regarding your possible employment with Scymes Services Pvt Ltd, we are pleased to extend to you offer of employment in our organization. Your date of joining will be 17<sup>th</sup> July, 2023.

Based on our internal evaluation of your candidature, we are pleased to offer you monthly compensation as mentioned below.

| Basic | HRA  | Other Allowance | Statutory Bonus | Gross | Co. PF | Co. ESIC | CTC   | Emp. PF | Emp. ESIC | Prof Tax | Net Take Home |
|-------|------|-----------------|-----------------|-------|--------|----------|-------|---------|-----------|----------|---------------|
| 10000 | 5000 | 900             | 833             | 16733 | 1525   | 544      | 18802 | 1408    | 125       | 200      | 15000         |

Your probation period would be six months and further extended based on client confirmation/continuity of work. Working days will be six in a week, week offs will depend on client to client and process to process.

Scymes Services Pvt Ltd reserves the right to alter your terms and conditions of employment at any time, including your duties & responsibilities and location of work.

You will have to give minimum one-month prior notice if you want to resign from the services of the company at any time. If you fail to give one month's prior notice, you will have to pay to the company one-month salary in lieu thereof.

The above salary and perquisites will be taxed as per current Income Tax rules and compliance with Income Tax laws of this country will be your responsibility.

You will have to provide complete and accurate information regarding your personal details and previous employment / experience letter for background verification on acceptance of our offer or later date when required.

Your employment will be based on clearance of your background verification check.

Welcome to Scymes Services Pvt Ltd.


Yours faithfully,  
Dhiraj Rathod  
Head-HR  
Scymes Services Pvt Ltd.

Please indicate your acceptance of the above offer by signing and returning to us a duplicate of this letter or email acknowledgement.


For Sheila Raheja School of Business  
Management & Research

  
Director

Contract Agreement By And Between  
KeyRetouch LLP And Contractor Vaibhav Dinesh Ambulkar

| Contractor Particulars |  |
|------------------------|--|
| Name                   | Vaibhav Dinesh Ambulkar  |
| Contact Number         | 9356611998   |
| Email Id               | Vaibhavambulkar4444@gmail.com  |
| Aadhar Number          | 3870 5329 9780   |
| PAN Number             | CBGPA2913P   |
| Current Address        | Flat no. 704, A Wing, Shankardham society, Vakola Masjeed Nehru Raod, Santacruz (E), Mumbai 400055 |
| Permanent Address      | Flat No. D/29, Nari Road, Kapil Nagar, Uppalwadi, Nagpur, Maharashtra-440026                       |



|                      |   |
|----------------------|---|
| Contract Description | This contract is by and between <b>KeyRetouch LLP</b> and <b>Contractor Vaibhav Dinesh Ambulkar</b> <b>KeyRetouch LLP</b> . provides Photo Retouching, Video Editing, Data & Graphic Services, Key-Wording & Other Post Production Services to companies all around the world.<br>Contractor has to provide either one or more services in respect of the above mentioned services or Accounting, HR Management, Business Development, Etc. to <b>KeyRetouch LLP</b> . during his/her contractual term. |
| Service To Offer     | Digital Marketing Executive   |
| Contract Term        | Contract Commencement Date : 21 <sup>st</sup> July, 2023<br>Contract End Date : 20 <sup>th</sup> January, 2025<br>Contract Term : 18 Months   |
| Payment Terms        | The payment amount as mutually agreed is INR - 20000 for 3 months , 22000 for 3 months & 25000 for 12 months .  |

Name Of Contractor : Vaibhav Ambulkar Signature : [Signature]

Left Thumb Impression: [Impression] Right Thumb Impression: [Impression]



For Sheila Raheja School of Business Management & Research

[Signature]  
Director

06-Feb-2023

Dear Aayushi Rane,

Following our recent discussions, we are pleased to offer you employment in IIFL Wealth Prime Limited-Distribution Business (hereinafter referred to as "the Company" which expression shall unless repugnant to the context or meaning hereof be deemed to mean and include its subsidiaries, group concerns, affiliates, successors-in-interest and permitted assigns) from 06-Feb-2023.

The terms and conditions of your employment are as follows:

## 1 Position

You will be appointed as Assistant Manager on joining the company.

## 2 Appointment

- 2.1 This contract term commences from the date of your joining the services of the company.
- 2.2 Your appointment is subject to verification of your credentials, testimonials and other particulars mentioned in your application at the time of your appointment. In case, the information provided is found wrong, your appointment shall be deemed to be cancelled, irrespective of whether you have joined duty upon your selection. This offer of appointment is subject to:
  - i your submitting copies of your certificates and testimonials you have mentioned in your application/ resume and two passport size photographs.
  - ii your submitting salary certificate and relieving letter from your previous employer.
  - iii your submitting two acceptable references (subject to the satisfaction of the Company).
  - iv your obtaining the required work visa for the purpose of this employment.

## 3 Probation and Confirmation

- 3.1 You will be on probation for a period of six months from the date of joining.
- 3.2 If, at the end of the probation, you are found suitable in the appointed post, you will be confirmed in the employment of the company.
- 3.3 The company reserves the right to extend your probation period if your performance is not found satisfactory.
- 3.4 The company reserves the right to terminate your employment during the probation period using the same clauses as in 13.1.

IIFL WEALTH PRIME LIMITED-DISTRIBUTION BUSINESS  
(Formerly Known as IIFL Wealth Finance Limited)

Corporate & Registered Office:  
6th Floor, IIFL Centre, Kamala City, Senapati Bapat Marg,  
Lower Parel, Mumbai - 400 013  
Tel: (91-22) 4876 5600 | Fax: (91-22) 4646 4706

(IIFL Wealth Group)

Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

For Sheila Raheja School of Business  
Management & Research

  
  
  
Director



#### 4 Code of Conduct

- 4.1 On your employment with the Company, you shall devote your full business time and attention to the performance of your duties as an employee of the Company. You shall render services exclusively to the Company. You shall not engage in any outside interest or activity whether directly or indirectly (including any other employment service or work in any trade, business or occupation) or take up any appointment including directorship of any company during your term of employment with us.
- 4.2 Your appointment is subject to the company rules and regulations and existing service conditions of the Company and any amendments thereto that may be brought into force from time to time.
- 4.3 You are liable to be transferred from one job to another job, or from one department to another department or to any branch or any establishment at any location of the company, its affiliate, or customers/vendors within India as and when required by the Management and you shall do such other work which will be assigned to you by the Management from time to time.

#### 5 Licenses and Registration

- 5.1 Your appointment is further subject to you successfully applying for and being granted all necessary registrations with the appropriate authorities as soon as possible. The application forms will be given to you upon signing this letter of employment, and you will be required to fill them and return them to us, preferably before your date of joining.
- 5.2 You shall not perform or undertake any activities at any time during the course of your employment for which you are not duly and properly registered and/or licensed. In the event of your not successfully securing appropriate licenses and registrations within a reasonable time (in the opinion of the Directors of the Company), the Company shall review your terms of employment. If at any time during the course of your employment you cease to be duly and properly registered or licensed to undertake the whole or any part of your responsibilities under the terms of your employment, then:
  - i you shall with immediate effect cease to carry out the responsibilities for which you are required to be registered or licensed; and
  - ii the Company shall be entitled at its discretion to review the terms and conditions of your employment in the manner that it thinks fit.

#### 6 Remuneration

- 6.1 On commencement of your employment, your annual gross salary (including allowances and company's contribution to PF) will be INR 450000 p.a. on joining the company.
- 6.2 The gross salary (including allowances) will be subject to deduction of tax at source and any other tax under the Income Tax Act or any other Acts, as may be made applicable from time to time.
- 6.3 In addition to the above, you will be entitled to performance based discretionary bonus and such bonus will be paid on a yearly basis, as and when due.
- 6.4 You shall be enrolled for the Provident Fund and Medical Scheme in the local scheme as per the Company's policy and on such terms and conditions as arranged by the Company.

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Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

For Sheila Raheja School of Business  
Management & Research

  
Director



## 7 Annual Vacation

Leave entitlement will be determined pursuant to the prevailing statutory norms, employment rules and regulations of the Company, and will depend upon your length of employment and attendance record. You are eligible to a maximum of 25 days of leave, encompassing 21 days of Annual Leave, 1 day of Birthday Leave and 3 days of Sick Leave. As per company policy no leaves are eligible for encashment. From each leave calendar year, up to 5 days of your unutilised Annual Leaves will carry forward to next year's leave calendar, with a maximum accumulation cap of 10 days at any given point in time. Once it reaches this cap there will be no further accrual of your Annual Leaves and unused leaves if any, will be forfeited at the end of the leave calendar year or on termination of employment, as applicable. You may be requested to take a period of mandatory leave from each year's Annual Leave entitlement. Any deviation to the above will require written approval from the concerned Department Head, Human Resources and/or the Management.

## 8 Confidential Information and Exclusivity

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

### 8.1 You undertake and agree that you will:

- 8.1.1 keep the information confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Company.
- 8.1.2 not use the information for any purpose other than in connection with your services to the Company;
- 8.1.3 immediately return or destroy (at the Company's option) the original and all copies of any records of the information (in whatever form) and all notes and other documents embodying any of the information either
  - i on the Company's demand or
  - ii on termination of this agreement

### 8.2 The above provisions shall not apply to any information that you can prove:

- 8.2.1 is in or has entered the public domain otherwise than as a result of publication or disclosure by you;
- 8.2.2 was previously known to you:
  - i without breach of any duty of confidence (whether contractual or otherwise); or
  - ii other than as a result of the Company disclosing it to you; or
  - iii was rightfully obtained by you from a third party without breach of any duty of confidence.
- 8.2.3 is required to be disclosed by law, but only to the extent and for the purpose of such disclosure.

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Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

For Sheila Raheja School of Business  
Management & Research

  
Director



## 9 Intellectual Property Rights

- 9.1 You acknowledge that the Company is the owner of all intellectual property and intellectual property rights, including without limitation all patents, trademarks, service marks, copyrights, design rights used in connection with its products and services and the goodwill attaching thereto, and that you shall have no rights in respect thereof other than to use the same for the purposes of and on the terms of this Agreement. You shall not alter, remove, obscure or add to any of the marks, trademark numbers or other intellectual property or other means of identification on product or services of the Company or knowingly allow others to do so.
- 9.2 All written work or invention made or produced by you in connection with your activities during the period of this Agreement shall inure exclusively to the Company. In so far as such work or invention relating to all types and protected by copyright or trademark or patent or design or other intellectual property rights, or any inventions of yours and technical suggestions for improvement as well as methods of engineering, patents, utility models, design, copyrights, trademarks, other intellectual property rights and the like developed by you in connection with your activities for the Company following this Agreement hereby grant the Company the exclusive and unrestricted right of use for all purposes. Such right of use shall remain valid even after the termination of the service relationship. There shall be no entitlement to any remuneration for granting such right of use.
- 9.3 You shall from time to time following this Agreement and during your employment hereunder fully disclose to the Company any inventions or discoveries you may make or discover and any improvement or mode of performing thereof arising out of or in connection with the business of the Company. You agree not to claim any proprietary interest in any such inventions, discoveries or improvements.
- 9.4 All customer relations, goodwill, franchise, improvement or design conceived by you during continuance of this Agreement with the Company shall become the exclusive property of the Company and you shall provide all such information and execute such document(s) which may be requested by the Company in order to perfect the title of Company on such intellectual property.

## 10 Compliance

During the continuance of the employment you are expected to comply with the Company's policies, practices and procedures and, if required, sign any necessary documentation with respect to such policies, practices and procedures.

## 11 Assignment

- 11.1 All customer relations, goodwill, franchise, improvement or design conceived by you while in our employment of the Company shall become the exclusive property of the Company. For the purpose of this clause, the expression 'the Company' shall in addition to IIFL Wealth Prime Limited-Distribution Business, mean and include other firm, group concern, person or Company, subsidiary to or affiliated with it.
- 11.2 It is also expressly agreed by you that the Company shall be entitled to transfer your services provisionally for any duration or permanently, wholly or partly to any Company which is an associate, affiliate, successor, parent or subsidiary to the Company.

## 12 Other Requirements

- 12.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your contract with the Company.
- 12.2 No waiver, amendment, extension or other modification of this agreement shall be effective unless done in writing and signed by both the parties.

**IIFL WEALTH PRIME LIMITED-DISTRIBUTION BUSINESS**  
(Formerly Known as IIFL Wealth Finance Limited)

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(IIFL Wealth Group)

Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

For **Sheila Raheja School of Business  
Management & Research**

  
**Director**



### 13 Termination

13.1 The Company shall be entitled to terminate this Agreement;

13.1.1 By giving 1 (one) months' notice in writing.

13.1.2 By not less than 1 (one) months' notice in writing given at any time while the Employee shall have been incapacitated by reason of disability. Disability means illness or other physical or mental disability or incapacity which in the Company's judgment, has substantially prevented the Employee from performing his duties during any period of 7 (seven) consecutive days or for 15 (fifteen) days during any period of 1(one) month and which can reasonably be expected.

13.1.3 to continue in the judgment of a physician mutually selected by the Employee and the Company or any authorized person or committee thereof.

13.1.4 By summary notice in writing if the Employee shall have -

- i failed to discharge his duties hereunder efficiently or diligently or committed any serious, repeated or continuing material breach of his obligations hereunder;
- ii the Employee fails to deliver performance up to the satisfaction of the Company, as was expected and communicated by the Company and agreed to by the Employee at the time of appointment.
- iii been guilty of conduct tending to bring himself or the Company into disrepute; and
- iv refused or neglected to comply with any lawful orders given to him by the Company or any authorized person or any committee thereof.
- v The Employee fails to achieve the target as was set by the Company and agreed by him from time to time.

13.2 The Company shall not be liable to the Employee for any loss, damages or compensation of any kind whatsoever arising out of or in connection with such termination.

13.3 If this Agreement is terminated for any reason specified in Clause 8.1 of this Agreement, the Employee shall ipso facto cease to be in the employment of the Company, without prejudice to the Company's right to take recourse in law and/or in equity.

13.4 The Employee shall be entitled to terminate this Agreement by giving 3 (three) months' notice in writing.

13.5 Any act in contravention of any provisions of this Agreement by the Employee shall result in repudiation of the Agreement, unless the Company chooses to continue the Agreement, at its sole discretion.

13.6 If the Employee is found guilty of grave misconduct in his capacity as an employee, he may be dismissed without any notice. The Company will be free to initiate any legal proceedings under applicable law and/or in equity as may be available to the Company for the time being in force.

13.7 The Company may suspend you on full pay from the performance of your duties and work and exclude you from the premises of the Company.

13.8 The Company reserves the right to require you not to attend at work and/or not to undertake all or any of your duties of employment during any period of notice (whether given by you or the Company), provided always that the Company shall continue to pay your salary and contractual benefits during the period of your employment with the Company.

IIFL WEALTH PRIME LIMITED-DISTRIBUTION BUSINESS  
(Formerly Known as IIFL Wealth Finance Limited)

Corporate & Registered Office:

6th Floor, IIFL Centre, Kamala City, Senapati Bapat Marg,  
Lower Parel, Mumbai - 400 013

Tel: (91-22) 4876 5600 | Fax: (91-22) 4646 4706

(IIFL Wealth Group)

Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

For Sheila Raheja School of Business  
Management & Research

Director



**14 Return of Property**

Upon the termination of your employment with the Company, you must immediately deliver and return to the Company or its authorized representative all materials in any form whatsoever which may be in your possession, custody or control which are the property of the Company or the Group or which contain any information obtained by you in the course of your employment and which relates to the affairs of the Company or the Group or any of their clients.

**15 Non - Solicitation**

You will not, whether by yourself, your employees, agents or representatives or otherwise howsoever and whether on your own behalf or for any other person, firm, sole proprietor concern, company or organization or body corporate directly or indirectly in competition with the Company solicit any business from or canvass or otherwise have dealings with any person, firm, company or body corporate with whom or with which you have had personal dealings in the course of your employment with the Company and who or which at any time during the period of 6 (six) months immediately preceding the date of the termination of this Agreement was an officer, employee, agent, representative, manager, client, customer or supplier or who was to be a prospective client, customer or supplier. You will also not, for a period of 12 months from the date of cessation of employment with the Company, employ (or cause any third party to employ) or solicit the employment (or cause any third party to solicit the employment) of any person who was employed as an employee of the Company at the date of cessation of employment.

The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the Company's policies and code of conduct, which may be amended from time to time. This Agreement shall be governed by and construed in accordance with the law.

If you are in agreement with the conditions outlined in this letter, please signify your receipt and acceptance and return a copy of this letter to us.



**For and behalf of IIFL Wealth Prime Limited-Distribution Business**  
**Navin Upadhyaya**  
**Chief Human Resources Officer**

I, **Aayushi Rane**, agree and accept the terms and conditions outlined above and will commence work on **06-Feb-2023**.

Signed and Accepted

Date: 06-Feb-2023

Place: Mumbai

IIFL WEALTH PRIME LIMITED-DISTRIBUTION BUSINESS  
(Formerly Known as IIFL Wealth Finance Limited)

Corporate & Registered Office:

6th Floor, IIFL Centre, Kamala City, Senapati Bapat Marg,  
Lower Parel, Mumbai - 400 013

Tel: (91-22) 4876 5600 | Fax: (91-22) 4646 4706

(IIFL Wealth Group)

Email ID: nbfc-compliance@iiflw.com | www.iiflwealthprime.com

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

# Sheila Raheja School of Business Management & Research

A.Y. 2021-2022

## EXECUTIVE PLACEMENTS FOR MMS Students BATCH 2020-22



| Sr. No | Name of the Student  | Company name               | Role / Job Title      | Package offered LPA | Type of Company    |
|--------|----------------------|----------------------------|-----------------------|---------------------|--------------------|
| 1      | Aishwarya Save       | Phillip Capital            | Sales Executive       | 3.75                | Financial Services |
| 2      | Suchita Singh        | InSync Analytics           | Financial Analyst     | 3.6                 | Financial Services |
| 3      | Parmi Gala           | InSync Analytics           | Financial Analyst     | 3.6                 | Financial Services |
| 4      | Supriya Zende        | A K Capitals               | Hr- Recruiter         | 5                   | Financial Services |
| 5      | Pradip Lokhande      | A K Capitals               | Executive             | 3                   | Financial Services |
| 6      | Granthali Karanjvkar | A K Capitals               | Executive             | 3                   | Financial Services |
| 7      | Manali Chavan        | InSync Analytics           | Financial Analyst     | 3.6                 | Financial Services |
| 8      | Nirbhay Chaudhary    | InSync Analytics           | Financial Analyst     | 3.6                 | Financial Services |
| 9      | Sharvani Gharat      | Neiron India               | Supply chain analyst  | 4                   | logistics          |
| 10     | Anagha Kamale        | Rubix Data Sciences        | Product Operations An | 3.75                | Financial Services |
| 11     | Drishti Agrawal      | Rubix Data Sciences        | Product Operations An | 3.75                | Financial Services |
| 12     | Sanika kadam         | Board Infinity             | HR Manager            | 4.6                 | Edu Tech           |
| 13     | Urvi Chheda          | Rubix Data Sciences        | Product Operations An | 3.75                | Financial Services |
| 14     | Nishant mande        | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 15     | Ketan Kanthe         | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 16     | Tanmayee Patil       | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 17     | Rahul Marathe        | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 18     | Rajat Gazra          | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 19     | Ashish kale          | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 20     | Arvind tatcare       | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 21     | Sneha Jagushte       | ICICI bank                 | Relationship Manager- | 4.2                 | Banking            |
| 22     | Ankita Girap         | Trinkerr Learning Technol  | Growth Analyst        | 5.4                 | Edu Tech           |
| 23     | Pooja Bhabal         | LogicServe Digitals        | Management Trainee    | 5.5                 | Digital Marketing  |
| 24     | Aysuh Vichare        | Ping Digital Broadcast Pvt | Junior Digital Writer | 3                   | Digital Marketing  |
| 25     | Anshika Gupta        | LogicServe Digitals        | Management Trainee    | 5.5                 | Digital Marketing  |
| 26     | Aorohi Kawli         | LogicServe Digitals        | Management Trainee    | 5.5                 | Digital Marketing  |
| 27     | Nikhil Lanjewar      | LogicServe Digitals        | Management Trainee    | 5.5                 | Digital Marketing  |
| 28     | Ketaki Sawant        | Property Cloud             | HR executive          | 2.4                 | Real Estate        |
| 29     | Mayur Shetty         | IAMAI                      | Management Trainee    | 6.25                | Non Profit         |



*[Signature]*  
Director

|    |                    |                       |                         |      |                    |
|----|--------------------|-----------------------|-------------------------|------|--------------------|
| 30 | Vishvam Sharma     | IDFC First Bank       | Bank Officer- Corporate | 3.75 | Banking            |
| 31 | Tejas Shinde       | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 32 | Ritika Kuckian     | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 33 | Pratik Vanara      | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 34 | Roshni Hirawat     | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 35 | Prajwal Malvankar  | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 36 | Ankita Ghope       | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 37 | Rutuja Bansode     | Colgate - Palmolive   | HR Trainee              | 3.1  | FMCG               |
| 38 | Payal Shettigar    | Colgate - Palmolive   | HR Trainee              | 3.1  | FMCG               |
| 39 | Rachana Mhapadi    | Colgate - Palmolive   | HR Trainee              | 3.1  | FMCG               |
| 40 | Mehul Gohil        | HDFC ERGO             | Executive               | 3.2  | Banking/ Insurance |
| 41 | Shivangi Singh     | HDFC ERGO             | Executive               | 3.2  | Banking/ Insurance |
| 42 | Aditya Kavaiya     | HDFC ERGO             | Executive               | 3.2  | Banking/ Insurance |
| 43 | Ritik Pimple       | HDFC ERGO             | Executive               | 3.2  | Banking/ Insurance |
| 44 | Manan Darji        | MST                   | Consultant              | 3.2  | IT                 |
| 45 | Amey Jadhav        | MST                   | Consultant              | 3.2  | IT                 |
| 46 | Satyam Yadav       | MST                   | Consultant              | 3.2  | IT                 |
| 47 | Soham Dhoble       | LIC HFL               | Asst. Sales Manager     | 4    | Insurance          |
| 48 | Sagarika Mane      | LIC HFL               | Asst. Sales Manager     | 4    | Insurance          |
| 49 | Srinidhi Hegde     | Wat Media             | Digital Media Executive | 3.75 | Media              |
| 50 | Nishant Naik       | InSync Analytics      | Financial Analyst       | 3.45 | FinTech            |
| 51 | Gautami Lad        | InSync Analytics      | Financial Analyst       | 3.45 | FinTech            |
| 52 | Nikita Mokal       | InSync Analytics      | Financial Analyst       | 3.45 | FinTech            |
| 53 | Manisha Vishakarma | InSync Analytics      | Financial Analyst       | 3.45 | FinTech            |
| 54 | Chinmay Gade       | HDFC                  | Collection Manager      | 4.2  | Banking            |
| 55 | Monali Pawar       | State Bank of India   | Executive Assistant     | 3    | Banking            |
| 56 | Danesh Naik        | LIC HFL               | Asst. Sales Manager     | 4    | Insurance          |
| 57 | Ajinkya Tile       | Alok Ingot            | Jr. Executive           | 4.2  | Steel Industry     |
| 58 | Shrushti Bagwe     | Ufaber                | Marketing Intern        | 1    | Edu Tech           |
| 59 | Meghal             | The Mirador           | HR Co-ordinator         | 2    | Hospitality        |
| 60 | Rajsi Kinjalaskar  | Uppercase Elements    | HR Intern               | 2    | Ecommerce agency   |
| 61 | Adarsh Kashyap     | Axis Securities       | Senior Executive        | 3.5  | Banking            |
| 62 | Hardika Jain       | SS&C GlobeOp          | Associate               | 4    | Financial Services |
| 63 | Abhishek Ghunke    | Compuage Infocom Ltd. | Jr. Executive           | 2.3  | IT                 |

|    |                    |                                |                              |     |                    |
|----|--------------------|--------------------------------|------------------------------|-----|--------------------|
| 64 | Himesh Prajapati   | SS&C GlobeOp                   | Associate                    | 4   | Financial Services |
| 65 | Pooja Shahane      | SS&C GlobeOp                   | Associate                    | 4   | Financial Services |
| 66 | Pooja Tiwari       | SS&C GlobeOp                   | Associate                    | 4   | Financial Services |
| 67 | Apeksha Parab      | Morgan Stanley                 | Financial Analyst            | 4.2 | Financial Services |
| 68 | Ashlesha Hire      | SS&C GlobeOp                   | Associate                    | 4   | Financial Services |
| 69 | Shabdashree Jawade | E-Clerx                        | Data Analyst                 | 4   | IT                 |
| 70 | Komal Mhatre       | Churchgate Advisory            | Data Analyst                 | 3.5 | IT                 |
| 71 | Sumit Kamble       | TeamLease Digital              | Supply chain analyst         | 4.2 | IT                 |
| 72 | Ashwini Ade        | Share.Com Financial Solutions  | Admin-Mutual Fund            | 2.2 | Financial Services |
| 73 | Anju Pillai        | Hiranandani Group of Companies | Business Development Officer | 3   | Real Estate        |

For Sheila Raheja School of Business  
Management & Research



  
Director



P

PhillipCapital (India) Pvt. Ltd.

No 1, 18<sup>th</sup> Floor, Urmi Estate, 95 Ganpatrao Kadam Marg,  
Lower Parel, Mumbai - 400 013 India

Tel.: +91 22 2483 1919 Fax: +91 22 24942056

[contact@phillipcapital.in](mailto:contact@phillipcapital.in): [www.phillipcapital.in](http://www.phillipcapital.in)

CIN: U92403MH1999PTC123359

**Aishwarya Bhupesh Save**

Savewadi,

Mulgaon, Vasai West,

Palghar - 401 201

Date: March 16, 2022

Dear Aishwarya

We have pleasure in offering you employment on the following terms on behalf of PhillipCapital (India) Private Limited.

**1. ENGAGEMENT:**

You will be employed as **Sales Executive** with effect from **March 21, 2022**. You may be assigned to any place of work in India or abroad. The Company reserves the right to vary the nature of your employment within reason.

**2. TERM:**

Your employment shall be initially for a probation period of 6 months and thereafter for a minimum contract period of two years. Based on your satisfactory performance during the probation period your employment shall be confirmed unless terminated in accordance with paragraph 10 of this letter.

**3. BEST ENDEAVOUR:**

You shall use your best endeavor in the performance of your duties with the company and if the exigencies of business so require, work on Sundays and Public Holidays and at such hours as may be required for the proper performance of your duties.

**4. DUTIES:**

You will be required to undertake such duties as would be assigned to you in the proper performance of your employment, which includes working in shifts. The company reserves the right to assign to you on a temporary basis, duties outside the nature of your employment.

For Sheila Raheja School of Business  
Management & Research



  
Director

Aishwarya Bhupesh Save

## 8. BONUS:

You have no contractual rights to bonus, but provided your employment is not terminated under the provisions of 10(b) the Company will at its discretion pay you an annual bonus each year in respect of your services with the Company during the previous year ended March 31. The amount (if any) will depend on the financial results of the Company and on your own performance. Any bonus payment is likely to be paid approximately 3 months after March 31 and on satisfactory performance during these 3 months. The bonus payment is also subject to your being in the company's employment and also not under notice to leave the Company.

However, you will not be entitled to the bonus if you are dismissed for gross mis conduct or if you resign or if your service is terminated for cause as stated in paragraph 10(b) or as per the discretion of the Management of your Company.

Your remuneration including Bonus as set herein are confidential to you and should not be discussed with other member of the staff or third parties.

## 9. LEAVE:

You may be granted 15 days of privilege leave, excluding Saturday & Sunday with full pay on a yearly basis on confirmation after the successful completion of the probation period. Time of such leave is subject to agreement by the Company. Saturday will be a working day depending upon your work schedule and any pending work. However, if you do not attend on Saturday, it will not be deducted from your annual leave entitlement. You will not be allowed to carry forward your leave to the following year(s).

## 10. NOTICE OF TERMINATION:

- a. During the contract period your services may be terminated by either party by giving the other party payment of compensation in lieu of the notice period & intimating the same in writing. The compensation is defined as your per month cost to company multiplied by the number of months in the notice period. The notice period would be one month.
- b. Notwithstanding Clause 10(a) above, the Company may at any time terminate your services for cause as defined below on immediate notice and without payment of compensation in lieu of notice, bonus, incentive payment or other compensation or damages whatsoever. Cause shall mean dishonesty, whether or not in connection with employment, willful disobedience or non-compliance with the terms of the Company; incompetence or negligence in the performance of your duties; bankruptcy or failure to pay debts as they become due to the Company, its employees or anybody else, conviction for any criminal offence relating on your character, integrity or reputation in the community in which you work; ill health certified by the Company's medical officer; the taking of drugs prohibited by law or the consumption of alcohol to a level which in the opinion of the company adversely affects your ability to perform your duty or your standing and reputation in the community in which you work.

**For Sheila Raheja School of Business  
Management & Research**



Director

Aishwarya Bhupesh Save

Candidate should not call on numbers which are DND (Do not Disturb) registered for TRAI (Telecom Regulatory Authority of India).

- h. **Intellectual Property:** You acknowledge that all materials you create in the course of our employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

- i. **Employee Hand Book and Code of Conduct :**

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm you will receive a copy of the Employee Handbook and the firm's Code of Conduct. You shall be required to read understand and sign the acknowledgement form of both documents and return the same to the Human Resources and Compliance department respectively. You hereby undertake to abide by the Firm's Code of Conduct as amended from time to time.

You understand, agree and confirm that if you interact with clients for advising or execution of trades then all such advice and orders executed in client accounts should be clearly evidenced by way of either recorded conversation over telephone or written email from registered email id of client or any other manner as prior approved by compliance department in writing. All the evidence of recorded conversation or email (messaging services are not allowed) has to be prior to placing of the order in any of the trading systems. You shall be personally liable for any losses in client account or client claims on account of such unauthorized trading or any trading where you are unable to evidence client consent before inputting the order in any of the systems or communicating the same to any other employee of the company for execution.

Any lapse in this will lead to disciplinary action against you including termination of your services and past and future emoluments paid or payable to you will be claimed and forfeited.

- j. You will submit form 16/ tax computation of your previous employer on the date of joining. Your salary will be kept on hold until the aforesaid is submitted.
- k. If there is any complain / issues against you or any person reporting to you or any associate / introducing broker / authorized person introduced or serviced by you as on or within the last

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Aishwarya Bhupesh Save



- All the above restrictive covenants shall be separate covenants and shall be independently enforceable.
- b) From the last day of your employment / attending office of PhillipCapital (India) Pvt. Ltd, for a period of 90 days you will not join / be employed / attend office of any company / firm which is engaged or involved directly or indirectly in India or abroad in any business of a similar nature as carried on by PhillipCapital (India) Pvt. Ltd.
- c) It is agreed that the restrictions are reasonable and they shall apply to make them feel valid and effective.

In order to record your acceptance of the above terms, please sign and return to us the attached copy of this letter.

Yours sincerely

For PHILLIPCAPITAL (INDIA) PVT LTD.

Vineet Bhatnagar  
Managing Director

Accepted  
Aishwarya Bhupesh Save

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement <placement@srbs.edu.in>

### Acceptance of offer letter

1 message

aishwarya save <saveaishwarya95@gmail.com>  
To: placement@srbs.edu.in

Mon, Apr 11, 2022 at 3:48 PM

Hello ma'am,

I am writing this email to inform you that I have accepted the job offer at Phillip Capital.

Thank you,  
Aishwarya Save

**For Sheila Raheja School of Business  
Management & Research**

  
Director

2

Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Thanks & Regards,

Nikitha Rai

Manager-HR

InSync Analytics (India) Private Limited

**From:** HR [mailto:hr@insyncanalytics.com]  
**Sent:** Monday, December 6, 2021 4:25 PM  
**To:** 'suchitasingh1098@gmail.com'  
**Cc:** SRBS Placement <placement@srbs.edu.in> (placement@srbs.edu.in)  
**Subject:** Recruitment - Offer

Dear Suchita,



At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.



SRBS Placement &lt;placement@srbs.edu.in&gt;

**RE: Recruitment - Offer**

2 messages

HR <hr@insyncanalytics.com>  
To: suchitasingh1098@gmail.com  
Cc: placement@srbs.edu.in

Sun, Feb 6, 2022 at 8:02 PM

Hi

Please note your DOJ has been revised to Tuesday, 8th February 2022 at 9:30 am. Please make sure you carry all the documents listed in the document checklist on your DOJ. Kindly confirm by reverting on the same mail.

**Office Address:**

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A, Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Regards,

Nikitha Rai

Manager-HR

InSync Analytics (India) Private Limited

**For Sheila Raheja School of Business  
Management & Research**

  
Director

**From:** HR [mailto:hr@insyncanalytics.com]  
**Sent:** Wednesday, January 12, 2022 7:27 PM  
**To:** 'suchitasingh1098@gmail.com'  
**Cc:** SRBS Placement <placement@srbs.edu.in> (placement@srbs.edu.in)  
**Subject:** RE: Recruitment - Offer

Hi

Please note your DOJ would be on Monday, 7th February 2022 at 9:30 am. Please make sure you carry all the documents listed in the document checklist on your DOJ. Kindly confirm by reverting on the same mail.

**Office Address:**

InSync Analytics (India) Private Limited

For further clarifications please contact the HR – : 022-62358903 /62358901

Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Regards,

Human Resources

suchita singh <suchitasingh1098@gmail.com>  
To: HR <hr@insyncanalytics.com>  
Cc: placement@srbs.edu.in

Sun, Feb 6, 2022 at 8:03 PM

I confirm the same.  
[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director





3

SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment - Offer

HR <hr@insyncanalytics.com>  
To: parmigala1999@gmail.com  
Cc: placement@srbs.edu.in

Mon, Dec 6, 2021 at 4:20 PM

Dear Parmi,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**RE: Recruitment - Offer**

2 messages

Wed, Jan 12, 2022 at 7:27 PM

HR <hr@insyncanalytics.com>  
To: parmigala1999@gmail.com  
Cc: placement@srbs.edu.in

Hi

Please note your DOJ would be on Monday, 7th February 2022 at 9:30 am. Please make sure you carry all the documents listed in the document checklist on your DOJ. Kindly confirm by reverting on the same mail.

**Office Address:**

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A, Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Thanks &amp; Regards,

Nikitha Rai

Manager-HR

InSync Analytics (India) Private Limited

**From:** HR [mailto:hr@insyncanalytics.com]  
**Sent:** Monday, December 6, 2021 4:20 PM  
**To:** 'parmigala1999@gmail.com'  
**Cc:** SRBS Placement <placement@srbs.edu.in> (placement@srbs.edu.in)  
**Subject:** Recruitment - Offer

Dear Parmigala,



At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Regards,  
Human Resources

For Sheila Raheja School of Business  
Management & Research



  
Director

Parmi Gala <parmigala1999@gmail.com>  
To: HR <hr@insyncanalytics.com>  
Cc: placement@srbs.edu.in

Wed, Jan 12, 2022 at 11:58 PM

I confirm the same.

Thanks & Regards  
Parmi Gala  
[Quoted text hidden]



REGISTERED OFFICE :  
30-38, 3RD FLOOR, FREE PRESS HOUSE,  
FREE PRESS JOURNALNAGAR,  
215, NARIMAN POINT, MUMBAI - 400 021, INDIA  
CIN : L74899MH1993PLC274881  
TEL : +91 (022) 6754 6500 FAX : +91 (022) 6610 0594  
E-MAIL : akh.mumbai@akgroup.co.in  
WEBSITE : www.akgroup.co.in

13<sup>th</sup> December, 2021

Supriya Adinath Zende  
4/702, Prathpushpa,  
Ghodbunder Road,  
Near Suraj Water Park,  
Thane West-400607.

**Letter of Appointment**

Dear Supriya,

Welcome to the A. K. Capital Services Limited team.

We are pleased to appoint you as "Senior Executive" in Human Resource Department at our Mumbai Office with A. K. Capital Services Limited from 13<sup>th</sup> December, 2021 on the following terms and conditions.

**1. Compensation:**

Your annual cost to Company is **Rs.5,00,000/- (Rupees Five Lakhs Only)** on terms discussed and more particularly described in the Annexure enclosed.

- I. One-time Additional Amount of **Rs.50,000/- (Rupees Fifty Thousand Only)** will be paid at the end of completing 1 Year of services with the company. 1 Year will be calculated from **13<sup>th</sup> December, 2021**. The employee must be in the employment of the company on the date of completing 1 Year to be eligible for this bonus.
- II. The component of Additional Amount is not payable in case if you are serving out notice period at the time of completing 1 year of service.

Please note that all amounts payable to you shall be subject to deduction of tax and such other deductions as are required to be made in terms of the laws for the time being in force

**2. Leaves:**

You will be eligible for 20 full days paid leave and 20 half days paid leave on pro rata basis in a financial year upon confirmation of your services. At the beginning of each half year of a financial year, 10 full days and 10 half day leaves will be credited to your leave account and you may take leaves as per the credit available in your leave account. You shall obtain necessary approval from your Head of the Department/ Reporting Manager before availing any leave.

If your service is terminated by the Employer or you voluntarily resign from the services, all the credit available in your leave account shall get lapsed on the date of intimation of termination of your services or date of submission of the resignation letter. Unless in case of extreme exigencies, you will not be allowed

**For Sheila Raheja School of Business  
Management & Research**



Director

to take any leaves or half days during the notice period. For further details on the leave policy, please refer to the employee manual.

The notice period shall be extended to the extent leave(s) availed during notice period.

### 3. Probation:

Confirmation of employment happens after the completion of probation period of 6 to 7 months depending upon the date of joining of the Employee and as per details provided in employee manual. On satisfactory performance during this period, your appointment will be confirmed in writing. In case your performance is found unsatisfactory, your probation may, at the sole discretion of the Company will be extended for a period of 6 months in one or more tranches, or the Company reserves right to terminate your services. Within probation period including any extension thereof, the Company can terminate your services forthwith at any time without assigning any reason. However, in the event of you resigning from the services of the Company, you would be mandatorily required to give a 1 (One) month prior written notice to your Head of the Department with a copy to the Human Resources Department and you will be entitled The working day following the receipt of resignation letter by the Company shall be deemed as commencement of your notice period. Waiver of notice period days is completely at the discretion of the Company. In the probation period, you will be eligible for one full day paid leave in a month. You would not be entitled to any half day leave during the probation period. Upon confirmation of your services, remaining leaves, if any, shall deem exhausted and lapsed.

### 4. Notice Period:

If you wish to resign from the services of the Employer, you will be required to serve 3 months' notice to the Employer or salary in lieu thereof. Waiver of notice period days is completely at the discretion of the Company. The Employer may terminate your services at any point of time by giving one month's notice or salary in lieu thereof. The Employer will not be required to provide any reasons for such termination. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Employer's business, or such misdemeanor which is likely to affect, or affects the reputation of the Employer or of any breach of the terms and conditions herein, the Employer reserves its right to terminate your services forthwith at any time, without any compensation or notice thereof.

### 5. Posting & Transfer:

Your place of work, in the first instant, shall be at **Mumbai**. However, at any point of time, the Employer reserves the right to transfer your services (temporarily or permanently), with prior intimation, anywhere in India or abroad. In such case, you will be governed by the terms and conditions of service applicable at new placement location. You may be required to travel to any place throughout the world to render services, and you agree to the same.

You may be transferred to any other department, subsidiary, group or joint venture company whether existing today or which may come up in future on the same terms as outlined in the appointment letter as per the business requirements of the Employer. It will be your responsibility to make arrangement for your accommodation and conveyance. You may be required to report to any other senior officer of the group depending upon the task/ assignment given to you.

Any such changes will not entitle you to any additional remuneration, allowance or compensation.

### 6. Representations and Warranties:

- a) Your acceptance of terms of employment with the Employer will not result into breach of any terms and conditions of any agreement, arrangement or infringe any statutory, contractual or legal rights of third parties or constitute default or resulting into violation of any laws for the time being in

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Management & Research**



  
Director

force including judgment or decree of any courts, appropriate authorities or government bodies.

- b) You have not been convicted of any offence by any court of law or not a party to proceedings before any court, quasi-judicial body.
- c) All the information provided and documents provided by you to the Employer are true and correct and complete in all respect.

#### 7. Exclusiveness:

Unless expressly permitted in writing, you are not permitted to engage yourself or devote your time in any other employment, trade, profession or vocation, whether part time or otherwise, with or without remuneration other than that of the Employer in any manner whatsoever including office or place of profit, influence and/ or holding controlling interest and/or beneficiary right.

You will not be a part of any activity which may give rise to conflict of interest or prejudice to the interest of A. K. Group/ Employer. You agree to relinquish all other existing commercial/ economic activities held directly or indirectly on the date of joining the Employer.

#### 8. Confidentiality:

Confidential Information shall include, without limitation:

- a) information concerning Employer products, services, business ideas, concepts including know-how, formulas, designs, devices, diagrams, computer program, applications, methods, concepts and idea, software code, test results, processes, inventions, research projects, documents, presentations, systems, written material concerning the Employer or its business and product development, technical memoranda and correspondence or communication;
- b) information concerning Employer's business, including cost information, profits, sales information, accounting and financial information, business plans, markets and marketing methods, client lists & information, techniques, MIS, marketing, advertising strategies and other data relating to Employer or its employees, directors, representatives and agents;
- c) information submitted by Employer clients, suppliers, business associates, employees, consultants or co-venture partners with Employer for study, evaluation or use or any other information which comes within the purview of employee because of your position held with the Employer; and
- d) Any data/information (not specifically covered in any of the sub-clauses) about Employer including its Directors, representatives, other employees and agents which comes within the knowledge of Employee, in any form, whether directly or indirectly, including by way of informal communication, by virtue of your employment.

You shall keep Confidential Information, whether or not prepared or developed by you, in the strictest confidence during the period of your engagement with the Employer or thereafter. You will not disclose such information to any person except for the purpose of discharging your duties in connection with his/her employment.

- I. You shall use the Confidential Information only for the purpose of the Employer's work and during your course of employment and not for his/her own purpose or for the benefit of any other person.
- II. Not to copy any part of the Confidential Information or disclose any part of the Confidential Information to any person except "on need to know" basis.
- III. Take all the possible steps/ measures to assure that no other employee, agent or representative uses or discloses any part of the Confidential Information in violation of this agreement and be responsible for any violation thereof by such persons.

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Management & Research



  
Director

- IV. Shall notify Employer upon the discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and prevent further unauthorized actions or other breach of this Agreement.
- V. You understand that "the Attorney-Client privilege" shall apply to all Confidential Information covered by virtue of this engagement.

Any person who violates any of the terms/restrictions/ conditions contained hereinabove shall be liable for the disciplinary action / penalty / prosecution at the sole discretion of the Employer.

**9. Duties and Responsibilities:**

You shall observe, confirm and perform such duties, directions and instructions assigned or communicated to you by the Employer and those authorities above you with high standard of initiative, efficiency and economy.

You will not enter into any commitments or dealings on behalf of the Employer for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Employer or exceed the authority or discretion vested in you without the previous sanction of the Employer or your Head of the Department.

**10. Restriction against competition and No Poaching:**

You agree that, during the period of your employment and one year thereafter, you shall not:

- a) Make any statement disparaging the Employer, any member, principal, officer, director, shareholder, employee or agent thereof, to any person, firm, corporation or other business organization whatsoever.
- b) You shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Employer or such other business activity in which the Employer may substantially engage after cessation of employment. You shall not commence or accept any partnership, joint venture or other association including employment in any form and in any capacity, in a business substantially similar to, or competitive with, the present business of the Employer.
- c) You agree not to solicit any employee or independent consultant/ vendor of the Employer for any other business enterprise/ organization, nor shall you induce any employee or vendor associated with the Employer to terminate or breach an employment, contractual or other relationship with the Employer.

**Soliciting Clients after Termination of Agreement:** During your employment tenure and at any time thereafter, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the clients of the Employer or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Employer in any manner on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Employer.

**11. Restrictions on Accepting Gifts:**

You shall not accept gift (either in cash or kind), for your personal gains from any person with whom you may be having official dealings on behalf of the Employer or put yourself under any obligations which is detrimental to the interest of the Employer. For further details, please refer to Employee Manual of the Employer.

For Stella Raheja School of Business  
Management & Research

*SR*

*PH*



*[Signature]*  
Director

## **12. Anti-Bribery & Corruption**

You understand and agree that:

- (a) You shall not offer, promise, give, encourage, solicit, receive or otherwise engage in acts of bribery or corruption in relation to performance of your duties in any manner whatsoever. (Including without limitation any facilitation payment).

For the purposes of this clause it does not matter if the bribery or corruption is (i) direct or through a third party; (ii) of a public official or a private sector person; (iii) financial or in some other form; or (iv) relates to past, present, or future performance or non-performance of a function or activity in any capacity, and it does not matter whether or not the person being bribed to perform the function or activity to which the bribe relates, or is the person who is to benefit from the bribe.

For the purposes of this clause, a "person" is any individual, partnership, company or any other legal entity, public or private.

- (b) You shall, adhere to applicable anti-bribery and corruption laws, as may be applicable.
- (c) Immediately upon becoming aware any non-compliance with Clause (a) and Clause (b), you shall give all relevant details to the Employer.
- (d) It is a condition of this Employment that you irrevocably and unconditionally comply with this Clause. Failing which Employer shall have the right in its absolute discretion to terminate the employment. For the avoidance of doubt, any breach of this Clause shall be deemed to be incapable of remedy.

## **13. Intellectual Property Rights:**

You agree, declare, understand and confirm that the Employer shall acquire and will continue to possess intellectual property rights in relation to all documents/programs/application/ web-site made by you in the course of your employment with us and under a contract of service or apprenticeship. The Employer will be the true owner of all work performed by you pursuant to your association with the Employer as an employee. You further agree and acknowledge that you shall not have any right to use any such work, created or developed by you during your course of employment, for your own purpose, in any manner whatsoever.

## **14. Disciplinary Action and Indemnity:**

You shall at any time be liable for the disciplinary actions such as warning, suspension, discharge, termination or dismissal, on the grounds of causing damage/financial loss to the Company, committing breach of any service conditions, misconduct such as irregular attendance, unauthorized absence, misbehavior or any unworthy acts like theft, misappropriation, fraud, dishonesty, immorality, conviction, falsification of documents, records or information given in your bio-data / application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. In case of disciplinary action, your employment may be terminated by the Company with immediate effect, without any compensation or notice.

You shall indemnify and keep the Company indemnified against all possible cost, damages, liabilities and

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Management & Research**



  
Director



expenses as may be incurred by the Company owing to your default, negligence or breach of any terms of employment or failure to perform the obligations/ duties assigned to you or breach of confidentiality etc.

Notwithstanding anything contained hereinabove, your aggregate liability shall not exceed the amount of remuneration paid and/or accrued to you in the preceding five years from the date of default/ liability incurred due to your acts of commission and/or omission.

In addition to above, you agree that the Company may be entitled to claim injunctive relief or specific relief as it may deem fit.

#### **15. Conduct and Discipline:**

During your services with the Employer, you will be governed by the rules and regulations with respect to conduct and discipline and other matters as may be framed by the Employer from time to time.

#### **16. Disciplinary Actions/ Legal Remedy**

In case Employee violates any of the terms/restrictions/ conditions contained in the Appointment Letter read with Employee Manual, he/she shall be liable for the disciplinary action / penalty / prosecution at the sole discretion of the Employer.

#### **17. Termination of Service:**

The Employer reserves the right to end/ terminate your employment with the Employer in either of the following cases/ event:

##### **a. Willful absenteeism without requisite approvals**

If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended or ratified, you shall be considered as having voluntarily resigned your employment without giving any notice for a continuous period of seven working days.

##### **b. Behavioral related Issues**

Your services are liable to be terminated without any notice or salary in lieu thereof

- (i) for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, causing damage to the property of the Employer.
- (ii) or inattention or negligence in the discharge of your duties or in the conduct of the Employer's business, or such misdemeanor which is likely to affect, or affects the reputation of the Employer or of any breach of the terms and conditions herein.

##### **c. Prior Intimation and Notice**

On satisfactory completion of the probation period and after your confirmation in writing, your services can be terminated by the Employer at any point of time by giving one month's notice or payment of basic

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Management & Research**



  
Director

salary in lieu thereof. The Employer will not be required to provide any reasons for such termination.

#### **18. Cooling Period:**

In case of your resigning from the services of the Employer, a Cooling Period of one month from the last date of employment (post serving of notice period) must be observed before you join a competitor firm. However, the Employer, at its sole discretion, may issue a "no objection" certificate thereby reducing / waiving the Cooling Period and no employee shall claim waiver/reduction of cooling period as a right.

#### **19. Arbitration, Governing Law and Jurisdiction:**

In case of any dispute arising between Employee and the Employer, the same shall be referred to sole arbitrator appointed by the Employer. The Place of Arbitration shall be at **Mumbai**. The Language of Arbitration shall be in English. The Indian Arbitration and Conciliation Act, 1996 including statutory modification thereof from time to time shall apply to any dispute referred to Arbitration. The Award of Arbitrator shall be final and binding on Employee and Employer.

Subject to the above, the terms of this appointment letter shall be governed by the laws of India and subject to exclusive jurisdiction of Court at **Mumbai**.

#### **20. Other Rules & Regulations:**

This letter of appointment/employment comprises the totality of all contractual relations between the Employer and the Employee. It replaces all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of the appointment/employment letter shall be binding unless made in writing and signed by both the parties.

#### **21. Super ceding effect:**

The Employee Manual is the comprehensive internal document of the Employer and comprises of all information on policies, procedures, rules and practices of the Employer. To the extent of inconsistency between the Letter of Appointment and Employee Manual, the provisions of Employee Manual shall prevail over the Letter of Appointment.

#### **22. Miscellaneous:**

You will intimate in writing to the Management/ HR any change in information furnished to the Employer at any point in time within one week from change of the same.

You also understand that, considering the nature of work and designation that you hold, you shall not be considered as a workman/worker as defined under various labour laws and accordingly, you shall not be entitled to benefits, privileges and exemptions available under Labor Law(s) for the time being in force including amendments thereto.

You agree to complete all the exit formalities at the time of leaving employment as per the existing policies of the Employer and to the satisfaction of the Employer.

The present designation is subject to change depending upon work assignment from time to time.

If, at any time, any information or details or declaration given by you to the Employer is found to be incorrect or false, your services will be liable for termination immediately without any notice or

**For Sheila Raheja School of Business  
Management & Research**



  
Director

salary in lieu of notice and any compensation. Further the Employer has right to recover the payment made to you towards your remuneration during employment.

You shall abide by the rules and regulations of the Employer as well as the terms of this appointment letter and shall undertake to sign such declarations as demanded under the existing or future Policy / policies of the Employer. Further, Employer reserves the right to change / alter / amend the rules and regulations of the Employer at its sole discretion without any notice / intimation thereof.

For A. K. Capital Services Limited

Aditi Mittal Digitally signed by Aditi Mittal  
DN: cn=Aditi Mittal, o=AKS,  
email=aditi@akscapital.com, c=IN  
Date: 2021.12.16 13:47:44 +05'30'

*Authorized Signatory*

---

**Acknowledgement & Acceptance**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Signature:

Date:

Name:

For Sheila Raheja School of Business  
Management & Research



  
Director

## Annexure

| Salary Breakup                                    | In Rupees       |
|---|-----------------|
| <b>Total Package Per Annum</b>                    | <b>5,00,000</b> |
| Salary Per Annum (CTC)                            | 5,00,000        |
| Basic   | 23,911          |
| HRA   | 11,956          |
| Conveyance Allowance                              | 1,600           |
| Medical   | 1,250           |
| <b>Gross Per Month (A)</b>                        | <b>38,717</b>   |
| <b>Less:</b>                                      |                 |
| Employee Contribution to PF                       | 1,800           |
| Professional Tax                                  | 200             |
| <b>Total (B)</b>                                  | <b>2,000</b>    |
| <b>Net Salary Per Month (A-B)</b>                 | <b>36,717</b>   |
| <b>Add: Contribution towards retiral benefits</b> |                 |
| Gratuity  | 1,150           |
| Employer Contribution to PF                       | 1,800           |
| <b>Total (C)</b>                                  | <b>2,950</b>    |
| <b>Total CTC Per Month (A+C)</b>                  | <b>41,667</b>   |

\*Gratuity is payable as per "The Payment of Gratuity Act 1972"

\*\*Note :- TDS to be deducted as per your investment proofs submitted.

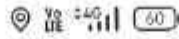
All of the above emoluments shall be subject to tax, statutory and other deductions as may be applicable from time to time. Also note that your remuneration details are highly confidential between you and the Company and the same should not be divulged to any other party.

For Sheila Raheja School of Business  
Management & Research



  
Director

12:36



# Congratulations for your offer with A. K. Capital Services Limited



Inbox



Careers 12/8/2021  
to me, Mihir



Dear Supriya,

Please find enclosed the offer letter. Kindly send across an acknowledgement & acceptance of the same at your earliest convenience.

INR 5,00,000/- (Rupees Five Lakhs Only) will be paid as Fixed CTC per annum from your date of joining the Company & One-time additional amount of Rs. 50,000/- will be paid after completion of 1 year from your date of joining.

You are also eligible for Group Health Insurance Scheme whose premium is payable by the Company over and above your annual CTC which gives an annual family floater coverage of Rs. 3,00,000/- for self, spouse & 2 children upto the age of 25.

Note: The offer letter stands revoked if we do not get your offer acceptance within 3 days from

**For Sheila Raheja School of Business Management & Research**



Director

12:36



Please find enclosed the offer letter. Kindly send across an acknowledgement & acceptance of the same at your earliest convenience.

INR 5,00,000/- (Rupees Five Lakhs Only) will be paid as Fixed CTC per annum from your date of joining the Company & One-time additional amount of Rs. 50,000/- will be paid after completion of 1 year from your date of joining.

You are also eligible for Group Health Insurance Scheme whose premium is payable by the Company over and above your annual CTC which gives an annual family floater coverage of Rs. 3,00,000/- for self, spouse & 2 children upto the age of 25.

Note: The offer letter stands revoked if we do not get your offer acceptance within 3 days from receipt of the same.

Regards,

HR Team

Disclaimer:

The contents of this e-mail or any attachment(s) to it may be legally privileged and confidential and are exclusively for the use of the intended recipient(s)/entity(ies). If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this e-mail is strictly prohibited and may

For **Sheila Raheja School of Business Management & Research**



  
Director



12:36



# Congratulations for your offer with A. K. Capital Services Limited



Inbox



Careers 12/8/2021

Dear Supriya, Please find enclosed the offer letter. Kindly send across an



supriya zende 12/8/2021

to Careers, Mihir



Dear Team,

This is with reference to your job offer letter dated 8th December 2021. I appreciate your offering me the position of Senior Executive in Human Resource Department in A.K. Capital Services Ltd. I am extremely delighted to accept this offer and look forward to joining the company on 13th December 2021.

As mentioned in the offer letter, my CTC will be Rs. 5,00,000/- per year, also a one-time additional amount of Rs. 50,000/- will be paid after completion of 1 year from my date of joining. I understand that the company will provide annual family floater coverage of Rs. 3,00,000/- as well.

I thank you again for providing me with this wonderful opportunity. I am excited to be a part of your team and make my notable contribution to it!

Thanks & Best Regards,

**For Sneila Raheja School of Business Management & Research**



*[Handwritten Signature]*  
Director

*[Handwritten Signature]*





SRBS Placement <placement@srbs.edu.in>

### Supriya Zende- AK Capital Offer

2 messages

supriya zende <supriyazende1@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Tue, Apr 12, 2022 at 12:40 PM

Dear Mam,

Please find the letter attached as directed.

Thanks & Best Regards,  
Supriya.

#### 4 attachments



Screenshot\_2022-04-12-12-36-36-20\_e307a3f9df9f380ebaf106e1dc980bb6.jpg  
570K



Screenshot\_2022-04-12-12-36-30-41\_e307a3f9df9f380ebaf106e1dc980bb6.jpg  
470K



Screenshot\_2022-04-12-12-36-21-91\_e307a3f9df9f380ebaf106e1dc980bb6.jpg  
566K

Supriya Zende.pdf  
387K

For Sheila Raheja School of Business  
Management & Research



*SRBS* *py*

*[Signature]*  
Director

supriya zende <supriyazende1@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Wed, Apr 13, 2022 at 8:43 AM

Dear Mam,



As discussed, sending you the official mail, that I have accepted AK Capital's Offer made to me for Senior HR Executive position.

I have also attached the screenshots of the acceptance sent to the company.

Thanks & Best Regards,  
Supriya.

[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**

  
  
  
Director



REGISTERED OFFICE:

30-38, 3RD FLOOR, FREE PRESS HOUSE,  
FREE PRESS JOURNAL MARG,  
215, NARIMAN POINT, MUMBAI - 400 021 (INDIA)  
CIN : L74899MHT993PLC274881  
TEL. : +91 (022) 6754 6500 FAX : +91 (022) 6610 0594  
E-MAIL : aknumbai@akgroup.co.in  
WEBSITE : www.akgroup.co.in

08-Dec-2021

Supriya Zende  
Thane – West,  
Mumbai.

Subject: Letter of Intent

Dear Supriya,

Further to our discussion, we are pleased to offer you the position of **Senior Executive in Human Resource Department** at our Mumbai office on the terms discussed and agreed mutually.

You will be required to join services on or before **13-Dec-2021**.

On the day of your joining, you will be required to submit the following documents-

- 1) Photocopy of Marksheet (SSC, HSC, Graduation & Addition Qualification)
- 2) Cancelled Cheque
- 3) 4 Passport size photographs.
- 4) Pan Card Xerox – 2 copies
- 5) Aadhaar Card
- 6) Passport Copy
- 7) Permanent & Local Residence Proof (Ration card / Electricity Bill / Telephone Bill)
- 8) Copy of Resume
- 9) Acknowledgement Copy of Letter of Intent.

All the documents should be self-attested.

Kindly carry the original documents for the verification purposes on the day of joining.

All documents should be made available, failing which there can be delay in issuing the Letter of Appointment. The Company may, at its discretion, conduct background checks to validate the details furnished by you. This offer stands revoked in the event of getting a negative reference check.

We look forward to a long, fruitful and rewarding association.  
Kindly acknowledge a copy of this letter and confirm.

Yours Truly,

Aditi Mittal

Digitally signed by Aditi Mittal  
DN: cn=Aditi Mittal, o=AK  
email=aditi@akgroup.co.in, c=IN  
Date: 2021.12.08 18:00:25.37

For A. K. Capital Services Limited

Received & Accepted \_\_\_\_\_

Supriya Zende

For Sheila Raheja School of Business  
Management & Research



Director

5

Registered Office:  
9th Floor, Plot no. 1, Indira Nagar,  
Haji Ali Road, Sector 34A,  
Vashi, New Mumbai-401 302,  
Maharashtra, India

Company Registration No.  
U16502MH2012PTC12291

**Private & Confidential**

Ref. No: MSIA8202100378

March 5, 2022

Pradip Prakash Lokhande  
B/103 Shankar Dham SRA (CHS), TG,  
Nehru Road Vekola, Post Colony opposite Vekola Masjid,  
Santacruz(East) Mumbai-400055

Dear Pradip,

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend an offer to you as **Research Associate with Morningstar Adviser Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **March 28, 2022**.

Your place of posting for records will be **Mumbai**. Your (referred alternatively as "employee") principal place of work will be at one of the Company's offices as mentioned above. However, you may be posted in any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be deemed the situation so warrants. You will abide by the Company's rule and regulations as may be altered from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 458,894/- (Rupees Four lakhs fifty eight thousand eight hundred and ninety four only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and participation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the date of joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and understand yourself on the policies of the Company as announced or amended from time to time. These announcements would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

## Appendix A

### Compensation

|  | Annualized Amount (INR) |
|--|-------------------------|
| <b>Total Compensation (A+B+C+D)</b>    | <b>458,894</b>          |
| Basic Pay & Allowance (A+B)            | 275,000                 |
| Performance Bonus: 14% of peer pay (C) | 128,100                 |
| Ratios Offered (D)                     | 55,794                  |

### Pay Components

|  | Amount Per Month (INR) | Amount Per Year (INR) |
|--|------------------------|-----------------------|
| <b>Base Pay (A)</b>                              | <b>22,916</b>          | <b>275,000</b>        |
| Basic Salary                                     | 11,458                 | 137,500               |
| House-Rent Allowance                             | 5,729                  | 68,748                |
| Statutory Bonus                                  | 1,281                  | 15,372                |
| Flexi Reimbursement/Daily Compensatory Allowance | 4,448                  | 53,376                |
| <b>Total Allowance (B)</b>                       | <b>9,600</b>           | <b>115,200</b>        |
| Travel Allowance                                 | 3,300                  | 39,600                |
| Meal Allowance                                   | 1,400                  | 16,800                |
| Shift Allowance (Afternoon)                      | 4,900                  | 58,800                |

### Flexi Reimbursements

|   | Formule  | Maximum Per Month |
|---|--|-------------------|
| <b>Total</b>                                    |  |                   |
| Books & Periodicals                             | Actuals (limits)                               |                   |
| Telephone Bill                                  | Actual (limits)                                |                   |
| Fuel Coupons                                    | PM 1100 - 2500 + 2300                          |                   |
| LTA   | 10000 (27 days PM) + 27000                     |                   |
| National Pension Scheme (Employee Contribution) | NPS Contribution: 500 to 5% of Basic pay (max) |                   |

### Notes:

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy.

1. Flexi reimbursement kindly refer note above.
2. Rent Reimbursement amount can be claimed monthly (subject to submission of valid bills) or quarterly (subject to valid bills) as per bills submitted. The amount can be claimed subject to TDS. Unclaimed amount will be paid to employee's account.
3. TDS applicable as per law rules.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Basic pay and provided based on Company's business and on individual performance.
6. Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon or Night shift are eligible for shift allowance, calculated on no. of days worked in respective shift. General shift employees are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in various shifts.
8. Travel allowance will be paid if you do not opt for company provided transport.

For **Sheila Raheja School of Business Management & Research**

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Director





## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all potential employees, the Date of Birth as per Legal Government Document – Aadhar shall be considered as the Date of Birth for service.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct/Offense and disciplinary and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment, terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and receipts including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/ Morningstar's Clients and that the employee will be financially liable to the Company and/or its Clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement <placement@srbs.edu.in>

## Job Offers Letter

1 message

pradip lokhande <lokhandepradip33@gmail.com>  
To: placement@srbs.edu.in


Sat, Apr 9, 2022 at 10:58 AM

Dear sir,

This mail is to inform SRBS that I am Pradip Lokhande, Roll No- 123, had received and accepted the offer Letter from Pitchbook data, Morningstar. My date of joining was on 28/03/2022.

Attached my offer letter below

Thanks and Regards  
Pradip Lokhande.

 Pradip Prakash Lokhande.pdf  
127K

**For Sheila Raheja School of Business  
Management & Research**



  
Director

6



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Fwd: Congratulations for your offer with AK Capital Finance Pvt Ltd!

1 message

Granthali Karanjawkar <gkaranjawkar@gmail.com>  
To: placement@srbs.edu.in

Mon, Apr 11, 2022 at 1:32 PM

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

From: **Granthali Karanjawkar** <gkaranjawkar@gmail.com>  
Date: Mon, 27 Dec 2021 at 6:49 PM  
Subject: Re: Congratulations for your offer with AK Capital Finance Pvt Ltd!  
To: Careers <careers@akgroup.co.in>  
Cc: <Mihir.More@akgroup.co.in>, <supriya.zende@akgroup.co.in>

I accept the offer.

On Mon, 27 Dec 2021 at 4:47 PM, Careers &lt;careers@akgroup.co.in&gt; wrote:

Dear Granthali,

Please find enclosed the offer letter. Kindly send across an acknowledgement & acceptance of the same at your earliest convenience.

INR 3,00,000/- (Rupees Three Lakh Only) will be paid as Fixed CTC per annum from your date of joining the Company.

You are also eligible for Group Health Insurance Scheme whose premium is payable by the Company over and above your annual CTC which gives an annual family floater coverage of Rs. 3,00,000/- for self, spouse & 2 children upto the age of 25.

Note: The offer letter stands revoked if we do not get your offer acceptance within 3 days from receipt of the same.

Regards,

HR Team.

For Sheila Raheja School of Business  
Management & Research

Director



A. K. Capital Services Ltd.



DM



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment - Offer

HR <hr@insyncanalytics.com>  
To: manichavan27@gmail.com  
Cc: placement@srbs.edu.in

Tue, Jan 11, 2022 at 3:03 PM

Dear Manali,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

For Sheila Raheja School of Business  
Management & Research



  
Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

**RE: Recruitment - Offer**

2 messages

HR <hr@insyncanalytics.com>  
To: manichavan27@gmail.com  
Cc: placement@srbs.edu.in

Wed, Jan 12, 2022 at 7:37 PM

Hi

Please note your DOJ would be on Monday, 7th February 2022 at 9:30 am. Please make sure you carry all the documents listed in the document checklist on your DOJ. Kindly confirm by reverting on the same mail.

**Office Address:**

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No. 729A, Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

**Thanks & Regards,****Nikitha Rai****Manager-HR****InSync Analytics (India) Private Limited**

**From:** HR [mailto:hr@insyncanalytics.com]  
**Sent:** Tuesday, January 11, 2022 3:04 PM  
**To:** 'manichavan27@gmail.com'  
**Cc:** SRBS Placement <placement@srbs.edu.in> (placement@srbs.edu.in)  
**Subject:** Recruitment - Offer

Dear Manali,

**For Sheila Raheja School of Business  
Management & Research**  
**Director**

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Regards,

Human Resources

Manali Chavan <manichavan27@gmail.com>  
To: HR <hr@insyncanalytics.com>  
Cc: placement@srbs.edu.in

Wed, Jan 12, 2022 at 8:08 PM

I confirm my presence.

Thanks & Regards,  
Manali Chavan  
[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment - Offer

2 messages

HR <hr@insyncanalytics.com>  
 To: chaudharinirbhay@gmail.com  
 Cc: placement@srbs.edu.in

Tue, Jan 11, 2022 at 3:27 PM

Dear Nirbhay,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited  
 Aarpee Chambers, 2nd & 3rd Floor,  
 Plot No.729A,Off Marol,  
 Off Andheri- Kurla Road, Andheri (East),  
 Mumbai- 400059, India

For Sheila Raheja School of Business  
 Management & Research



*[Signature]*  
 Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**RE: Recruitment - Offer**

2 messages

HR <hr@insyncanalytics.com>  
To: chaudharinirbhay@gmail.com  
Cc: placement@srbs.edu.in

Wed, Jan 12, 2022 at 7:37 PM

Hi

Please note your DOJ would be on Monday, 7th February 2022 at 9:30 am. Please make sure you carry all the documents listed in the document checklist on your DOJ. Kindly confirm by reverting on the same mail.

**Office Address:**

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A, Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Thanks &amp; Regards,

Nikitha Rai

Manager-HR

InSync Analytics (India) Private Limited

**From:** HR [mailto:hr@insyncanalytics.com]  
**Sent:** Tuesday, January 11, 2022 3:28 PM  
**To:** 'chaudharinirbhay@gmail.com'  
**Cc:** SRBS Placement <placement@srbs.edu.in> (placement@srbs.edu.in)  
**Subject:** Recruitment - Offer

Dear Nirbhay,

For Sheila Raheja School of Business  
Management & Research  
Director

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m and only professional tax would be deducted. During the training period of 2 months the compensation will be Rs.13,000/-per month. On successful completion of the probation period (6 months), one-time fixed bonus Rs.26,000/-will be granted.

On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly. Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

Office Address:

InSync Analytics (India) Private Limited  
Aarpee Chambers, 2nd & 3rd Floor,  
Plot No.729A,Off Marol,  
Off Andheri- Kurla Road, Andheri (East),  
Mumbai- 400059, India

Regards,

Human Resources

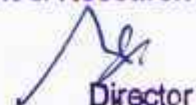
**NIRBHAY CHAUDHARI** <chaudharinirbhay@gmail.com>  
To: HR <hr@insyncanalytics.com>  
Cc: placement@srbs.edu.in

Wed, Jan 12, 2022 at 7:45 PM

I confirm the same.  
[Quoted text hidden]



For Sheila Raheja School of Business  
Management & Research

  
Director



# Neiron India

Phone: 9730460513, Email: neiron.india@gmail.com

Subject: Offer Letter

Date: 13/05/2022

Dear Sharvani,

We are pleased to offer you a Supply Chain Analyst position in our organization Neiron India. This offer takes effect from your date of joining, which shall be 24/05/2022 or a mutually agreed later date.

Your CTC (Cost-To-Company) package would be as the Annexure A attached. However, the structure of your CTC plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

You will be required to work from home until we decide to get back into an office environment. You will have to attend the Mumbai office at predetermined hours when directed to do so. The work timings will vary based on specific projects and the global team you work with.

There will be a 3-month probationary period during which you will be trained and given increasing responsibilities. Upon satisfactory completion of the probationary period, you will be considered a regular employee. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment upon a 2-week notice. If an employee resigns during probation period, they must serve a 4-week notice period. The probationary period can be cut short or increased based on the discretion of Neiron India. There will be no paid leaves apart from the stipulated holidays during the probation period.

When you become a regular employee of the company, the notice period required for resignation by candidate, is 3 months. If the regular employee wants to exit the company without serving the entire notice period, then the employee agrees to compensate Neiron India with an amount equivalent to their then current salary for 3 months. The notice period provided in case of termination of a regular employee by Neiron India is 1 month. The notice period can be waived/reduced at the sole discretion of Neiron India. The pending leaves can be partially/fully adjusted against the notice period at the sole discretion of Neiron India.

The staged and annual performance bonus is given solely at the discretion of the organization and if the cessation of the employment is before the completion of the year for bonus calculation, then the organization has the right to deny any performance bonus to the employee.

As an employee of Neiron India, you will work on confidential and proprietary information related to the operations, products and services of Neiron India and its clients. To protect the interests of both Neiron India and its clients, all employees are required to read and sign an IP Assignment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

**For Sheila Raheja School of Business  
Management & Research**

*S* *Am*



*[Signature]*  
Director



# Neuron India

Phone: 9730460513, Email: neuron.india@gmail.com

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

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

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

This offer is valid till 18/05/2022. If you do not confirm the acceptance by then, Neuron India has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please provide the following scanned documents for verification / submission:

1. Educational certificates and final year mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer
4. PAN card and Aadhar Card

Your signature at the end of this letter confirms your acceptance of the conditions of your employment.

Kindly sign and return to us this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,

For Neuron India,

Founding Partner

DocuSigned by:  
  
C35D64C157784E1...

Rohan Fegde  
Authorized Signatory

Candidate

DocuSigned by:  
  
CF6E484876004B4

Sharvani Gharat  
Acceptance Signature  
5/16/2022

For Sheila Raheja School of Business  
Management & Research



  
Director



# Neiron India

Phone: 9730460513, Email: neiron.india@gmail.com

## Annexure A - CTC Details

### Annual CTC Structure

|  |                          |
|--|--------------------------|
| Base Salary<br>(Including employee contribution to EPF, min Rs. 21,600)* | Rs. 3,60,000             |
| Employer contribution to EPF, EPS, EDLI and related costs**              | Rs. 23,400               |
| Staged Bonus (fixed)   | Rs. 24,600               |
| Performance Bonus (variable)   | Upto Rs. 42,000          |
| <b>TOTAL CTC</b>   | <b>Upto Rs. 4,50,000</b> |

\* - The employee contribution to EPF is optional for employees who have never registered for EPF earlier in their career. If such an employee doesn't opt for EPF, then the employee contribution will not be deducted from base salary. If the employee opts for EPF, then the minimum contribution required is Rs.1800 per month, but the employee can voluntarily choose to make a higher contribution, which will be deducted from the base salary.

\*\* - This is an additional benefit provided by Neiron India to only the employees who decide to make contributions to EPF.

Staged Bonus is fixed and paid at the end of Year 1 since joining. Year 2 onwards it is paid in 2 parts on 6-month basis. Performance Bonus is a variable bonus paid on an annual basis since joining.

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.

**For Sheela Raheja School of Business  
Management & Research**



  
Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

**Fwd: Completed: Sharvani Gharat - Offer Letter for Supply Chain Analyst position at Neuron India**

2 messages

Sharvani G <sharvanig99@gmail.com>  
To: placement@srbs.edu.in

Wed, May 18, 2022 at 2:24 PM

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

From: Rohan Fegde via DocuSign &lt;dse\_NA4@docusign.net&gt;

Date: Tue, May 17, 2022, 14:53

Subject: Completed: Sharvani Gharat - Offer Letter for Supply Chain Analyst position at Neuron India

To: Sharvani Gharat &lt;sharvanig99@gmail.com&gt;

**DocuSign**

Your document has been completed

[VIEW COMPLETED DOCUMENT](#)**Rohan Fegde**

neuron.india@gmail.com

All parties have completed Sharvani Gharat - Offer Letter for Supply Chain Analyst position at Neuron India.

Hi Sharvani,

Congratulations!! We are glad to make you an offer for the Supply Chain Analyst position at Neuron India. Please find the offer letter attached. Kindly review and sign the offer letter to confirm your acceptance. The offer that we have provided is our final offer. Upon acceptance of this offer letter, you will also receive an IP Assignment agreement to DocuSign in a separate email.

Look forward to working with you soon!

Thanks and Regards

**For Sheila Raheja School of Business Management & Research**  
Director

Rohan Fegde

The contents and offer letter attached to this email are confidential and only meant for the intended recipient. Any unauthorized disclosure of the same is prohibited.

#### Do Not Share This Email

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#### Alternate Signing Method

Visit [DocuSign.com](https://www.docusign.com), click 'Access Documents', and enter the security code:  
B21CF765C11445CE9FEEAA09D4B1AE6A7

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This message was sent to you by Rohan Fegde who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

 **Sharvani Gharat\_Offer Letter for Supply Chain Analyst.docx.pdf**  
364K

**Sharvani G** <sharvanig99@gmail.com>  
To: placement@srbs.edu.in


Wed, May 18, 2022 at 2:28 PM

Good afternoon Sir/Ma'am ,

I accept the offer letter from Neiron India for Supply Chain Analyst position.

Thanks and Regards  
Sharvani Gharat  
[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**

 **Sharvani Gharat\_Offer Letter for Supply Chain Analyst.docx.pdf**  
364K



  
Director



**Date: January 25, 2022**

To,  
**Anagha Kamale**  
Mumbai.

**Subject: Offer Letter**

Dear Anagha,

We are pleased to offer to you the position of **Product & Tech Fulfilment Analyst** in our Company based at Mumbai.

The details of the Total Cost to Company of your Employment with us that we have discussed and agreed upon is annexed along with this Letter. You are requested to join us at the earliest and no later than February 01, 2022.

You are requested to indicate your acceptance to the same over email and also provide a confirmation of your resignation from your existing employer and its acceptance.

We look forward to your joining our team and wish you a successful career at Rubix Data Sciences Pvt. Ltd. By accepting this offer, you will be providing your consent to share the relevant Personal Identifiable Information (PII) with our External Agency for conducting the background verification. Your formal Appointment letter will be issued once you join. However, in case of any discrepancy found in the Employee background check process; the Company is liable to take appropriate action.

Sincerely,


Mohan  
Natesan  
Ramaswamy

**Mohan Ramaswamy**  
**Chief Executive Officer**

Encl.: As above

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ANNEXURE – 1**

*(Details of the Cost to Company of the Employee)*

**Basic Pay and Allowances**

| Particular                         | Monthly Amount (INR) | Yearly Amount (INR) |
|------------------------------------|----------------------|---------------------|
| <b>Basic Pay and Allowances:-</b>  |                      |                     |
| Basic                              | 13,684               | 1,64,208            |
| HRA                                | 6,842                | 82,104              |
| Statutory Bonus                    | 1,250                | 15,000              |
| Special Allowance                  | 5,591                | 67,092              |
| Gross Salary                       | 27,367               | 3,28,404            |
| Employer P.F. Contribution         | 1,800                | 21,600              |
| <b>Cost-to-Company (CTC)</b>       | <b>29,167</b>        | <b>3,50,004</b>     |
| <b>Annual Payouts:-</b>            |                      |                     |
| Retention Bonus *                  |                      | 25,000              |
| <b>Total Cost-to-Company (CTC)</b> |                      | <b>3,75,004</b>     |

\* **Note:** You will be eligible for Retention Bonus which will be paid upon satisfactory completion of your work anniversary. Further, the notice period will not be considered for the purpose of retention bonus calculation.

**For Shejla Raheja School of Business  
Management & Research**



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Offer Letter - Anagha Kamale**

2 messages

**Ankita Drolia** <ankita.drolia@rubixds.com>

Tue, Jan 25, 2022 at 11:45 AM

To: "anaghakamale1999@gmail.com" &lt;anaghakamale1999@gmail.com&gt;

Cc: Vishnu Ramachandran &lt;vishnu.ramachandran@rubixds.com&gt;, Anita Dsouza &lt;anita.dsouza@rubixds.com&gt;, Jay Revar &lt;accounts@rubixds.com&gt;, "placement@srbs.edu.in" &lt;placement@srbs.edu.in&gt;

Dear Anagha

I am pleased to offer to you the position of Product & Tech Fulfilment Analyst in our Company, Rubix Data Sciences Private Limited based at Mumbai.

Your Offer Letter is attached with the mail.

You will be eligible for Mediclaim as below:

Note: In addition to the CTC that we have offered; you will also be covered under Group Mediclaim Policy (Floater Cover of Rs. 5,00,000/- for Family means Self, Spouse and up to 2 Kids only) & Group Accident Policy (Individual Cover of Rs. 10,00,000/-); the premium of which is currently borne by the Organization. This will be applicable post your Confirmation in the Organization.

Please send your acceptance over mail as soon as possible.

Looking forward to work with you soon.

Best Regards,

**Ankita Drolia**

Product Manager

**Rubix Data Sciences Private Limited**

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India

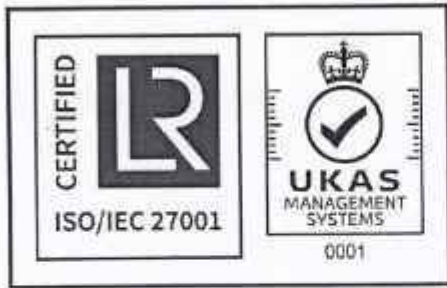
M: +91 88790 55019


T: +91 22 4974 4274

**For Sheila Raheja School of Business Management & Research**  
Director

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)

<https://www.linkedin.com/company/rubix-data-sciences/>



 **Offer Letter - Anagha Kamale.pdf**  
223K

**Anagha Kamale** <anaghakamale1999@gmail.com>  
To: placement@srbs.edu.in

Tue, Jan 25, 2022 at 1:06 PM

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

From: **Anagha Kamale** <anaghakamale1999@gmail.com>  
Date: Tue, Jan 25, 2022 at 12:47 PM  
Subject: Re: Offer Letter - Anagha Kamale  
To: Ankita Drolia <ankita.drolia@rubixds.com>

I am very pleased to accept the position of Product & Tech Fulfilment Analyst with Rubix Data Sciences Private Limited. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the team.

I look forward to starting employment on Feb 1, 2022. If there is any additional information or paperwork you need prior to then, please let me know.

Thanks & Regards,

Anagha Ravindra Kamale

[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Date: January 25, 2022

To,  
**Drishti Agrawal**  
Mumbai.

**Subject: Offer Letter**

Dear Drishti,

We are pleased to offer to you the position of **Product & Tech Fulfilment Analyst** in our Company based at Mumbai.

The details of the Total Cost to Company of your Employment with us that we have discussed and agreed upon is annexed along with this Letter. You are requested to join us at the earliest and no later than February 01, 2022.

You are requested to indicate your acceptance to the same over email and also provide a confirmation of your resignation from your existing employer and its acceptance.

We look forward to your joining our team and wish you a successful career at Rubix Data Sciences Pvt. Ltd. By accepting this offer, you will be providing your consent to share the relevant Personal Identifiable Information (PII) with our External Agency for conducting the background verification. Your formal Appointment letter will be issued once you join. However, in case of any discrepancy found in the Employee background check process; the Company is liable to take appropriate action.

Sincerely,

Mohan  
Natesan  
Ramaswamy

Digital signed by Mohan Natesan Ramaswamy  
DN: cn=Mohan Natesan Ramaswamy, o=Rubix Data Sciences Pvt. Ltd., email=mohan.natesan@rubixds.com, c=IN

**Mohan Ramaswamy**  
**Chief Executive Officer**

Encl.: As above

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ANNEXURE - 1**
*(Details of the Cost to Company of the Employee)*
**Basic Pay and Allowances**

| Particular                         | Monthly Amount (INR) | Yearly Amount (INR) |
|------------------------------------|----------------------|---------------------|
| <b>Basic Pay and Allowances:-</b>  |                      |                     |
| Basic                              | 13,684               | 1,64,208            |
| HRA                                | 6,842                | 82,104              |
| Statutory Bonus                    | 1,250                | 15,000              |
| Special Allowance                  | 5,591                | 67,092              |
| Gross Salary                       | 27,367               | 3,28,404            |
| Employer P.F. Contribution         | 1,800                | 21,600              |
| <b>Cost-to-Company (CTC)</b>       | <b>29,167</b>        | <b>3,50,004</b>     |
| <b>Annual Payouts:-</b>            |                      |                     |
| Retention Bonus *                  |                      | 25,000              |
| <b>Total Cost-to-Company (CTC)</b> |                      | <b>3,75,004</b>     |

\* **Note:** You will be eligible for Retention Bonus which will be paid upon satisfactory completion of your work anniversary. Further, the notice period will not be considered for the purpose of retention bonus calculation.

**For Sheila Raheja School of Business  
Management & Research**



Director







SRBS Placement &lt;placement@srbs.edu.in&gt;

**Offer Letter - Drishti Agrawal**

2 messages

Ankita Drolia &lt;ankita.drolia@rubixds.com&gt;

Tue, Jan 25, 2022 at 11:47 AM

To: "agrawaldrishti09@gmail.com" &lt;agrawaldrishti09@gmail.com&gt;

Cc: "placement@srbs.edu.in" &lt;placement@srbs.edu.in&gt;, Vishnu Ramachandran &lt;vishnu.ramachandran@rubixds.com&gt;, Anita Dsouza &lt;anita.dsouza@rubixds.com&gt;, Jay Revar &lt;accounts@rubixds.com&gt;

Dear Drishti

I am pleased to offer to you the position of Product & Tech Fulfilment Analyst in our Company, Rubix Data Sciences Private Limited based at Mumbai.

Your Offer Letter is attached with the mail.

You will be eligible for Mediclaim as below:

Note: In addition to the CTC that we have offered; you will also be covered under Group Mediclaim Policy (Floater Cover of Rs. 5,00,000/- for Family means Self, Spouse and up to 2 Kids only) & Group Accident Policy (Individual Cover of Rs. 10,00,000/-); the premium of which is currently borne by the Organization. This will be applicable post your Confirmation in the Organization.

Please send your acceptance over mail by end of day today (25th January, 2022).

Looking forward to work with you soon.

Best Regards,

**For Sheila Raheja School of Business Management & Research**  
Director**Ankita Drolia**

Product Manager

**Rubix Data Sciences Private Limited**

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India


M: +91 88790 55019

T: +91 22 4974 4274

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)

<https://www.linkedin.com/company/rubix-data-sciences/>



 Offer Letter - Drishti Agrawal.pdf  
223K

Tue, Jan 25, 2022 at 12:00 PM

drishti agrawal <agrawaldrishti09@gmail.com>

To: Ankita Drolia <ankita.drolia@rubixds.com>

Cc: placement@srbs.edu.in, Vishnu Ramachandran <vishnu.ramachandran@rubixds.com>, Anita Dsouza <anita.dsouza@rubixds.com>, Jay Revar <accounts@rubixds.com>

Thankyou so much ma'am.

I accept the offer.

[Quoted text hidden]

2 attachments



Outlook-idm1skps.jpg  
363K

Outlook-idm1skps.jpg  
363K

For Sheila Raheja School of Business Management & Research

*Handwritten initials*

*Handwritten initials*



*Handwritten signature*  
Director

# BOARD

## LETTER OF OFFER

Date: 28 Jan'22  
Location: Navi Mumbai, Maharashtra

For Sheila Raheja School of Business Management & Research

Dear Sanika Kadam,



*[Signature]*  
Director

We are pleased to extend to you a position with Board Infinity (Learnture Venture Private Limited), as Associate HR Manager. Your employment is subject to the satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company, and your acceptance of these terms and conditions.

1. Commencement- Your commencement as an Associate HR Manager at Board Infinity would be effective from 3rd Feb 2022.
2. Internship Period- You will be on internship for a period of 4 months from the date of joining.
3. Place of Work- Your normal place of work will be our Navi Mumbai office. You may be required to work at other locations approved by the Company from time to time.
4. Duties- Your duties will be as per our discussions during various conversations. (Annexure-1)
5. You are required to report at 10:30 AM in the office everyday. The usual working hours for this position is 9-10 hours.
6. Salary- Your CTC after the internship period will be Rs 4.6 LPA (3.6L Fixed, 50,000 Retention Bonus, Rs 50,000 as performance Bonus). During the internship period, you will be paid Rs 20,000 as a monthly stipend. A detailed breakdown of your salary will be provided later.

The performance bonus will be calculated based on the company's financial (40%) and your individual quarterly performance (60%). Your performance rating will be calculated by averaging your (self) and your reporting manager's monthly assessment. You need to maintain a min 3 performance rating to be eligible for the performance bonus.

You will be eligible for Employee Stock options on maintaining an average 4+ annual rating. The Options will be allocated at the latest valuation of the company after one year of completion with us. However, the vesting and cliff period will be calculated from the date of joining. The options will be vested over 4 years as 15%, 25%, 30%, 30% every successive year till the 4th year. Cliff is defined as 12 months from the date of joining.



  
Director

**BOARD**

7. Probation Period- Your probation period post-employment will be 3 months.
8. Leave Entitlements- You are entitled to 18 days of paid leave per year. Leave would be accrued at a rate of 1.50 days per month. Any leave accrued above 40 days would lapse, i.e. you cannot have more than 40 days of leave at any point. Maximum leave requests can be for 15 calendar days at a stretch. Requests for leaves beyond 15 calendar days will need special approval.  
You are requested to give at least one month's notice of taking paid leave to fit in with other staff and client deadlines. The Company may request for annual leave be taken on different dates, although every effort will be made to comply with the requested dates. Leave cannot be encashed except when you choose to leave the company. During the separation from the company, the Basic component of the salary for the leave balance will be paid during the full and final settlement. Leave is not approved during the notice period.
9. Conduct- You will be expected to dress appropriately for a business setting. Behavior unbecoming of a business environment (as perceived by the Company) will not be tolerated and might lead to termination of employment.
10. Confidentiality- During your employment with the Company, you will make use of Confidential Information in carrying out your duties. Without limitation, "Confidential Information" includes:
- Information relating to the goods and services and proprietary techniques provided by the Company and clients of the Company
  - All information concerning the business, its methods of operation, marketing and other activities
  - All databases, lists compiled by the company, client proposals, reports, software, algorithms, and computer programs
  - Competitive and financial information concerning the business, which is not in the public domain
  - information concerning the business of the Company's clients

You must not, whether during employment or after the termination of your employment with the Company, without written authority, divulge 'Confidential Information' to anyone other than an employee authorized to receive the information, or use such information for your gain. You will be required to sign additional confidentiality agreements in line with your role in the company.

11. Inventions and Copyright- You assign to the Company your entire right, title, and interest in and to any copyright and any industrial or intellectual property rights in all works, designs, computer programs, inventions, processes, concepts, strategies, plans, and lists



For Sheila Raheja School of Business  
Management & Research

  
Director

**BOARD**

(Confidential Property) which (either solely or jointly with others) you have developed or may develop during and/or as a result of your employment with the Company. You also agree promptly to disclose to the Company or its attorneys any such Confidential Property developed by you and agree to execute upon demand, at the expense of the Company, all documents which may be desirable to secure to the Company the best copyright, patent or other protection in India and elsewhere and/or rights relating to such Confidential Property.

12. Termination of Employment Your employment with the Company will terminate:
- a. By either party giving two months' written notice to the other. The Company may, at its discretion, choose to pay your salary in lieu of such notice. Alternatively, the Company may require that you do not attend the workplace during the notice period.
  - b. Notwithstanding any provision to the contrary herein contained, the Company may at any time terminate this Agreement and dismiss you summarily without notice or payment in lieu of notice in the event you:
    - i. Willfully disobeying a lawful and reasonable order of the Company
    - ii. Act (in the opinion of the Company) is serious. Willful or persistent breach of your responsibilities herein set out
    - iii. Are guilty of fraud, dishonesty or any criminal act as the Company has a zero-tolerance attitude towards fraud
    - iv. Are habitually late or are absent from the office without reasonable cause
    - v. Have acted in such manner as shall in the reasonable opinion of the Company be prejudicial to the interests of the Company
    - vi. Are engaged in other employment or are involved in any trade, business, or occupation which has not been disclosed to and approved by the Company
    - vii. Will be absent from employment without reasonable cause or permission of the Company
    - viii. Become of unsound mind or become a person subject to any order of supervision under any applicable law relating to mental health
    - ix. Will act in such manner as to entitle the Company to terminate this Agreement without notice at common law. The provisions of this contract of employment relating to Confidential Information and Confidential Property shall remain in full force and effect notwithstanding termination of this contract of employment

The provisions of this contract of employment relating to Confidential Information and Confidential Property shall remain in full force and effect notwithstanding termination of this contract of employment.

13. Invalidity- In any terms of provisions in this agreement shall be held illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or

# BOARD

provision or part shall to that extent be deemed not to form part of this agreement but the enforceability of the remainder of this agreement shall not be affected.

14. Variation- The terms of this contract of employment may be varied by the Company from time to time. You will be notified of any variations.
15. Adherence to Company Policies- When you join the Company, it will also be a condition of employment that you review and adhere to company policies which you will be notified of subsequently. You agree to adhere to the Company's project financing contracts (e.g. BOT) with the clients.
16. Retirement Age- You will retire from the services of the Company on the last working day of the month in which you attain the age of 60.
17. Governing Laws and Jurisdiction- This contract will be governed by the law in force in Mumbai (Maharashtra), India
18. Personal Information and Consent- By accepting this offer, you are giving your implicit consent to Board Infinity to collect and use your personal information for business purposes. Your personal information may be shared with the Clients and prospective Clients of Board Infinity as a part of the selection or onboarding process to work on projects. Board Infinity will also share your personal information with a third party for carrying out the background verification as required. Board Infinity will store your employment, financial and personal information during the period of employment and for the Data Retention Period after your separation, as per the data retention policy to comply with statutory requirements.
19. Acceptance- Please sign and return the duplicate copy of this letter signifying your acceptance of the appointment and the conditions of service specified in this letter.

We are pleased to welcome you to the Company. If the preceding terms and conditions of your employment with the Company are acceptable to you, please indicate your acceptance by initialing each page and signing the last page of the attached copy and returning it to me.

Best Regards,



Sumesh Nair  
(Director - Board Infinity)

For Sheila Raheja School of Business  
Management & Research



Director

## Annexure-1

Responsibilities include, but are not limited to:

- You will handle the people management, recruitment for our Technology, Product, Marketing, Category, Operations Functions.
- You will be closely working with the cofounder and function heads to drive short-term and long-term vision for the organization. We want to build a great workplace for our employees, which could help them grow and have a sense of fulfillment while working with us.
- You will be responsible for handling the entire function end to end, building and scaling the team, working with the leadership and driving things.
- Recruitment at all levels across the organization. Work on different sourcing strategies & build a strong pipeline of candidates.
- Responsible for maintaining daily/weekly/monthly HR dashboards related to hiring, attrition & other Ad Hoc requests.
- Handle employee grievances ranging from on boarding to exit of employees
- Managing the hiring needs of the organization
- Ideating and improving workplace experience
- Screen, interview and recommend prospective employees for employment in entry-level, mid-level and high level technical positions
- Responsibilities include processing employee data, updating company policies and assisting in the hiring process.
- Ultimately, you will make sure all HR operations run smoothly

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Offer Letter | Board Infinity**

2 messages

**Board Infinity** <jobs@boardinfinity.com>

Fri, Jan 28, 2022 at 4:57 PM

To: kadamsanika49@gmail.com

Cc: placement@srbs.edu.in, abhay@boardinfinity.com, somu@boardinfinity.in

Hi Sanika,

**Congratulations!**

We have arrived at a decision to move forward with your candidature and offer you the position of **Associate HR Manager**, at Board Infinity (Learnture Ventures Pvt Ltd). We are super excited to have you join us on the journey.

Attached is the Offer letter for your reference. Please fill this form in the next 24 hours - <https://airtable.com/shrlb1q05OzQgLfXs>

Also acknowledge this email as the confirmation of offer acceptance with in 24 hours otherwise offer stands cancel.

If you have any concern, please reach out to Mr Mukul (8847229424) or Mr Somu (7999704322)

Regards,  
Team Board Infinity

**2 attachments** **BI\_Offer Letter-Sanika Kadam.pdf**  
58K **NDA Board Infinity.pdf**  
225K**Sanika Kadam** <kadamsanika49@gmail.com>

Sat, Jan 29, 2022 at 10:38 AM

To: Board Infinity &lt;jobs@boardinfinity.com&gt;

Cc: placement@srbs.edu.in

Thank you for offering me the position of Associate HR Manager with Board Infinity.

I am pleased to accept this offer and look forward to starting employment with your company on 3rd Feb 2022.

Regards,  
Sanika Kadam  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research

  
Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

## Offer Letter | Board Infinity

2 messages

Fri, Jan 28, 2022 at 4:57 PM

Board Infinity &lt;jobs@boardinfinity.com&gt;

To: kadamsanika49@gmail.com

Cc: placement@srbs.edu.in, abhay@boardinfinity.com, somu@boardinfinity.in

Hi Sanika,

### Congratulations!

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Attached is the Offer letter for your reference. Please fill this form in the next 24 hours - <https://airtable.com/shr1b1q05OzQgLfXs>

Also acknowledge this email as the confirmation of offer acceptance with in 24 hours otherwise offer stands cancel.

If you have any concern, please reach out to Mr Mukul (8847229424) or Mr Somu (7999704322)

Regards,  
Team Board Infinity

### 2 attachments

BI\_Offer Letter-Sanika Kadam.pdf  
58K

NDA Board Infinity.pdf  
225K

Sat, Jan 29, 2022 at 10:38 AM

Sanika Kadam &lt;kadamsanika49@gmail.com&gt;

To: Board Infinity &lt;jobs@boardinfinity.com&gt;

Cc: placement@srbs.edu.in

Thank you for offering me the position of Associate HR Manager with Board Infinity.

I am pleased to accept this offer and look forward to starting employment with your company on 3rd Feb 2022.

Regards,  
Sanika Kadam  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



Director



## Virtual Hiring Drive Result | Board Infinity

Mukul Gupta <rmukul@boardinfinity.com>

Wed, Jan 26, 2022 at 9:14 PM

Cc: Rupali Dubey <jobs@boardinfinity.com>, Abhay Gupta <abhay@boardinfinity.com>, Somu Barua <somu@boardinfinity.in>

Bcc: placement@srbs.edu.in

Dear Training and Placement Team,

Hope you are doing well. Thank You for your support in the entire process, we are delighted to share that we have recruited the below list of students in the process.

| Name                          | College Name   | Role                      |
|-------------------------------|--|---------------------------|
| Shubham Harishchandra Gharkar | Vpm'S Dr.V.N.Bedekar Institute Of Management Studies, Thane        | Associate Program Manager |
| Neha Avinash Tajve            | Vpm'S Dr.V.N.Bedekar Institute Of Management Studies, Thane        | Associate Program Manager |
| Shraddha Milind Mane          | Oriental Institute Of Management                                   | Associate Program Manager |
| Sahdev Vitthal Warang         | Vivekanand Education Society Institute Of Management ' Vesim & Vbs | Associate Program Manager |
| Asmita tikhade                | Vivekanand Education Society Institute Of Management ' Vesim & Vbs | Associate Program Manager |
| Ayushi Badwaik                | Durgadevi Saraf Institute Of Management Studies                    | HR Manager                |
| Mrudula Dhavale               | Sasmira'S Institute Of Management Studies And Research             | HR Manager                |
| Sanika Kadam                  | Sheila Raheja School Of Business Management And Research           | HR Manager                |

We will share the offer letters etc with you and students in the next two days. Kindly block these students from further hiring processes on your campus. Please get in touch with me if you have any questions.

Best,  
Mukul Gupta  
+91- 8847229424



For Sheila Raheja School of Business  
Management & Research



  
Director

Date: January 31, 2022

To,  
**Urvi Chheda**  
Shree Tirupati Balaji,  
Sahar road, Koldongri, Andheri(E).  
Mumbai - 400069.

**Subject: Offer Letter**

Dear Urvi,

We are pleased to offer to you the position of **Product & Tech Fulfilment Analyst** in our Company based at Mumbai.

The details of the Total Cost to Company of your Employment with us that we have discussed and agreed upon is annexed along with this Letter. You are requested to join us at the earliest and no later than February 01, 2022.

You are requested to indicate your acceptance to the same over email and also provide a confirmation of your resignation from your existing employer and its acceptance.

We look forward to your joining our team and wish you a successful career at Rubix Data Sciences Pvt. Ltd. By accepting this offer, you will be providing your consent to share the relevant Personal Identifiable Information (PII) with our External Agency for conducting the background verification. Your formal Appointment letter will be issued once you join. However, in case of any discrepancy found in the Employee background check process; the Company is liable to take appropriate action.

Sincerely,

Mohan  
Natesan  
Ramaswamy

Digitally signed by Mohan Natesan Ramaswamy  
DN: cn=Mohan Natesan Ramaswamy, o=Rubix Data Sciences Pvt. Ltd., email=mohan.natesan@rubixdata.com, c=IN

**Mohan Ramaswamy**  
Chief Executive Officer

Encl.: As above

**For Shejla Raheja School of Business  
Management & Research**



  
Director

**ANNEXURE – 1**

*(Details of the Cost to Company of the Employee)*

**Basic Pay and Allowances**

| Particular                         | Monthly Amount (INR) | Yearly Amount (INR) |
|------------------------------------|----------------------|---------------------|
| <b>Basic Pay and Allowances:-</b>  |                      |                     |
| Basic                              | 13,684               | 1,64,208            |
| HRA                                | 6,842                | 82,104              |
| Statutory Bonus                    | 1,250                | 15,000              |
| Special Allowance                  | 5,591                | 67,092              |
| Gross Salary                       | 27,367               | 3,28,404            |
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| <b>Cost-to-Company (CTC)</b>       | <b>29,167</b>        | <b>3,50,004</b>     |
| <b>Annual Payouts:-</b>            |                      |                     |
| Retention Bonus *                  |                      | 25,000              |
| <b>Total Cost-to-Company (CTC)</b> |                      | <b>3,75,004</b>     |

\* **Note:** You will be eligible for Retention Bonus which will be paid upon satisfactory completion of your work anniversary. Further, the notice period will not be considered for the purpose of retention bonus calculation.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Offer Letter - Urvi Chheda

3 messages

Ankita Drolia &lt;ankita.drolia@rubixds.com&gt;

Mon, Jan 31, 2022 at 11:04 AM

To: "urvichheda268@gmail.com" &lt;urvichheda268@gmail.com&gt;

Cc: "placement@srbs.edu.in" &lt;placement@srbs.edu.in&gt;, Vishnu Ramachandran &lt;vishnu.ramachandran@rubixds.com&gt;, Anita Dsouza &lt;anita.dsouza@rubixds.com&gt;, Jay Revar &lt;accounts@rubixds.com&gt;

Dear Urvi

I am pleased to offer to you the position of Product & Tech Fulfilment Analyst in our Company, Rubix Data Sciences Private Limited based at Mumbai.

Your Offer Letter is attached with the mail.

You will be eligible for Mediclaim as below:

Note: In addition to the CTC that we have offered; you will also be covered under Group Mediclaim Policy (Floater Cover of Rs. 5,00,000/- for Family means Self, Spouse and up to 2 Kids only) & Group Accident Policy (Individual Cover of Rs. 10,00,000/-); the premium of which is currently borne by the Organization. This will be applicable post your Confirmation in the Organization.

Please send your acceptance over mail by noon today (31st January, 2022).

Looking forward to work with you soon.

Best Regards,

### Ankita Drolia

Product Manager

#### Rubix Data Sciences Private Limited

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India

M: +91 88790 55019


T: +91 22 4974 4274

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)
<https://www.linkedin.com/company/rubix-data-sciences/>


For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

 Offer Letter - Urvi Chheda.pdf  
223K

Ankita Drolia <ankita.drolia@rubixds.com> Mon, Jan 31, 2022 at 12:40 PM  
To: Urvi Chheda <urvichheda268@gmail.com>  
Cc: "placement@srbs.edu.in" <placement@srbs.edu.in>, Vishnu Ramachandran <vishnu.ramachandran@rubixds.com>, Anita Dsouza <anita.dsouza@rubixds.com>, Jay Revar <accounts@rubixds.com>

Hi Urvi

Looking forward to work with you. Please give your complete address so that we can send the laptop to you.

Hope you have your own laptop till the company laptop reaches you

Best Regards  
Ankita Drolia

---

**From:** Urvi Chheda <urvichheda268@gmail.com>  
**Sent:** Monday, January 31, 2022 12:37  
**To:** Ankita Drolia  
**Subject:** Re: Offer Letter - Urvi Chheda

I accept this offer.  
Thank you for giving this opportunity.  
I am glad to work at Rubix.  
[Quoted text hidden]

Urvi Chheda <urvichheda268@gmail.com> Mon, Jan 31, 2022 at 1:10 PM  
To: Ankita Drolia <ankita.drolia@rubixds.com>  
Cc: placement@srbs.edu.in, Vishnu Ramachandran <vishnu.ramachandran@rubixds.com>, Anita Dsouza <anita.dsouza@rubixds.com>, Jay Revar <accounts@rubixds.com>

I accept this offer.

Address- kalpita enclave, M-wing, room no-402, Sahar road, koldongri, Andheri east(opposite to maruti nexa showroom).  
Mumbai -400069.  
[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Campus Recruitment

Ankita Drolia <ankita.drolia@rubixds.com>  
To: SRBS Placement <placement@srbs.edu.in>

Mon, Jan 24, 2022 at 6:13 PM

Hi Sushil

I would like to finalise

1. Anagha Ravindra Kamale
2. Drishti Agrawal

The offer letters will be sent to them tomorrow.

I would like to put the below mentioned on waitlist:

1. Parmi Lilesh Gala
2. Urvi Chheda

The above 2 mentioned can apply to different companies. If they are still available when needed, we will absorb them.

Best Regards,

**Ankita Drolia**

Product Manager

**Rubix Data Sciences Private Limited**

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India

M: +91 88790 55019

T: +91 22 4974 4274

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)

<https://www.linkedin.com/company/rubix-data-sciences/>

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Campus Recruitment

Ankita Drolia &lt;ankita.drolia@rubixds.com&gt;

Sat, Jan 29, 2022 at 7:17 PM

To: SRBS Placement &lt;placement@srbs.edu.in&gt;

Cc: Vishnu Ramachandran &lt;vishnu.ramachandran@rubixds.com&gt;, Anita Dsouza &lt;anita.dsouza@rubixds.com&gt;, Jay Revar &lt;accounts@rubixds.com&gt;

Hi Sushil

I will consider Urvi.

Best Regards,

### Ankita Drolia

Product Manager

#### Rubix Data Sciences Private Limited

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India

M: +91 88790 55019

T: +91 22 4974 4274

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)<https://www.linkedin.com/company/rubix-data-sciences/>

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

**From:** SRBS Placement <placement@srbs.edu.in>

**Sent:** 29 January 2022 19:10

**To:** Ankita Drolia <ankita.drolia@rubixds.com>

**Subject:** Re: Campus Recruitment

Hi Ankita,

Thanks for considering parmi gala, but she just got placed in other company through our campus placement drive. So i would request you to please consider, next candidate urvi chheda for the same.

On Sat, Jan 29, 2022, 6:58 PM Ankita Drolia <ankita.drolia@rubixds.com> wrote:

Hi Sushil

I would like to finalise Parmi Lilesh Gala.





### Campus Recruitment

SRBS Placement <placement@srbs.edu.in>  
To: Ankita Drolia <ankita.drolia@rubixds.com>

Sat, Jan 29, 2022 at 7:10 PM

Hi Ankita,

Thanks for considering parmi gala, but she just got placed in other company through our campus placement drive. So i would request you to please consider, next candidate urvi chheda for the same.

[Quoted text hidden]

#### 5 attachments



Outlook-ydvunj0u5.jpg  
363K



Outlook-n0iqkttv.jpg  
363K



Outlook-z4qpfwt.jpg  
363K



Outlook-n0iqkttv.jpg  
363K

For Sheila Raheja School of Business Management & Research



*[Signature]*  
Director

Outlook-z4qpfwt.jpg  
363K



SRBS Placement <placement@srbs.edu.in>

### Campus Recruitment

Ankita Drolia <ankita.drolia@rubixds.com>

Sat, Jan 29, 2022 at 6:58 PM

To: SRBS Placement <placement@srbs.edu.in>

Cc: Vishnu Ramachandran <vishnu.ramachandran@rubixds.com>, Anita Dsouza <anita.dsouza@rubixds.com>, Jay Revar <accounts@rubixds.com>

Hi Sushil

I would like to finalise Parmi Lilesh Gala.

The offer letter will be sent to her on Monday. CTC will be same as offered to her peers. I would like her to join by the 1<sup>st</sup> of February.

Best Regards,

**Ankita Drolia**

Product Manager

**Rubix Data Sciences Private Limited**

D - 424, Neelkanth Business Park, Vidyavihar (West)

Mumbai 400086, India

M: +91 88790 55019

T: +91 22 4974 4274

[ankita.drolia@rubixds.com](mailto:ankita.drolia@rubixds.com) | [www.rubixdatasciences.com](http://www.rubixdatasciences.com)

<https://www.linkedin.com/company/rubix-data-sciences/>



**From:** Ankita Drolia <ankita.drolia@rubixds.com>

**Sent:** 24 January 2022 18:13

**To:** SRBS Placement <placement@srbs.edu.in>

**Subject:** Re: Campus Recruitment

Hi Sushil

I would like to finalise

**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
Director



PRIVATE AND CONFIDENTIAL

Reference No. - 1384217495  
Applicant ID - 5044790

24-Mar-2022

Nishant Mande

Dear Nishant,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax (91-22) 2653 1122  
Website www.icicibank.com  
CIN: L05190GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
App. Office: ICICI Bank Tower  
Old Bandra Road  
Mumbai 400 051, India



PRIVATE AND CONFIDENTIAL

Reference No: - 1384217495

Applicant ID - 5044790

24-Mar-2022

Nishant Mande

Dear Nishant,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CSBB WEALTH MANAGEMENT at MUMBAI-BANDRA WATERFIELD RD\_BR

Kindly note that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Apr-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited

ICICI Bank Tower,

Bank of India Complex,

Mumbai-400 007, India

Tel: (91-22) 2653-1414

Fax: (91-22) 2653-1122

Website: www.icicibank.com

IN: LR5140011904PLC021012

Regd. Office: ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Varodara 390 007, India.

For Sheila Raheja School of Business  
Management & Research

b PM



Director

**Reference No. - 1384217495**

Nishant Mande

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**For Sheila Raheja School of Business  
Management & Research**  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1124  
Website [www.icicibank.com](http://www.icicibank.com)  
PIN: L85190GJ1384217495

Head Office: ICICI Bank Tower  
New Churni Road  
Old Pandra Road  
Mumbai 400 051, India

For Sheila Raheja School of Business  
Management & Research  
Mumbai



: 3 :

Reference No. - 1384217495

Nishant Mande

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

ICICI Bank Limited  
ICICI Bank Towers  
Sardar Sarbajit Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: www.icicibank.com  
CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

For Sheila Raheja School of Business  
Management & Research

24



Director



Reference No. - 1384217495

Nishant Mande

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Arjun Parekh  
ZONAL RECRUITMENT HEAD

I have read all the terms and conditions of the offer and would like to confirm my acceptance

**For Sheila Raheja School of Business  
Management & Research**

  
Signature of Applicant





  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
Nagar Circle, Colaba  
Old Pedro Road  
Vandodara 390 017, India.

Reference No. - 1384217495  
Nishant Mande

Annexure:

Remuneration

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include -Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

ICICI Bank Limited

ICICI Bank Tower,  
Bandra-Airline Complex,  
Ch. No. 49, Bandra West,

Tel. (91-22) 2653 1474  
Fax (91-22) 2653 1522  
Website www.icicibank.com  
CIN: L65199G1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Pandra Road,  
Vadodra 390 007, India.

For Sheila Rajwade School of Business  
Management & Research



  
Director



Reference No. - 1384217495

Nishant Mande

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under 'Employee Benefit Policies' available on the Bank's intranet which will be accessible upon joining the Bank.

  
Signature of Applicant

**For Sheila Raheja School of Business  
Management & Research**

  
Director



**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1394PLC021112

Regd. Office: ICICI Bank Tower  
Nashik Chowk Cross,  
Old Pacha Road  
Vikhroli - 400 072



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a) Resignation accepted letter from current organisation
  - b) Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

For Sheila Raheja School of Business  
**Management & Research**

*SR* *DR*



*[Signature]*  
Director

ICICI Bank Limited  
ICICI Bank Towers  
Bandra Kurla Complex  
Mumbai-400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65100GJ1954PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**

Name : Nishant Mande

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| HRA                                | 4,500                   | 54,000          |
| Supplementary Allowance*           | 13,175                  | 1,58,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 2,550                   | 30,600          |
| <b>Total Fixed CTC</b>             | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total CTC</b>                   | <b>35,075</b>           | <b>4,20,900</b> |

\* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 24-Mar-2022

**For Sheila Raheja School of Business  
Management & Research**  
Director**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, IndiaTel : (91-22) 2653 1414  
Fax : (91-22) 2653 1122  
Website: www.icicibank.com  
CIN: LAC130C2103MH2000090000Regd. Office: 100, Lower Ground Floor,  
New York Building,  
Old Poonja Road,  
Mumbai - 400 009, India  
www.icicibank.com

4/7/22, 2:58 PM



SRBS Placement <placement@srbs.edu.in>


(no subject)

1 message

Thu, Apr 7, 2022 at 2:51 PM

Nishant Mande <nishant.mande15@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

I have accepted the offer

 icic offer \_compressed.pdf  
1967K

For Sheila Raheja School of Business  
Management & Research



  
Director





PRIVATE AND CONFIDENTIAL

Reference No. - 1384217497  
Applicant ID - 5045202

24-Mar-2022

Ketan Kanthe

Dear Ketan,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website www.icicibank.com  
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI-Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384217497

Applicant ID - 5045202

24-Mar-2022

Ketan Kanthe

Dear Ketan,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CSBB WEALTH MANAGEMENT at MUMBAI-BANDRA WATERFIELD RD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Apr-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



Director

**Reference No. - 1384217497**  
Ketan Kanthe

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodra-390 007, India.

**Reference No. - 1384217497**

Ketan Kanthe

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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**For Sheila Raheja School of Business  
Management & Research**

  
Director



**Reference No. - 1384217497**

Ketan Kanthe

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Arjun Parekh

ZONAL RECRUITMENT HEAD

Digitally signed by ARJUN YOGESHBHAI  
PAREKH

Date: 2022.03.24 09:12:50 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**ICICI Bank Towers  
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Management & Research**  
Director

**Reference No. - 1384217497**

Ketan Kanthe

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384217497**

Ketan Kanthe

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by ARJUN  
YOGESHBHAI PAREKH  
Date: 2022.03.24 09:12:50 +05:30  
Reason: Offer Letter  
Location: Mumbai

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**For Sheila Raheja School of Business  
Management & Research**

  
Director



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Director



### Remuneration Details

Name : Ketan Kanthe  
Position: Deputy Manager (Band I)  
Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| HRA                                | 4,500                   | 54,000          |
| Supplementary Allowance*           | 13,175                  | 1,58,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 2,550                   | 30,600          |
| <b>Total Fixed CTC</b>             | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total CTC</b>                   | <b>35,075</b>           | <b>4,20,900</b> |

\* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance  
\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.  
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 24-Mar-2022

Digitally signed by ARJUN YOGESHBHAI PAREKH  
Date: 2022.03.24 09:12:51 +05:30  
Reason: Offer Letter  
Location: Mumbai

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**For Sheila Raheja School of Business  
Management & Research**

*Q*

*DM*



*[Signature]*  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Offer Letter of Mr Ketan Kanthe of ICICI Bank

3 messages


Fri, Mar 25, 2022 at 2:44 PM

**Ketan Kanthe** <ketankantherulz@gmail.com>  
To: placement@srbs.edu.in

Dear Sir/Ma'am,

Please find the attached offer letter of Mr Ketan Kanthe for your reference.

Thanks & Regards,  
Ketan Kanthe,  
MMS 2 | Roll No 117,  
Finance | SRBS.

 ketan kanthe-1.pdf  
667K

Fri, Mar 25, 2022 at 3:16 PM

**Ketan Kanthe** <ketankantherulz@gmail.com>  
To: placement@srbs.edu.in

Dear Sir/ma'am,

To open the attachment please find the password for the same.

Password :- 22/04/1994  
[Quoted text hidden]

Fri, Mar 25, 2022 at 3:31 PM

**Ketan Kanthe** <ketankantherulz@gmail.com>  
To: placement@srbs.edu.in

Dear Sir/ma'am,

Also I would like to inform you that i have accepted the offer from ICICI bank.

Thanks & Regards  
Ketan Kanthe.  
[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director



PRIVATE AND CONFIDENTIAL

Reference No. - 1384214957

Applicant ID - 5045223

22-Mar-2022

Tanmayee Patil

Dear Tanmayee,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Website: [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1894PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384214957

Applicant ID - 5045223

22-Mar-2022

Tanmayee Patil

Dear Tanmayee,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking Dept at MUMBAI-GOKULDHAM AREA\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Apr-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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For Sheila Raheja School of Business  
Management & Research



Director





: 2 :

Reference No. - 1384214957

Tanmayee Patil

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- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
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: 4:

Reference No. - 1384214957

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If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

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Arjun Parekh

ZONAL RECRUITMENT HEAD  
Digitally signed by ARJUN YOGESHBHAI  
PAREKH  
Date: 2022.03.22 08:40:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by ARJUN  
YOGESHBHAI PAREKH  
Date: 2022.03.22 08:40:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

**For Sheela Raheja School of Business  
Management & Research**



Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



SRBS Placement <placement@srbs.edu.in>

### ICICI Bank offer letter

1 message


Tanmayee Patil <patiltanmayee0108@gmail.com>  
To: placement@srbs.edu.in

Wed, Mar 23, 2022 at 12:53 PM

Hello,

Tanmayee Patil  
SYMMS - Finance

I have accepted the offer letter.

 **ICICI acceptance letter.pdf**  
16603K

For Sheila Raheja School of Business  
Management & Research



  
Director





PRIVATE AND CONFIDENTIAL

Reference No. - 1384217499

Applicant ID - 3993943

29-Mar-2022

Rahul Marathe

Dear Rahul,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

*[Signature]*

**ICICI Bank Limited**  
ICICI Bank Towers  
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Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Towers  
Near Chakli Circle,  
Old Pandra Road  
Vikhroli (W) Mumbai - 400 077, India



PRIVATE AND CONFIDENTIAL

Reference No. - 1384217499

Applicant ID - 3993943

29-Mar-2022

Rahul Marathe

Dear Rahul,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CSBB WEALTH MANAGEMENT at MUMBAI-BANDRA WATERFIELD RD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Apr-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website [www.icicibank.com](http://www.icicibank.com)

CIN: L65190GJ1994PLC021912

Regd. Office: ICICI Bank Tower

Near Chaker Circle

Old Radra Road,

Vadodara-390 002, India

**For Sheila Raheja School of Business  
Management & Research**



  
Director





Reference No. - 1384217499

Rahul Marathe

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**For Sheila Raheja School of Business  
Management & Research**  
Director

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
Near Chakli Circle  
Old Padra Road,  
Vadodra 390 007 India.

Reference No. - 1384217499

Rahul Marathe

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc. and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



**ICICI Bank Limited**  
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Old Padra Road  
Vandodara 390 007, India

**For Sheila Raheja School of Business  
Management & Research**

  
Director



14:

Reference No. - 1384217499

Rahul Marathe

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the rôle in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Arjun Parekh

ZONAL RECRUITMENT HEAD  
Digitally signed by ARJUN YOGESHBHAI

PAREKH

Date: 2022.03.29 10:31:29 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1904PLC021012

Regd. Office: ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara-390 007, India

**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1384217499**

Rahul Marathe

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**ICICI Bank Limited**  
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Regd. Office: ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



:6:

Reference No. - 1384217499

Rahul Marathe

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by ARJUN  
YOGESHBHAI PAREKH  
Date: 2022.03.29 10:31:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India

**For Sheila Raheja School of Business  
Management & Research**



Director



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
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CIN.. L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
Near Chokli Circle  
Old Padra Road,  
Vadodara 390 007 India

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



### Remuneration Details

Name : Rahul Marathe  
Position: Deputy Manager (Band I)  
Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| HRA                                | 4,500                   | 54,000          |
| Supplementary Allowance*           | 13,175                  | 1,58,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 2,550                   | 30,600          |
| <b>Total Fixed CTC</b>             | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total CTC</b>                   | <b>35,075</b>           | <b>4,20,900</b> |

\* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance  
\*\*\* You will be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.  
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 29-Mar-2022

Digitally signed by ARJUN YOGESHBHAI PAREKH  
Date: 2022.03.29 10:31:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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Near Charkli Circle,  
Old Padra Road  
Vadindara 390 001, India.

**For Sheila Raheja School of Business  
Management & Research**



Director



SRBS Placement <placement@srbs.edu.in>

### Emailing Offer letter .pdf


1 message

Rahul Marathe <maratherahul154@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 12, 2022 at 2:06 PM

Respected sir/ Madam,

I accept this offer letter and i would like to tell you that I have accepted the offer letter.  
I would like to thank to the Director and Darshana Mam, and Krishna sir and all other people who took sincere efforts for my placement once again thank you very much and i accept the offer .

 Offer letter .pdf  
1719K

For Sheila Raheja School of Business  
Management & Research

*SR*

*PM*



*[Signature]*  
Director



23rd March, 2022

**Rajat Gazra**

202, B wing, Balram bldg, Ansar Nagar Rd, near Directi Plex,  
Mogra Village, Mogra Pada, Natwar Nagar, Andheri East,  
Mumbai, Maharashtra 400069, Mumbai- 400069 India.

Re: Employment Offer

Dear Rajat,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **28th March, 2022**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **28th March, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

For Sheila Raheja School of Business  
Management & Research

*RM*



*[Signature]*  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | s: 0200427460000000 | www.globeop.com |  
CIN-U67100MH2003PTC141044

**For Sheila Raheja School of Business  
Management & Research**

  
Director

Name- Rajat Gazra  
Designation- Associate  
CTC- 400,000/- per annum

| Job Title                    | Associate | Monthly   |
|------------------------------|-----------|-----------|
| CTC                          | 400,000   | 33,333.33 |
| Basic                        | 140,000   | 11,667    |
| HRA                          | 70,000    | 5,833     |
| Food Coupons                 | 12,000    | 1,000     |
| Statutory Bonus              | 28,800    | 2,400     |
| Personal Pay                 | 112,600   | 9,383     |
| LTA                          | 15,000    | 1,250     |
|                              |           | -         |
| Company's Contribution to PF | 21600     | 1,800     |

For Sheila Raheja School of Business  
Management & Research



  
Director

- ❖ You are requested to scan the below documents in single attachment and sent back to me before joining date

Attachment Name - (First Name Last Name) e.g. Radha Nair. Follow the order as listed.

1. PAN card
2. Aadhar Card
3. Address Proof : (any one)
  - a. Valid Passport
  - b. Valid Driver's License
  - c. Voter's ID Card
  - d. Ration Card
  - e. Registered Lease License Agreement
  - f. Utility Bill (Electricity/Telephone/Mobile/Piped Gas) – (Document should be in name of candidate)
4. Fitness certificate
5. Academic Certificates [Graduation and Degree - (Mark sheet & Certificate)]
6. Relieving letter / Resignation acceptance from the previous employer (Latest)
7. Pay slips for latest 2 months

- ❖ Please fill the below documents to be submitted on Day 1

1. Information & Consent Form



INFORMATION &  
CONSENT FORM.pdf

2. Form F

Please fill the Gratuity nominee details in the attached form



Form F.pdf

3. Form 2

Please fill the PF nomination details in the attached form



Nomination and  
declaration Form -- Ft

- ❖ Candidate has to carry four passport sized photographs and one stamp size photograph on joining date
- ❖ Please carry your original PAN card copy for banking formalities

For Sheila Raheja School of Business  
Management & Research



Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Fwd: Offer Letter- Rajat Gazra**

2 messages

RajatRJ Singer <rajatj.singer@gmail.com>  
 To: "placement@srbs.edu.in" <placement@srbs.edu.in>

Sat, Apr 9, 2022 at 12:48 PM

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

From: **Aparajita Naik** <apnaik@sscinc.com>  
 Date: Wed, Mar 23, 2022, 4:16 PM  
 Subject: Offer Letter- Rajat Gazra  
 To: Rajatj.singer@gmail.com <Rajatj.singer@gmail.com>

Hi Rajat,

We are pleased to offer you a position at GlobeOp Financial Services (India) Private Limited. Attached to this mail is the offer letter. If you wish to accept the offer, please confirm this asap by an email

Please provide us with the name and contact no. of two professional reference (your reporting manager) and two personal reference (friend, neighbour but not relative)

All necessary agreements will be signed on the first day you report to work.

In addition to the above, you will be covered under the Company's Medical Insurance Policy, Accidental Policy and Group Term Life Insurance. Below are the details.

**Coverage for the Group Mediclaim policy**

**Coverage is INR 400,000/- (Only Employee, Spouse & Kids are covered)**

**Coverage for Personal Accident**

**Coverage is INR 15 Lacs.**

**Coverage for Group Term Life Insurance**

**Coverage is INR 35 Lacs.**

**SS&C GlobeOp Financial Services (India) Private Limited**

Office Unit 2 & 3 | 4th Floor Office Level, Building 5 & 6  
 Mindspace – Airoli | Serene Properties Pvt. Ltd. SEZ  
 Airoli Navi Mumbai 400 708

**For Sheila Raheja School of Business  
 Management & Research**



*[Signature]*  
 Director

We welcome you to GlobeOp and wish you a very rewarding career

Should you have any questions please feel free to contact me on 022 41174332

Call me 9930999445 for any queries

Regards,

Aparajita Naik

Associate Manager - Human Resources  
SS&C GlobeOp Financial Services (India) Private Limited  
Tel: +91 22 4117 4332

[apnaik@globeop.com](mailto:apnaik@globeop.com) | [www.ssctech.com](http://www.ssctech.com) | [www.sscglobeop.com](http://www.sscglobeop.com)


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cid:image001.png@01D115A0.DDDE5060


This email with all information contained herein or attached hereto may contain confidential and/or privileged information intended for the addressee(s) only. If you have received this email in error, please contact the sender and immediately delete this email in its entirety and any attachments thereto.

#### 5 attachments



 **GTS Onboarding Documentation.docx**  
1038K

 **Rajat Gazra- CTC Breakup.pdf**  
94K

 **R9144 - Rajat Gazra.pdf**  
81K

Sat, Apr 9, 2022 at 12:49 PM

RajatRJ Singer <rajatrj.singer@gmail.com>  
To: placement@srbs.edu.in

----- Forwarded message -----  
From: **RajatRJ Singer** <rajatrj.singer@gmail.com>  
Date: Wed, Mar 23, 2022, 5:09 PM  
Subject: Re: Offer Letter- Rajat Gazra  
To: Aparajita Naik <apnaik@sscinc.com>

Respected Ma'am ,

I am accepting this Offer & I am looking forward to work with your organization.

Thanks & Regards  
Rajat Kumar gazra

[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director

2 attachments



image001.png  
17K



image001.png  
17K

For Sheila Raheja School of Business  
Management & Research



*[Handwritten Signature]*  
Director

*[Handwritten initials]*



## Offer - Campus Hiring - LICHFL Financial Services Ltd.

3 messages

hrfsl &lt;hrfsl@lichflfsl.com&gt;

Tue, Apr 5, 2022 at 5:00 PM

To: SRBS Placement &lt;placement@srbs.edu.in&gt;

**For Sheila Raheja School of Business  
Management & Research**

Sir,



*[Signature]*  
Director

Please find below, the offer of Mr. Ashish Kale, he has been selected for the position of Assistant Sales Manager.

The formal appointment is subject to completion of the course and compliance of documentation as per the policy.

The fixed Cost to the Company will be as per Annexure 'A.' The candidate will be eligible for performance-based incentives as per Company Policy.

Kindly revert with the acceptance of offer by the candidate. Incase of any query kindly revert.

|  |                         |                         |
|--|-------------------------|-------------------------|
| NAME :   | Mr. Ashish Kale         |                         |
| DESIGNATION:   | Assistant Sales Manager |                         |
| <b>Annexure "A"</b>  |                         |                         |
| <b>EARNINGS</b>  | <b>Monthly Amt (Rs)</b> | <b>Annual Amt (Rs.)</b> |
| Basic Salary   | 15010.00                | 180120.00               |
| House Rent Allowance   | 7505.00                 | 90060.00                |
| Special Allowance  | 8146.00                 | 97752.00                |
| <b>GROSS SALARY</b>  | <b>30661.00</b>         | <b>367932.00</b>        |
| Employee Benefit   |                         |                         |
| Gratuity ( As per the Gratuity Act)  | 722.00                  | 8660.00                 |
| Provident Fund (13% of Basic Salary, Company Contribution)   | 1951.00                 | 23412.00                |
| <b>CTC</b>   | <b>33334.00</b>         | <b>400008.00</b>        |
| Any additional liability to the company in view of change in tax law etc. on employee pay and benefits will be borne by the employees. |                         |                         |
| Acknowledgement and Acceptance   |                         |                         |
| I have read and understood the above terms and conditions and hereby confirm my acceptance of the same as per Annexure 'A'             |                         |                         |



Below is your offer letter. Final letter will be issued after documentation and training.  
Please confirm your acceptance by responding to this email.

Regards  
Darshana M

----- Forwarded message -----  
From: hrfsl <hrfsl@lichflfsl.com>  
Date: Tue, Apr 5, 2022 at 5:00 PM  
Subject: Offer - Campus Hiring - LICHFL Financial Services Ltd.  
To: SRBS Placement <placement@srbs.edu.in>

[Quoted text hidden]

[Quoted text hidden]

SRBS Placement <placement@srbs.edu.in>  
To: soham.s.dhoble@gmail.com

Wed, Apr 6, 2022 at 10:22 AM

Dear Soham,

Below is your offer letter. Final letter will be issued after documentation and training.  
Please confirm your acceptance by responding to this email.

Regards  
Darshana M

----- Forwarded message -----  
From: hrfsl <hrfsl@lichflfsl.com>  
Date: Tue, Apr 5, 2022 at 5:00 PM  
Subject: Offer - Campus Hiring - LICHFL Financial Services Ltd.  
To: SRBS Placement <placement@srbs.edu.in>

[Quoted text hidden]

[Quoted text hidden]

Ashish Kale <kaleashish2014@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Wed, Apr 6, 2022 at 4:23 PM

I accept this offer.

And thank you for the assistance and opportunity given to me.

Warm Regards,  
Ashish.

[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



*[Handwritten Signature]*  
Director

Below is your offer letter. Final letter will be issued after documentation and training.  
Please confirm your acceptance by responding to this email.

Regards  
Darshana M

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

From: **hrfsl** <hrfsl@lichflfsl.com>  
Date: Tue, Apr 5, 2022 at 5:00 PM  
Subject: Offer - Campus Hiring - LICHFL Financial Services Ltd.  
To: SRBS Placement <placement@srbs.edu.in>

[Quoted text hidden]

[Quoted text hidden]

**SRBS Placement** <placement@srbs.edu.in>  
To: soham.s.dhoble@gmail.com

Wed, Apr 6, 2022 at 10:22 AM

Dear Soham,

Below is your offer letter. Final letter will be issued after documentation and training.  
Please confirm your acceptance by responding to this email.

Regards  
Darshana M

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

From: **hrfsl** <hrfsl@lichflfsl.com>  
Date: Tue, Apr 5, 2022 at 5:00 PM  
Subject: Offer - Campus Hiring - LICHFL Financial Services Ltd.  
To: SRBS Placement <placement@srbs.edu.in>

[Quoted text hidden]

[Quoted text hidden]

**Ashish Kale** <kaleashish2014@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Wed, Apr 6, 2022 at 4:23 PM

I accept this offer.

And thank you for the assistance and opportunity given to me.

Warm Regards,  
Ashish.

[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Arvind Tatkare** <tatkarea@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Thu, Apr 7, 2022 at 10:32 AM

Good Morning Ma'am,

I extend my gratitude to you for offering me the position of Assistant sales manager in LICHFL FSL. I am delighted to accept your offer and look forward to commencing work with your company.

Kindly let me know if there is any information or documents that I have to submit to you. I hope to complete all the formalities prior to my joining so that I can start my work efficiently.

I thank you again for providing me this opportunity. I am excited to be a part of your team and make my notable contribution to it.

Sincerely,  
Arvind Tatkare  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director

|  |                 |                  |
|--|-----------------|------------------|
| Gratuity ( As per the Gratuity Act)  | 722.00          | 8660.00          |
| Provident Fund (13% of Basic Salary, Company Contribution)   | 1951.00         | 23412.00         |
| <b>CTC</b>   | <b>33334.00</b> | <b>400008.00</b> |
| Any additional liability to the company in view of change in tax law etc. on employee pay and benefits will be borne by the employees. |                 |                  |
| Acknowledgement and Acceptance   |                 |                  |
| I have read and understood the above terms and conditions and hereby confirm my acceptance of the same as per Annexure 'A'             |                 |                  |
| "I accept the same"  |                 |                  |
| Signature  |                 |                  |
| Name   |                 |                  |
| Date   |                 |                  |

20

Thanks & Regards,

[Quoted text hidden]

hrfsl <hrfsl@lichflfsl.com>  
To: SRBS Placement <placement@srbs.edu.in>

Tue, Apr 5, 2022 at 5:00 PM

Sir,



Please find below, the offer of Mr. Arvind Tatkare, he has been selected for the position of Assistant Sales Manager.

The formal appointment is subject to completion of the course and compliance of documentation as per the policy.

The fixed Cost to the Company will be as per Annexure 'A.' The candidate will be eligible for performance-based incentives as per Company Policy.

Kindly revert with the acceptance of offer by the candidate. Incase of any query kindly revert.

|                     |                         |                         |
|---------------------|-------------------------|-------------------------|
| NAME :              | Mr. Arvind Tatkare      |                         |
| DESIGNATION:        | Assistant Sales Manager |                         |
| <b>Annexure "A"</b> |                         |                         |
| <b>EARNINGS</b>     | <b>Monthly Amt (Rs)</b> | <b>Annual Amt (Rs.)</b> |
| Basic Salary        | 15010.00                | 180120.00               |

|  |                 |                  |
|--|-----------------|------------------|
| House Rent Allowance   | 7505.00         | 90060.00         |
| Special Allowance  | 8146.00         | 97752.00         |
| <b>GROSS SALARY</b>  | <b>30661.00</b> | <b>367932.00</b> |
| Employee Benefit   |                 |                  |
| Gratuity ( As per the Gratuity Act)  | 722.00          | 8660.00          |
| Provident Fund (13% of Basic Salary, Company Contribution)   | 1951.00         | 23412.00         |
| <b>CTC</b>   | <b>33334.00</b> | <b>400008.00</b> |
| Any additional liability to the company in view of change in tax law etc. on employee pay and benefits will be borne by the employees. |                 |                  |
| Acknowledgement and Acceptance   |                 |                  |
| I have read and understood the above terms and conditions and hereby confirm my acceptance of the same as per Annexure 'A'             |                 |                  |
| "I accept the same"  |                 |                  |
| Signature  |                 |                  |
| Name   |                 |                  |
| Date   |                 |                  |

Thanks & Regards,  
Shamika Nakhwa

[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director

Reference No. - 1384214932

Applicant ID - 5045770

22-Mar-2022

Sneha Jagushte

Dear Sneha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1384214932  
Applicant ID - 5045770  
22-Mar-2022

Sneha Jagushte

Dear Sneha,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking Dept at MUMBAI - POWAI HIRANANDANI\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Apr-2022.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384214932**

Sneha Jagushte

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**For Sheila Raheja School of Business  
Management & Research**

  
Director

**ICICI Bank Limited**  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vardhata 390 007, Ind-1



**Reference No. - 1384214932**

Sneha Jagushte

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
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Regd. Office ICICI Bank Tower  
Near Chakli Circle  
Old Padra Road,  
Vardodara 390 007, India

**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1384214932**

Sneha Jagushte

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Arjun Parekh

ZONAL RECRUITMENT HEAD

Digitally signed by ARJUN YOGESHBHAI  
PAREKH

Date: 2022.03.22 09:10:27 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.



Signature of Applicant

**For Sheila Raheja School of Business  
Management & Research**  
Director**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012Regd. Office: ICICI Bank Tower  
Near Chakli Circle  
Old Padra Road,  
Vadodara 390 007, India

**Reference No. - 1384214932**

Sneha Jagushte

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**ICICI Bank Limited**  
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**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1384214932**

Sneha Jagushte

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ARJUN  
YOGESHBHAI PAREKH  
Date: 2022.03.22 09:10:27 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
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## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**For Sheila Raheja School of Business  
Management & Research**



Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India

**Remuneration Details**

Name : Sneha Jagushte

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

|   | Deputy Manager (Band I) |                 |
|---|-------------------------|-----------------|
|   | Monthly                 | Annual          |
| Basic   | 9,000                   | 1,08,000        |
| HRA   | 4,500                   | 54,000          |
| Supplementary Allowance*  | 13,175                  | 1,58,100        |
| Superannuation Allowance **   | 1,350                   | 16,200          |
| <b>Total</b>  | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>   |                         |                 |
| Retrials (PF, Gratuity) ***   | 2,550                   | 30,600          |
| <b>Total Fixed CTC</b>  | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay #  | 4,500                   | 54,000          |
| <b>Total CTC</b>  | <b>35,075</b>           | <b>4,20,900</b> |
| * Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance                                |                         |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                         |                 |
| #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.             |                         |                 |

Date : 22-Mar-2022

Digitally signed by ARJUN YOGESHBHAI PAREKH

Date: 2022.03.22 09:10:27 +05:30

Reason: Offer Letter

Location: Mumbai

**For Sheila Raheja School of Business  
Management & Research**


  
 Director

**ICICI Bank Limited**

ICICI Bank Towers

Bandra-Kurla Complex

Mumbai 400 051, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

Regd. Office ICICI Bank Tower

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



SRBS Placement <placement@srbs.edu.in>

## Offer Letter - ICICI - Sneha

1 message


sneha jagushte <sdjagushte1998@gmail.com>  
To: placement@srbs.edu.in

Wed, Mar 23, 2022 at 11:19 AM

Hello Ma'am,

PFA Accepted Offer Letter ICICI Bank  
Sneha Jagushte  
PDF is password protected  
Password - 15/10/1998

Thanks & Regards,  
Sneha Jagushte  
(MMS 2nd year)

 sneha jagushte (1).pdf  
626K

For Sheila Raheja School of Business  
Management & Research

  
Director

03/02/2022

## Offer Letter

Dear **Ankita Girap**,

Congratulations! We are pleased to confirm that you have been selected to work for **Trinkerr Learning Technologies Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Growth Analyst** with an annual cost to the company of **INR 6,00,000 LPA** ( Five Lakhs Forty Thousand Only ). This position reports to Vishu Kartik Shukla.

We would like you to start work on **07/02/2022**. Please report to Vishu Kartik Shukla for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by **03/02/2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Trinkerr Learning Technologies Private Limited** and look forward to working with you.

Sincerely,

Komal Kumari  
Trinkerr Learning Technologies Private Limited

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Accepted by,  
Ankita Girap



# Annexure A

## 1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

## 2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

## 3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

## 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

## 5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

## 6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

## 8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

For Sheila Raheja School of Business  
Management & Research

  
Director

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

## Annexure B

This is your expected monthly salary structure.

### Salary Component Amount

Basic Salary 25,000

HRA 12,500

Special Allowance 5,500

Leave & Travel Allowance 5,000

ESI Employer Contribution 0

PF Employer Contribution 1,950

**Total 50,000**

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



SRBS Placement <placement@srbs.edu.in>

### Offer acceptance

1 message

ankita girap <girapankita@gmail.com>  
To: placement@srbs.edu.in

Fri, Apr 8, 2022 at 4:06 PM

I accepted this offer. Thank you

 1644077927881-Ankita Girap- Offer Letter (1).pdf  
36K

For Sheila Raheja School of Business  
Management & Research



  
Director



Confidential,

Date 18/02/2022

To,

Ms. Pooja Bhabal

D13, Bandra Police Colony,

Waterfield Road,

Bandra- West, Mumbai-400050

**Subject: - Offer Letter for "Management Trainee" at Logicserve Digital Pvt Ltd**

Dear Pooja,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee (Level 3)" for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. Date of Joining:** Your date of joining the employment will be not later than **21<sup>st</sup> February 2022**, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. Compensation:** You will receive a fixed yearly compensation of **INR 5,50,000/- (Rupees Five Lakh Fifty Thousand Only)** on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation"). The said CTC includes an amount of **Rs.1,00,000/- (Rupees One Lakh Only)** as **Retention Bonus** which is only payable to you after completion of one year of employment with the Company. The detailed Compensation break-up and other benefits will be provided and declared in your Appointment Letter.

For **Sheila Raheja School of Business  
Management & Research**

Director

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The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

- C. Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.
- D. Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

**For Logicserve Digital**



**Anshuman Misra**

**SVP HR**

**For Sheila Raheja School of Business  
Management & Research**






**Director**

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OFFER CUM APPOINTMENT LETTER

To,

14<sup>th</sup> February 2022

Aayushi Vichare

Dear Aayushi,

This Agreement sets forth mutual understanding of the terms and conditions of your employment with our Company and/or affiliate of our Company incorporated under the Company Act, 1956 of India.

Ping Digital Broadcast Private Limited ('Company') is pleased to offer you employment on the following terms:

**1 Position and Location**

You will be employed in the capacity of 'Junior Digital Writer'. Your role will be based in Mumbai. You will report to Sonal Ved.

**2 Term of Appointment**

You are required to join the company latest by 15<sup>th</sup> February 2022, failing which this offer will be deemed null and void, unless the date of joining is extended in writing by an authorized representative of the company. The term of employment shall continue until either party terminates such employment in accordance with the Agreement.

**3 Probation Period**

You will be under probation during the first six months of your employment with the Company. The probation period may be extended by the management after evaluating performance. The contract may be terminated by either party during this period by giving a notice of 30 days. Alternatively, the Company may terminate your employment with immediate effect, upon giving you 30 days' salary.

**4 Employment Relationship**

- a. On confirmation of your appointment, your employment with the Company will be "at will" and for no specific period of time, meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause by giving 30 days' notice in writing. Alternatively, the Company may terminate your employment with immediate effect, upon giving you 30 days' notice. Your salary for the last 30 days of service will be disbursed within 45 days of your last working day with the company.
- b. The Company reserves its legal right to terminate you immediately in case of deviation or non-adherence to Company's policies and rules as communicated via this letter and also in other physical or digital documents provided to you pursuant to your



For **Sheila Raheja School of Business Management & Research**

  
Director



this letter. The Company may also terminate you with immediate effect for any dishonest and malicious practices, involvement in criminal act or non-performance for prolonged period of time.

- c. In case of such termination, the Company, at its sole discretion, will recover such amount, as the case may be, in lieu of notice period against the full and final settlement upon your separation. In such case, the company will also not be liable to pay you any pending salary.

#### 5 Compensation

Your total fixed Cost to Company (CTC) will be 3,00,000 INR per annum i.e 25,000 INR per month. All amounts will be subject to Statutory taxes.

You will also be covered under the group medical insurance taken by the Company.

#### 6 Obligations and Conduct of Employee

- a. You shall devote your full working time and ability to the business of the Company and its affiliated companies in accordance with the instructions that you receive from the Company and consistent with the duties and responsibilities assigned to you.
- b. You agree that you will not, during the term of this agreement, become associated directly or indirectly with any business whose activities may be competitive with those of the Company, its employees, or its affiliated companies.
- c. You agree to abide by all of the Company's policies and procedures, including its Code of Business Conduct, as amended from time to time and which shall form part of this Employment Agreement, and to comply with all work rules and instructions communicated by the Company, as each shall be amended from time to time.
- d. You shall undertake your job with honesty and integrity.

#### 7 Reimbursement for Expenses

You will be reimbursed for reasonable expenses incurred by you in performance of your duties, in accordance with the Company's Expense Policy.

For **Sheila Raheja School of Business Management & Research**

#### 8 Bring Your Own Device Policy

You will be required to carry your own devices (laptops, tablets, phones) as per your job requirements.

  
Director

#### 9 Absence/Leave

Your annual leaves will be as per the Company's Attendance and Leave Policy. Uninformed



or approved leave, without prior approval of the reporting manager shall result in automatic

Ping Digital Broadcast Pvt Ltd, 319, Adhyaru Industrial Estate, Sun Mill Compound, Lower Parel, Mumbai-400013



For Sheela Raheja School of Business  
Management & Research

Director

termination of your employment without any further notice unless the Company waives such requirement.

#### 10 Company policies

You shall be bound by any and all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.



#### 11 Indemnity

You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

#### 12 Confidentiality and Non – Disclosure

You agree that you shall treat as strictly confidential all records, data and other information that come within your knowledge during the term of your employment and 1 year from the expiry of and/or sooner termination of your employment and shall not disclose any information to any party.

#### 13 Non Solicitation

You agree that you shall not, directly or indirectly, at any time during a 1 (one) year period commencing upon the termination of your Employment with the Company for any reason, either on your own account or for any other person or entity, solicit, interfere with or endeavour to entice away from the Company or any of its related companies, any person who to your knowledge is, or has at any time in the [one] year period immediately prior to the termination of your Employment, been a client, customer or employee of, or in the habit of dealing with the Company or any of its related companies.

#### 14 Effect of Termination

Upon the termination of this Agreement with the Company or upon the Company's request at any time, you must promptly deliver to the Company any office equipment (including computers) and any Confidential Information or other materials (written or otherwise), and any copies, excerpts, summaries, compilations, records, or documents made by you or that came into your possession during your employment. You agree that you will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials. The full and final settlement will be processed within 45 days of your last working day with the company.

#### 15 Acknowledgement

You acknowledge that the duration and scope of the undertakings above are reasonable under the circumstances in which they have been given, and your employment with the



for the undertakings.

16 Understanding

This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to engagement with the company.

Ping Digital Broadcast Pvt Ltd, 319, Adhyaru Industrial Estate, Sun Mill Compound, Lower Parel, Mumbai-400013.



17 Governing Law

This agreement has been executed and delivered in, and, unless otherwise provided, shall be governed by and construed, in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Yours sincerely,

For Ping Digital Broadcast Pvt. Ltd.

A handwritten signature in black ink, appearing to be "Jahnavi Subramanyam".

Jahnavi Subramanyam  
Human Resources Manager

For Sheila Raheja School of Business  
Management & Research

Handwritten initials "SR" in blue ink.

A handwritten signature in blue ink, appearing to be "Sheila Raheja".  
Director

I, Aayushi Vichare, accept the above terms and conditions.

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

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

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

Ping Digital Broadcast Pvt Ltd, 319, Adhyaru Industrial Estate, Sun Mill Compound, Lower Parel, Mumbai-400013



Kindly submit scanned copies of the following documents to the HR Manager and mark a copy to the Admin Manager (yuka@pingnetwork.in)

- 1 Aadhar Card
- 2 PAN Card
- 3 Current Residential Proof
- 4 Highest Qualification Proof
- 5 Employment letter from last employer (indicating termination date of last employment)
- 6 Last three payslips
- 7 Emergency Contact: Name, number, address and ID proof of the emergency contact person
- 8 Bank details for Salary processing: Cancelled Cheque

For Sheila Raheja School of Business  
Management & Research



  
Director

Confidential,

Date 18/02/2022

To,  
Ms. Anshika Gupta  
H-315. Army welfare chsl.,  
Kharghar, 410210

**Subject: - Offer Letter for "Management Trainee" at Logicserve Digital Pvt Ltd**

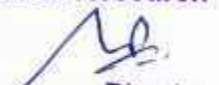
Dear Anshika,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "**Management Trainee (Level 3)**" for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. Date of Joining:** Your date of joining the employment will be not later than **21<sup>st</sup> February 2022**, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. Compensation:** You will receive a fixed yearly compensation of **INR 5,50,000/- (Rupees Five Lakh Fifty Thousand Only)** on a cost- to-company ("**CTC**") basis, subject to applicable taxes and all statutory deductions ("**Compensation**"). The said CTC includes an amount of **Rs.1,00,000/- (Rupees One Lakh Only)** as **Retention Bonus** which is only payable to you after completion of one year of employment with the Company. The detailed Compensation break-up and other benefits will be provided and declared in your Appointment Letter.

For Sheila Raheja School of Business  
Management & Research



  
Director

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The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.
- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

#### For Logicserve Digital



**Anshuman Misra**  
SVP HR

#### For Sheila Raheja School of Business Management & Research


  
Director






Confidential,

Date 19/02/2022

To,  
Ms. Aarohi Kawli  
1087 Matruchaya,  
Wadalewadi,  
Chalpeth  
Purapada Road,  
Virar W, Agashi,  
401301.

For **Sheila Raheja School of Business  
Management & Research**



  
Director

**Subject:- Offer Letter for "Management Trainee" at Logicserve Digital Pvt Ltd**

Dear Aarohi,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "**Management Trainee (Level 3)**" for **Mumbai** location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. **Date of Joining:** Your date of joining the employment will be not later than **21<sup>st</sup> February 2022**, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of **INR 5,50,000/- (Rupees Five Lakh Fifty Thousand Only)** on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation"). The said CTC includes an amount of **Rs.1,00,000/- (Rupees One Lakh Only)** as **Retention Bonus** which is only payable to you after completion of one year of employment with the Company. The detailed Compensation break-up and other benefits will be provided and declared in your Appointment Letter.

The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve

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the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.
- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

For Logicserve Digital



Anshuman Misra  
SVP HR

For Sheila Raheja School of Business  
Management & Research

  
Director

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Confidential,

Date 19/02/2022

To,  
Mr. Nikhil Lanjewar  
Plot No. 204,  
Samyak Nagar,  
Nari Road,  
Uppalwadi,  
Nagpur 440026

For Sheila Raheja School of Business  
Management & Research



  
Director

**Subject:- Offer Letter for "Management Trainee" at Logicserve Digital Pvt Ltd**

Dear Nikhil,

With reference to your application and interview that you had with us, it is pleasure offering you the position of "Management Trainee (Level 3)" for Mumbai location. Once you accept this offer the same will be binding and the terms will be crystalized in the form of an Appointment Letter to be signed by you on the date of your joining.

- A. **Date of Joining:** Your date of joining the employment will be not later than **21<sup>st</sup> February 2022**, in case of your failure to join the Company on this date (without taking prior consent of the Company) this Offer Letter will stand terminated and you shall have no claim against the Company.
- B. **Compensation:** You will receive a fixed yearly compensation of **INR 5,50,000/- (Rupees Five Lakh Fifty Thousand Only)** on a cost- to-company ("CTC") basis, subject to applicable taxes and all statutory deductions ("Compensation"). The said CTC includes an amount of **Rs.1,00,000/- (Rupees One Lakh Only) as Retention Bonus** which is only payable to you after completion of one year of employment with the Company. The detailed Compensation break-up and other benefits will be provided and declared in your Appointment Letter.

The company reserves the right to allocate any shift or transfer you to a different location, shift schedule, based on exigency. Any period of epidemic/pandemic and force majeure will not be computed for continuity of service under applicable Labour and Employment Laws. You will be eligible to receive your first monthly compensation only if you serve

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the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

- C. **Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavours to prevent the use or disclosure of the Confidential Information by or to third parties.
- D. **Exclusivity:** You will not enter into any employment or discussions with any potential recruiter/ Agency after accepting this Offer Letter.
- E. **Signing of Appointment Letter:** on the your Date Of Joining, you will be provided with Company's standard Appointment Letter & Policy documents, that must be signed on the same day. In case you fail to sign the Appointment Letter or delay the same, you offer will stand terminated at the discretion of the Company.

By Signing this offer, you confirm that you are not bound by any other contractual or legal obligations that would prohibit you from performing your duties.

You hereby agree that, your employment with the Company is subject to your back-ground verification and in case of breach of any terms of this Offer Letter or misrepresentation to the Company, the Company reserves its right to take necessary action.

For Logicserve Digital



Anshuman Misra  
SVP HR

For Sheila Raheja School of Business  
Management & Research

  
Director

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Ref no: - 1/2021-22(139)

Date: 19/02/2022

To,

Ketaki Sawant,

A-62, Mangalya CHS,

Balgovinddas Roa, Mahim West,

Mumbai.

Subject: Offer letter

Congratulations!!

We are pleased to affirm your employment with PROPERTY CLOUD REALTY SPECIFIER PVT LTD, Designate as Human Resources Executive effective 21<sup>st</sup> February, 2022, on the following terms and conditions.

1. Your Compensation will commence as per the confirmation from the company. You will be bound by all the rules and regulations of the company which are in force from time to time. Date of joining will be informed shortly.
2. Compensation: Rs 2,40,000/- consolidated and apprehensive (CTC), subject to deductions and withholdings as applicable and required by local, state and union statutes as and such other applicable contributions if any. The total will be given on 7<sup>th</sup> day of every month. Monthly Compensation will be having effect of Covid deductions if Lock down persist.
3. Travelling Expense will be reimbursed for 2-Wheeler at actuals for official work only @Rs 4/ Km. If Vehicle is CNG then CNG bills has to be submit. There will be no reimbursement considered for travelling done from Residence to office or office to Residence.
4. Your Employment in the first instance will be up to 3 months' Probation. This period is liable to be extended for a further period at the sole discretion of the management depending on the assessment of your overall performance.
5. During this initial period, your employment can be terminated without any notice and without assigning any reason whatsoever.
6. 6 days working with 1-day flexible off in a week
7. If the employee reports after 10:00am he will be marked as late which will affect the employment period which can extend to 1 day off for 3 late marks (in a month) and after 3 late marks every late mark is considered as off. If the employee reports after 11am then it's a half day.



Regd. Office: 209, 2<sup>nd</sup> Floor, D-Wing, Twin Arcade Commercial Complex, Military Road, Marol, Andheri East, Mumbai - 400 059.  
[hr@propertycloud.in](http://hr@propertycloud.in)  
MahaRERA Registration No.: A51900021978

For Sheila Rabeja School of Business  
Management & Research



Director



8. No leaves are allowed during the employment period if there comes a genuine situation the candidate needs to inform the concerned authority maximum 2 days' prior for the leave.
9. Under any circumstances, if you are terminated / leave organization without prior notice of 30 days then you're not eligible to get a Certificate/relieving letter, salary and incentives/performance incentives. In case if you are not serving 1-month notice period due to any reason you are liable to pay 1-month complete salary to the company as a compensation.
10. Your assignments are liable for inter/intra departmental transfer at the discretion of management.
11. You will submit two copy of your recent passport size photograph and Xerox copies of Pan Card, Aadhar Card, address proof, education and experience certificate on your commencement of your employment.
12. You will not engage in any work similar in nature to that of the company and / or in which you may for the time being engaged by the company and / or engage yourself anywhere in any work, profession or employment in any capacity either honorary or otherwise, without the prior approval from the management.
13. You are not allowed to create your own RERA ID and do business either with your colleagues or with the clients. If found doing such inappropriate practices, strict legal action will be taken against the same and will be terminated from the company. You will not be eligible for any kind of remuneration.
14. You will not at any time publish, divulge, disclose or part any secrets of the company or information about its affairs or its clients that may come to your knowledge or possession during the course of your assignment. From the day of joining till the last working day you will not communicate any wrong or inappropriate information through message, whatsapp chat or social media against the company. However, strict legal action will be taken against the same.
15. You will not at any time during the tenure of your assignment with the company offer services or advice to any person directly or indirectly, which may harm the interests of the company.
16. Employees TDS (Tax deducted at source) will be deducted as per under section 192 of Income Tax Act, 1961 if applicable.
17. You will maintain a high standard of discipline, efficiency, integrity and will extend your fullest co-operation to your colleagues and supervise the sub-ordinates working under you to the best of your ability.
18. On all matters you will be reporting to the concerned authorities or such other person as may be designated for the purpose.
19. You are expected to share most cordial interpersonal relations with your colleagues.
20. You will be whole heartedly devoted to the company's work and maintain high levels of integrity and loyalty. You are expected to positively contribute towards increasing the earnings of company and / or in reducing the cost / expenses you will foster team spirit and direct your efforts in building up goodwill and image of the company.
21. The company may change, alter, vary, amend, add to or delete from any or all of the terms and conditions of this letter of offer.





| Salary Structure : | P.M      | P.A      |
|--------------------|----------|----------|
| Basic Salary       | 20,000   | 2,40,000 |
| CTC                | 2,40,000 |          |

Note: - On the above salary structure mentioned there will be deduction of Professional Tax (Rs.200/-) & Medical Insurance (Rs.160/-).

If the above mentioned terms and conditions are acceptable to you, kindly sign the duplicate copy of this letter in token of your acceptance and return the same to us.



For Property Cloud Realty Specifier Pvt Ltd

Offer as Above Acceptance

Sign & Date: \_\_\_\_\_

*[Handwritten Signature]*  
11/02/22

For Sheila Raheja School of Business  
Management & Research



*[Handwritten Signature]*  
Director



SRBS Placement <placement@srbs.edu.in>

### Acceptance of Offer Letter


1 message

**Ketaki Sawant** <ketakisawant1998@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 12, 2022 at 4:51 PM

I accept the Offer provided by Property Cloud Realty Specifier Pvt Ltd

Thankyou  
Ketaki Sawant  
MMS  
4th Sem  
305

 **KetakiSawantOfferLetter (1).pdf**  
1242K

For Sheila Raheja School of Business  
Management & Research



*SP* *DH*

  
Director



Internet And Mobile Association Of India

March 21, 2022.

Dear Mr. Mayur Shetty,

We are pleased to offer you the position of **Management Trainee**, based in Mumbai and reporting to Mr. Siddhartha Sengupta, Internet & Mobile Association of India (IAMAI) and have such reportees as announced from time to time by the association. The terms and conditions of employment and employment period shall be as follows:

**1. JOB DESCRIPTION:**

As an employee of the association, you will be expected to carry out such legitimate tasks that are assigned to you from time to time by your reporting manager. However, your primary and secondary responsibilities are detailed below:

a. Primary Responsibilities:

- Identify prospective clients in the existing market & thereby work to achieve target revenues for the events.
- Devising a Marketing plan within limited budgets for every assigned event to build up the database of prospective sponsors.
- Sourcing and tracking potential leads for Sponsorship through marketing activities.
- Preparing sponsorship proposals and presentations for the potential sponsors.
- Setting up meetings, calls and follow up calls with the potential sponsors.
- Liaising with potential sponsors to ascertain their requirements.
- Negotiating and closing on Sponsorship and Space selling of the events
- Client Servicing and working with events execution team for executing the event from end to end and ensuring the deliverables promised to the sponsors are fulfilled
- Coordinating and getting Sponsor-side speakers on board for the event
- Keeping track of various ongoing events by competitors and learning from them
- Liaising with designers to create posters, catalogues and sales brochures, plus social media posts, essential for closing the sponsorship for the event.
- Coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly.
- Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

**2. TRAVEL REIMBURSEMENT**

The IAMAI shall reimburse you expenses incurred on travel for official purposes claimed through expense report, at an actual cost as per standard rates followed by IAMAI.

**3. OFFICIAL WORKING HOURS**

Monday to Friday : 09:00 a.m. to 05:00 p.m.

While your main place of work would be Mumbai, you would be required to undertake travel outside the city as and when required.

The nature of the work is such that the working time is not measured or predetermined. You would be expected to work normal business hours which are 9.00 a.m. to 5.00 p.m. Monday to Friday and such additional hours as may be necessary in the performance of your duties and powers under this agreement. No overtime will be paid with respect to any hours worked by you outside normal business hours.

**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
Director

Internet and Mobile Association of India

Mumbai : 406, Ready Money Terrace, 167, Dr Amde Besant Road, Worli, Mumbai - 400 025 (INDIA) Tel : (+91) 22 42260000 Fax: 91 22 42260000  
Delhi : 28, First Floor, Okhla Industrial Estate, Phase III, New Delhi - 110 020 (INDIA) Tel : (+91) 22 42260000 Fax : 91 22 42260000  
Bangalore : 501-509, Tower-D, 5th Floor, Diamond District, New 100, Old Airport Road, Kalyanahalli, Bangalore - 560 077 (INDIA)

**4. SALARY AND INCENTIVES**

You shall be on a probation period for first 4 months. Your maximum Cost to Company (CTC) shall be INR 6,25,000/- per annum.

(Please note that all annual assessments are made in the month of April-May either on a full year reckoning or on a pro-rata basis from the date of joining. In order to be eligible for Indicative Performance Pay, you need to be employed with the organization at the time of disbursement of the same & also need to complete your target as assigned by your manager from time to time)

**5. BENEFITS:**

You would be entitled to the following benefits while working for the Association:

- a. Economy class airfare to any domestic/International destination on official travel or AC II Tier train fare as decided by the Association from time to time.
- b. A laptop/desktop to enable you to conduct your official work

**6. LEAVE:**

During the probation period no leave is entitled and after completing the probation period of your appointment with the Association, you shall be entitled to an annual leave of 15 days with pay. You shall also be entitled 12 days of medical leave and 7 days of casual leave.

**7. TERMINATION**

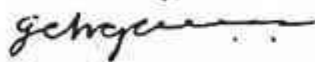
Either party, without giving any reason, can effect termination of employment. For this, the notice period is **15 days** during the probation period & on confirmation of employment - **two months** from the Employee & **One Month** from organisation.

**6. EMPLOYMENT AGREEMENT**

- a) Your signature on this document ensures that trade secrets and confidential information is not used or disclosed to our competitors.
- b) An employee shall not undertake any assignment, occupation, employment vocation, trade, business outside his employment.
- c) No employee shall directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever.
- d) Employment will be terminated on engaging in any vocation other than employment with the company or obtaining employment paid or unpaid.
- e) Expression of support for any political party is Misconduct.

**Mr. Mayur Shetty**, welcome to IAMAI, I look forward to the contributions you will make in this position. If this offer is acceptable to you, please sign where indicated and return this letter to me:

Yours sincerely,



Gaurav Chopra  
Vice President

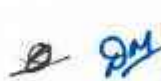
Internet & Mobile Association of India

I, **Mayur Shetty**, have carefully read and understood and agreed to the terms and conditions of this letter. I will report for work on \_\_\_\_\_ at 9.00 am.

**For Sheila Raheja School of Business Management & Research**

Signature \_\_\_\_\_

Date \_\_\_\_\_



Director

Internet and Mobile Association of India

Mumbai - 406, Ready Money Services, 117, Dr. Ambedkar Road, Worli, Mumbai - 400 025 (IN) (IN)

Delhi - 28, First Floor, Okhla Industrial Estate, Phase (II) Okhla, Delhi - 110 025 (IN) (IN)

Bangalore - 503-503, Tower-02, 5th Floor, Dikshya Centre, 5th Cross, 6th Avenue Road, Bangalore



SRBS Placement <placement@srbs.edu.in>

**Mayur Shetty - 219**

2 messages

**Mayur Shetty** <mayurshetty369@gmail.com>  
To: placement@srbs.edu.in

Fri, Mar 25, 2022 at 12:14 PM

Offer Letter-Mayur-V4F9U72.pdf  
522K

**Mayur Shetty** <mayurshetty369@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 12, 2022 at 2:21 PM

I accept the Offer

Thank you for the opportunity

On Fri, 25 Mar 2022, 12:14 pm Mayur Shetty, <mayurshetty369@gmail.com> wrote:

Offer Letter-Mayur-V4F9U72 (1).pdf  
522K

**For Sheila Raheja School of Business  
Management & Research**

*Handwritten initials*



*Handwritten signature*  
**Director**

LETTER OF APPOINTMENT

28-02-2022

**VISHVAM AJIT SHARMA**  
Mumbai  
vishvamsharma@outlook.com  
Company ID: 194355

Dear vishvam,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "Senior Bank Officer-Corporate Salary" within **Retail Banking - Retail Liabilities** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before 14/Mar/2022 ("Date of Joining"). Your Total Fixed Pay ("TFP") will be INR. 3,75,000/- (Rs.Three Lakh Seventy Five Thousand only) per annum. The position is currently based at **Mumbai-Andheri Technopolis (Sales Hub)**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof. If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner. You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s. Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- Code of Conduct
- Code of Conduct for Prohibition of Insider Trading for the Bank

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For IDFC FIRST Bank Limited  
DS IDFC FIRST BANK 1

*Deepika Mahajan*

Deepika Mahajan  
Head Talent Acquisition & Employer Branding

For Sheila Raheja School of Business  
Management & Research



*Director*  
Director



Annexure 1  
COMPENSATION DETAILS

|               |  |
|---------------|--|
| Employee Name | VISHVAM AJIT SHARMA                    |
| Grade         | Senior Officer                         |
| Business Unit | Retail Banking - Retail Liabilities    |
| Location      | Mumbai-Andheri Technopolis (Sales Hub) |

| Component                    | Per Month(in INR.) | Per Annum (in INR.) |
|------------------------------|--------------------|---------------------|
| Basic Salary                 | 8,250              | 75,000              |
| Flexible Benefit Plan        | 23,200             | 2,78,400            |
| Annual Guaranteed Cash (AGC) | 29,450             | 3,53,400            |
| Employer PF                  | 1,800              | 21,600              |
| <b>Total Fixed Pay (TFP)</b> | <b>31,250</b>      | <b>3,75,000</b>     |

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein.

**Notes:**

- Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.
- If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back a minimum amount of Rs.15,000/- back to the company towards joining and training expenses incurred by IDFC FIRST Bank.

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

Annexure 3

TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.



- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

#### 10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

#### 11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as: "the Information").
- 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:
- Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
  - Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
  - Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
    - on the Bank's demand;
    - on termination or expiration of your employment contract with the Bank.

#### 12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

## 16. Assignment

- 16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- 16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- 16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore.
- 16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

## 17. Resignation and Notice Period

- 17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for employees in 'Officer' and 'Senior Officer' grades is 45 days and for all other grades it is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.
- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- the employee shall remain employed through the Notice Period (or portion thereof), OR
  - payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 45 days/ 90 days as applicable to your grade.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retinals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to any of its employees as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time.

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

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

## 21. Code of Conduct and Expected Employee Conduct

21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.

21.3 You are expected to be well groomed and formally dressed at work.

## 22. Staff Dealing Rules

22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

## 23. Intellectual Property Rights

23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.

23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.

23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

## 24. Information, Assets and Systems

24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

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

**30. Governing Law**

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

Accepted & Agreed:

Signature: 

Date: 9-Mar-2022

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Annexure 4

**PRE JOINING DOCUMENT CHECKLIST  
(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)**

| S.No | Document Name  | Acceptable Proof   |
|------|--|--|
| 1    | Permanent Address Proof  | Passport/Driving License/Voters Id Card  |
| 2    | Current Address Proof (if different from permanent address)                                  | Passbook/Rent Agreement  |
| 3    | Cancelled Cheque for Alternate Bank Account  | If cheque book is not available, copy of the passbook with account number and address can be submitted   |
| 4    | Employment Documents (Only for experienced candidates)                                       | Relieving Letter/ Experience letter required for all the employments mentioned on the resume.<br>Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining. |
| 5    | Education Documents  | Mark sheets and certificates for all relevant qualifications, as mentioned on the resume   |
| 6    | Resignation proof for last employment (Only for experienced candidates)                      | Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission   |
| 7    | Photo  | High resolution clear passport size photograph with white background is required. This will be printed on your ID card   |
| 8    | Driving License (Only for candidates)  | Driving License copy can be uploaded   |
| 9    | Insurance Book (Only for candidates)   | Copy of the insurance book can be uploaded   |
| 10   | RC Book (Only for candidates)  | RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be submitted.<br>Navigation: Me > Onboarding  |
| 11   | Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date. |  |

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director



SRBS Placement <placement@srbs.edu.in>


### Acceptance of offer letter

1 message

Vishvam Sharma <vam20sharma@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 12, 2022 at 2:12 PM

I vishvam sharma student SEBS roll no. 139  
Hereby accept the offer letter by IDFC FIRST BANK.

 Appointmentlettersigned.pdf  
3515K

For Sheila Raheja School of Business  
Management & Research



  
Director





31-36



SRBS Placement <placement@srbs.edu.in>

SS&C GlobeOp Students Deatils

2 messages

SRBS Placement <placement@srbs.edu.in>  
To: Vivek Sharma <viveksharma@srbs.edu.in>

Thu, Feb 17, 2022 at 1:06 PM

SS&C GlobeOp  
1. Tejash Chindale  
2. Ritika Kuchlan  
3. Anshika Sharma

PFA

Thanks & Regards,

Prof. Vivek Sharma  
Head - Placement & Training  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
M: 9324545442 / 9594079719  
Email: placement@srbs.edu.in  
viveksharma@srbs.edu.in  
sushilandhale@srbs.edu.in

2 attachments

- SS&C GlobeOp \_\_ Analyst (Responses).xlsx  
13K
- SS&C GlobeOp \_\_ Analyst (File responses)-20220217T073401Z-001.zip  
9419K

Vivek Sharma <viveksharma@srbs.edu.in>  
cc: SRBS Placement <placement@srbs.edu.in>, Vivek Sharma <viveksharma@srbs.edu.in>

Fri, Feb 25, 2022 at 2:39 F

Dear Sushil

PFA the list of 6 selected students.

I have coordinated with HR of SS&C GlobeOp. All six students have got selected. They are in the process of releasing offer letters.

I am told that Ritika Kuchlan's joining may be delayed by a couple of days and may happen after March 2, 2022.

For all 5 others, they are working hard to onboard them on March 2, 2022.

It augurs well for SRBS.

Thanks for your support.

----- Forwarded message -----  
From: Khushnuma Bhot <kbhot@ss&c.com>  
Date: Fri, Feb 25, 2022 at 2:27 PM  
Subject: RE: SS&C GlobeOp Students Deatils  
To: Vivek Sharma <viveksharma@srbs.edu.in>

Confirmed

Regards

Khushnuma D. Bhot  
c: +91 22 4258 9755

We are looking for top talent to join our dynamic organisation, be sure to check this link for all our global opportunities in SS&C - [SS&C Global Career Opportunities](#). Referrals welcome, come join us

From: Vivek Sharma <viveksharma@srbs.edu.in>  
Sent: Friday, February 25, 2022 1:04 PM  
To: Khushnuma Bhot <kbhot@ss&c.com>  
Subject: Re: SS&C GlobeOp Students Deatils

\*\*\*\* The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin. \*\*\*\*

For Sheila Raheja School of Business Management & Research

Vivek Sharma

to kbhot



Director

1:01 PM (11 minute ago)

Dear Ma'am

Good afternoon to you!

You had informed me about the Job Offer from SS&C GlobeOp about these MMS Finance Students. They are to join on March 2, 2022. In order to facilitate their joining, please revert to this email.

1. Tejas K. Shinde
2. Ritika R. Kuckian
3. Pratik J. Vanara
4. Ankita R. Ghope
5. Roshni Hirawat
6. Prajwal Malwankar

In case few others have got selected, kindly share their names for March 2, 2022 joining to take place.

I am sure that your esteemed organization shall take care of them in the best way.

Thanks for strengthening this professional association between SS&C GlobeOp and SRBS.

Prof. Vivek Sharma

Head - Placement & Training

On Fri, Feb 25, 2022 at 1:01 PM Vivek Sharma <viveksharma@srbs.edu.in> wrote:

Dear Ma'am

Good afternoon to you!

You had informed me about the Job Offer from SS&C GlobeOp about these MMS Finance Students. They are to join on March 2, 2022. In order to facilitate their joining, please revert to this email.

1. Tejas Krushana Shinde
2. Ritika R. Kuckian
3. Pratik J. Vagnara
4. Ankita R. Ghope
5. Roshni Hirawat
6. Prajwal Malwankar

For Sheila Raheja School of Business  
Management & Research



Director

In case few others got selected, kindly share their names for March 2, 2022 joining to take place.

I am sure that your esteemed organization shall take care of them in the best way.

Thanks for strengthening this professional association between SS&C GlobeOp and SRBS.

Prof. Vivek Sharma

Head - Placement & Training

(M) 9324546442

On Thu, Feb 24, 2022 at 2:11 PM Vivek Sharma <viveksharma@srbs.edu.in> wrote:

Dear Ma'am

Hiring for this year 2022 has got a great start.

Please let me know the name of students in the list of MMS Finance who got selected.

It shall help our SRBS Placement process as well.

Warm regards

Vivek

On Thu, Feb 17, 2022 at 1:31 PM Vivek Sharma <viveksharma@srbs.edu.in> wrote:

Dear Ma'am

Good afternoon to you!!!

It would be good if you keep us informed about the date and time of Interview rounds.

We are awaiting your next instruction.

Warm regards

Vivek Sharma

(Quoted text hidden)

This email with all information contained herein or attached hereto may contain confidential and/or privileged information intended for the addressee(s) only. If you have received this email in error, please contact the sender and immediately delete this email in its entirety and any attachments thereto.

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
Director

*[Handwritten initials]*



For Sheila Raheja School of Business  
Management & Research



Director

SRBS Placement <placement@srbs.edu.in>

## Congratulations!!!! on securing Placements at SS&C GlobeOp

1 message

SRBS Placement <placement@srbs.edu.in>

Fri, Feb 25, 2022 at 3:37 PM

To: aarohi.kawli@gmail.com, Aayushi Vichare <ayushivichare0103@gmail.com>, abhishekghunke2795@gmail.com, adarshad07@gmail.com, adityakavaiya@gmail.com, saveaishwarya95@gmail.com, ajinkyatile23@gmail.com, akawathkar100@gmail.com, amey.jadhav142@gmail.com, anaghakamale1999@gmail.com, pillaianju6@gmail.com, girapankita@gmail.com, ankitaghope@gmail.com, anshika66625@gmail.com, apekshaprab98@gmail.com, tatikarea@gmail.com, Ashish Kale <kaleashish2014@gmail.com>, hire.ashlesha17@gmail.com, adeashwini2000@gmail.com, Chinmay Gade <gade.chinmay95@gmail.com>, naikdhanesh24@gmail.com, agrawaldrishti09@gmail.com, gauravtanajgawali@gmail.com, gautami.lad@gmail.com, Granthali Karanjawkar <gkaranjawkar@gmail.com>, hardikajain10@gmail.com, himeshprajapati.786@gmail.com, ketakisawant1998@gmail.com, ketankantherulz@gmail.com, komalmhatre137@gmail.com, manichavan27@gmail.com, Manan Darji <darjimanan46@gmail.com>, vishwakarmamanisha78@gmail.com, meghalkalgutkar7@gmail.com, mehulgohil10@gmail.com, mitaleerathod.98@gmail.com, pawarmonali85@gmail.com, lanjewar.nikhil97.nl@gmail.com, nikitamokal695@gmail.com, chaudharinirbhay@gmail.com, Nishant Mande <nishant.mande15@gmail.com>, naiknishant47@gmail.com, parikshitsanap22@gmail.com, parmigala1999@gmail.com, shettigarpayal1998@gmail.com, poojabhabal1111@gmail.com, poojashahane321@gmail.com, poojatiwari22225@gmail.com, lokhandepradip33@gmail.com, rajaktas456@gmail.com, prajmalvankar9@gmail.com, pratikvanara123@gmail.com, rachnamahapadi@gmail.com, naratherahul154@gmail.com, rahulmishra9172@gmail.com, RajatRJ Singer <rajatrj.singer@gmail.com>, kinjalaskarrajsi@gmail.com, ritikpimple18@gmail.com, Ritika Kuckian <kuckianritika23@gmail.com>, rohan521998@gmail.com, jroshni901@gmail.com, rutujabansode031198@gmail.com, sagarikamane.mane@gmail.com, kadamsanika49@gmail.com, ysatyam846@gmail.com, shabdashreej@gmail.com, js371030@gmail.com, sharvanig99@gmail.com, Shivangi singh <singhshivu62@gmail.com>, sdjagushte1998@gmail.com, soham.s.dhoble@gmail.com, srinihegde96@gmail.com, srushbagwe03@gmail.com, suchitasingh1098@gmail.com, kamblesumit019@gmail.com, Sumit Sawle <sumitsawle358.ss@gmail.com>, supriyazende1@gmail.com, dawade.susmit@gmail.com, tanishqkoli0@gmail.com, patiltanmayee0108@gmail.com, shindetejas444@gmail.com, Urvi Chheda <urvichheda268@gmail.com>, vishal.patel14121997@gmail.com, vam20sharma@gmail.com, nikhilmithbavkar2000@gmail.com, shivanipasi511@gmail.com, kendresaloni74@gmail.com, siddhikini96@gmail.com, nishann0607@gmail.com, 1711taneshlande@gmail.com, farheen.khanvj@gmail.com, rp348804@gmail.com, deepikat0423@gmail.com, Mghodke348@gmail.com, khinchisheetal24@gmail.com, amrutkarviraj@gmail.com, naitkjain929@gmail.com, ashishgaikwad54@gmail.com, vs05112000@gmail.com, keithdcruze4@gmail.com, pratikkaranjkar.pk18@gmail.com, kurrijanhavi6@gmail.com, rgawde100@gmail.com, 1997snehalsami9@gmail.com, molankarn@gmail.com, madhurinaik2000@gmail.com, kakadaditya8@gmail.com, patel.praghesh1617@gmail.com, nidhishetty0012@gmail.com, jessecardoz@gmail.com, at26618@gmail.com, sharvaripatil1424@gmail.com, rachnaagrawal99@gmail.com, debesh26360@gmail.com, amrutatendulkar123@gmail.com, chetanmajgaonkar@gmail.com, rajavirane@gmail.com, shivanikadam3300@gmail.com, kaditi3105@gmail.com, rupaliparadhi94@gmail.com, hetvichheda7@gmail.com, pawarvaishnavi921@gmail.com, samikshasomvanshi24@gmail.com, hiragsharma1353@gmail.com, narendrachoughule758@gmail.com, mohite.mayur2504@gmail.com, .sanikaraut@gmail.com, siddhu.more909@gmail.com, rucha.rasam@gmail.com, kalyanist17@gmail.com, aradhyagaikwad31@gmail.com, jayeshgupta619@gmail.com, shobhitgupta2400@gmail.com, gchhabra92@gmail.com, unnatikarandekar@gmail.com, mitulvar569@gmail.com, mamatabhatade99@gmail.com, rishitachowke@gmail.com, ketakiokhade@gmail.com, funde.krushna@gmail.com, kadgeketan@gmail.com, muskanpasi9@gmail.com, vjoshi0906@gmail.com, sakshishah030@gmail.com, deeppalan7@gmail.com, armaanpatel660@gmail.com, ghuleshrikrishna@gmail.com, sanketghadi2508@gmail.com, premp1012000@gmail.com, singhtanisha2307@gmail.com, siddhid637@gmail.com, mayurdufare2@gmail.com, vinayaklakhapatri77@gmail.com, atharva1302.as@gmail.com, ashishsingh567123@gmail.com, gauridesai01@gmail.com, pranavbuyre@gmail.com, abhiuparkar@gmail.com, divyaclarine@gmail.com, shantanugajanandalvi@gmail.com, guravsaggi23@gmail.com, humnepranit@gmail.com, deshpanthemithil22@gmail.com, akhilgangurde.2000@gmail.com, jaiswalshikhar1999@gmail.com, mrunmayivaity24@gmail.com, dhruvmathuriya2@gmail.com, pratikshambekar15@gmail.com, raneayushi0212@gmail.com, suparnadari007@gmail.com, bhandariayush206@gmail.com, mr0madhurya@gmail.com, abhishekshirke456@gmail.com, kolidimple103@gmail.com, shreyassail6783@gmail.com, narendramishra1808@gmail.com, pp4648129@gmail.com, shubham143g@gmail.com, abhishekbande05@gmail.com, vikrantParab95@gmail.com, alimadiha566@gmail.com, ndlodha99@gmail.com, jainvinayak1999@gmail.com, kharatpradnu201314@gmail.com, moinkazi786786@gmail.com, morepravin1999@gmail.com, sunil.zadane@gmail.com, vaibhavambulkar4444@gmail.com, shrutikar234@gmail.com, vipulkottawar6@gmail.com, ishushaini712@gmail.com, swapnil.bhongale123@gmail.com, pranjali.nampalliwari@gmail.com, hamzashaikh2607@gmail.com, harshchhoriya@gmail.com, nikunjasave@gmail.com, nmkohale@gmail.com, paragmithbavkar08@gmail.com, chaturvediutkarsh05@gmail.com, deepkit3456@gmail.com, shrusti.mf@gmail.com, bahetinee1111@gmail.com, mayurshetty369@gmail.com

Dear Students,

We are highly delighted to share with you all that, Following students from Finance MMS Final year has **Secured Final Placements at SS&C GlobeOp**

1. Tejas K. Shinde
2. Ritika R. Kuckian
3. Pratik J. Vanara
4. Ankita R. Ghope
5. Roshni Hirawat
6. Prajwal Malwankar

**Congratulations to All !!!!**  
**Best of luck for your new assignment.**

--  
Thanks & Regards,

Prof. Vivek Sharma  
Head - Placement & Training  
**Sheila Raheja School of Business Management And Research**  
**Raheja Education Complex,**  
**Kher Nagar, Bandra(East),**  
**Mumbai 400 051.**  
M: 9324545442 / 9594979219  
Email: placement@srbs.edu.in  
viveksharma@srbs.edu.in  
sushilandhale@srbs.edu.in

For Sheila Raheja School of Business  
Management & Research



  
Director

24th February, 2022

**Tejas Shinde**

102, 1st floor, New ashtvinayak Darshan  
opp star colony, Dombivli- 421204 India

Re: Employment Offer

Dear Tejas,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("**GlobeOp**") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **28th February, 2022**. The first three months will be treated as a probationary period.

#### **Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **28th February, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### **Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### **Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

For Sheila Raheja School of Business  
Management & Research



  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



**Director**



SRBS Placement <placement@srbs.edu.in>

### Offer letter Acceptance (Tejas shinde)

1 message

Fri, Apr 8, 2022 at 1:18 PM

Tejas Shinde <shindetejas444@gmail.com>  
To: director@srbs.edu.in, placement@srbs.edu.in

Dear Sir/Madam,

I am Tejas shinde roll no 140, Got the placement through college in SSNC globeop financial company. I am very thankful for such good opportunity offered by SRBS. I accepted the offer letter for the same.

Thanks and regards,  
Tejas

For Sheila Raheja School of Business  
Management & Research



  
Director

 DW.





18th March, 2022

**Ritika Kuckian**  
B/207,Dosti Paradise-1, Barampur,  
Vasai (W), Mumbai India

Re: Employment Offer

Dear Ritika,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **23rd March, 2022**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **23rd March, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [hr@ssfcglobeop.com](mailto:hr@ssfcglobeop.com) | [www.globeop.com](http://www.globeop.com) |  
ICIN-U67100MH2003PTC141044

For Sheila Raheja School of Business  
Management & Research



*Handwritten initials/signature*

*Handwritten signature*  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



**Director**



SRBS Placement <placement@srbs.edu.in>

### Ritika Kuckian - Offer Letter

2 messages

Ritika Kuckian <kuckianritika23@gmail.com>  
To: placement@srbs.edu.in

Fri, Mar 18, 2022 at 9:44 PM

R9299 - Ritika Kuckian.pdf  
81K

Ritika Kuckian <kuckianritika23@gmail.com>  
To: placement@srbs.edu.in

Wed, Apr 6, 2022 at 3:59 PM

I have accepted the offer letter of SS&C GlobeOp. Thankyou for the placement.

On Fri, Mar 18, 2022 at 9:44 PM Ritika Kuckian <kuckianritika23@gmail.com> wrote:

For Sheila Raheja School of Business  
Management & Research



Director



Pratik Vanara  
India

1st March, 2022

Re: Employment Offer

Dear Pratik,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **7th March, 2022**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **7th March, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Mulad (West), Mumbai-400 064, Maharashtra, India.  
T: +91-22-6753-9000 F: +91-22-6753-9001 | [hr@ssicglobeop.com](mailto:hr@ssicglobeop.com) [www.globeop.com](http://www.globeop.com) |  
ICIN-U67100MH2003PTC141044

For Sheela Raheja School of Business  
Management & Research



*[Signature]*  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



28th February, 2022

**Ankita Ghope**

plot No. 253, C-25, Sweet Home Chs, Gorai 2,  
Rsc 39, Borivali west, Mumbai- 400092 India

Re: Employment Offer

Dear Ankita,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **2nd March, 2022**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **2nd March, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

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On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

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As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

**For Sheila Raheja School of Business  
Management & Research**

  
Director

GlobeOp Financial Services (India) Private Limited  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [hr@ssandc.com](mailto:hr@ssandc.com) | [www.ssandc.com](http://www.ssandc.com)  
ICIN-U67100MH2003PTC141044





If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040.

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

*Pranali*  
**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
**Director**





# Acceptance Letter


1 message

Pratik Vanara <pratikvanara123@gmail.com>  
To: placement@srbs.edu.in

Sat, Apr 9, 2022 at 3:37 PM

Respected Mam,  
I Pratik Vanara from MMS Finance Roll no 143. I got placed in SS&C GLOBEOP and I am currently working with organization from last 1 month. I accepted my Job and I thankful to SRBS for bringing me this opportunity.

Thanking you

 R8845 - Pratik Vanara.pdf  
81K

For Sheila Raheja School of Business  
Management & Research



  
Director



**Roshni Hirawat**

1st March, 2022

Damodar Park, 3-C wing flat no1204 Swagat cop society  
Ghatkopar (W), Swagat society, Mumbai- 400086 India

Re: Employment Offer

Dear Roshni,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **7th March, 2022**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

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#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

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As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.





If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For GlobeOp Financial Services (India) Private Limited

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

For Sheila Raheja School of Business  
Management & Research

  
Director



### Acceptance letter

1 message

Wed, Apr 6, 2022 at 4:05 PM

Roshni <jroshni901@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

I have accepted the offer letter. I thank you all to the placement team. Thank you so much for this opportunity.

On Wed, Apr 6, 2022, 3:40 PM SRBS Placement <placement@srbs.edu.in> wrote:  
Dear Roshni,

I cannot find any text in the mail about acceptance..

On Wed, Apr 6, 2022 at 3:33 PM Roshni <jroshni901@gmail.com> wrote:

Thanks & Regards,  
Placement & Training  
**Sheila Raheja School of Business Management And Research**  
**Raheja Education Complex,**  
**Kher Nagar, Bandra(East),**  
**Mumbai 400 051.**  
M: 8369378360 / 9820308079  
Email: placement@srbs.edu.in

For Sheila Raheja School of Business  
Management & Research

  
Director





**Prajwal Malwankar**  
B/201, Mahavir Apartment, Sector 42, plot 20,  
Seawoods west, Navi Mumbai, Navi mumbai- 400706 India

28th February, 2022

Re: Employment Offer

Dear Prajwal,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

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**For Sheila Raheja School of Business Management & Research**

  
Director

GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
T: +91-22-6753-9000 | F: +91-22-6753-9001 | [hr@sheilarahejaschool.com](mailto:hr@sheilarahejaschool.com) | [www.sheilarahejaschool.com](http://www.sheilarahejaschool.com) |  
ICIN-U67100MH2003PTC141044





If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

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If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**

  
Director



SRBS Placement <placement@srbs.edu.in>


### GlobeOp Offer Letter- Prajwal Malwankar

2 messages

**Prajwal Malwankar** <prajmalwankar9@gmail.com>  
To: placement@srbs.edu.in

Fri, Mar 4, 2022 at 11:00 AM

Hi, I have attached my offer letter provided by GlobeOp Financial Services LTD.  
Please find the attachment.  
Thanking you.  
Sincerely,  
Prajwal Malwankar.

 **R7309 - Prajwal Malwankar (1).pdf**  
81K

**Prajwal Malwankar** <prajmalwankar9@gmail.com>  
To: placement@srbs.edu.in

Tue, Apr 12, 2022 at 11:35 AM

[Quoted text hidden]  
I hereby accept this offer letter.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



28th February, 2022

**Ankita Ghope**

Plot No. 253, C-25, Sweet Home Chs, Gorai 2,  
Rsc 39, Borivali west, Mumbai- 400092 India

Re: Employment Offer

Dear Ankita,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

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GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
T: +91-22-6753-9000 | F: +91-22-6753-9001 | [www.globeop.com](http://www.globeop.com)  
ICIN-U67100MH2003PTC141044

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

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Kind regards,

For GlobeOp Financial Services (India) Private Limited

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

For Sheila Raheja School of Business  
Management & Research

  
Director





**Offer letter**

2 messages

Fri, Mar 4, 2022 at 1:40 PM

**Ankita Ghope** <ankitaghope@gmail.com>  
To: placement@srbs.edu.in

Dear sir,

Please find the attached offer letter.

Regards,  
Ankita Ghope

**R8697 - Ankita Ghope.pdf**  
81K

Wed, Apr 6, 2022 at 3:24 PM

**Ankita Ghope** <ankitaghope@gmail.com>  
To: placement@srbs.edu.in

Hi,  
I Accepted the offer letter of SS&C Globeop.  
I would like to Thank the Institute for giving me this opportunity.  
Thank you for the confidence that you have expressed in me.

Regards,  
AnkitaGhope

[Quoted text hidden]

**For Sheela Raheja School of Business  
Management & Research**

Director





March 21, 2022

Ms. Rutuja Bansode

Dear Ms. Bansode

In reference to your application, we are pleased to offer you a **HR Trainee** position in our organization on the following terms and conditions:

1. Your training period will start on March 21, 2022 and will be for a period of 11 months (i.e. up to February 20, 2023) on a full time basis. During the period of the traineeship, you will follow and abide by the Company's rules in force from time to time.
2. You will be paid a gross monthly remuneration of Rs. 21050/- only as per the details attached herewith.
3. It is expressly agreed and understood that nothing contained in this letter shall constitute or be deemed to constitute you as an employee of the Company. You will appreciate that we have accepted this arrangement solely in reference to your request for an opportunity to work as a HR Trainee in the organization. It is further expressly agreed that apart from the monthly remuneration as specified in Clause 2 above, you shall not be entitled to any rights, privileges, or benefits to which an employee of the company would be entitled.
4. You shall/will not, during the continuance of your traineeship or thereafter, without the prior written consent of the Company:
  - a) encourage or become interested in any capacity directly or indirectly, with or without remuneration, in any business, trade, occupation, consultancy, or employment or undertake any activity whatsoever, which in the opinion of the Company is competitive with or otherwise prejudicial to the Company's interest, or
  - b) use, divulge or disclose to any person, firm or body corporate any confidential information relating to the affairs of the Company which may be imparted to or acquired by you in the rendering of advice under this agreement or otherwise whether for your own benefit or for the benefit of others or to the detriment or possible detriment of the Company. Confidential information shall include all information which relates to the Company's past, present and future research, business, manufacturing methods, financial and other activities and the results from the advice that may be rendered by you.
5. In the event of the occurrence of any of the items mentioned herein above, the Company's decision shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever. You will notify our Company sufficiently in advance of any proposal in respect of any of the matters referred to in sub clause (a) above so as to enable the Company to determine whether the proposal falls within the scope of that sub - clause.
6. This traineeship is subject to termination by either side at any time with 30 days' notice without assigning any reason. However, the Company may terminate this traineeship by giving you 30 days stipend in lieu of notice.

Kindly confirm your acceptance of the aforesaid terms and conditions by returning to us, duly dated and signed by you, the enclosed copy of this letter.

Very truly yours,  
COLGATE GLOBAL BUSINESS SERVICES PRIVATE LIMITED

  
Prafulla Bargahe (91 22) 61783001  
**PRAFULLA BARGAJE**  
ASSOCIATE DIRECTOR - HR

I agree to and accept the above terms and conditions:

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

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

For Sheila Raheja School of Business  
Management & Research



  
Director



**NAME: Ms. Rutuja Bansode**

**DESIGNATION: HR Trainee**

| MONTHLY COMPONENTS                |            |               |
|-----------------------------------|------------|---------------|
| BASIC                             | RS.        | 15000         |
| HRA                               | RS.        | 5300          |
| INTERNET ALLOWANCE                | RS.        | 750           |
| <b>GROSS MONTHLY REMUNERATION</b> | <b>RS.</b> | <b>21050</b>  |
| ANNUAL COMPONENTS                 |            |               |
| PROVIDENT FUND                    | RS.        | 21600         |
| STATUTORY BONUS                   | RS.        | 36000         |
| <b>ANNUALISED REMUNERATION</b>    | <b>RS.</b> | <b>310200</b> |

**NOTES:**

- Total annual leaves available will be 11 days. Apart from this, the company holidays of 12 days as per calendar will be applicable.

For Sheila Raheja School of Business  
Management & Research



  
Director

# Rutuja Bansode\_Internship Offer letter

Final Audit Report

2022-03-19

|                 |  |
|-----------------|--|
| Created:        | 2022-03-18                                   |
| By:             | Nancy Gujar (bp_nancy_gujar@colpal.com)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAATSX3EWJjN5EFzIHercOFF5iwvq5-k2IQ |

## "Rutuja Bansode\_Internship Offer letter" History

-  Document created by Nancy Gujar (bp\_nancy\_gujar@colpal.com)  
2022-03-18 - 5:35:19 PM GMT- IP address: 192.132.225.129
-  Document emailed to Surabhi (surabhi\_tiwari@colpal.com) for filling  
2022-03-18 - 5:36:13 PM GMT
-  Email sent to bp\_aishwarya\_agate@colpal.com bounced and could not be delivered  
2022-03-18 - 5:49:32 PM GMT
-  Email viewed by Surabhi (surabhi\_tiwari@colpal.com)  
2022-03-19 - 3:16:26 AM GMT- IP address: 66.249.84.200
-  Form filled by Surabhi (surabhi\_tiwari@colpal.com)  
Form filling Date: 2022-03-19 - 5:24:17 AM GMT - Time Source: server- IP address: 103.205.173.4
-  Document emailed to Prafulla Bargaje (prafulla\_bargaje@colpal.com) for signature  
2022-03-19 - 5:24:18 AM GMT
-  Email viewed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
2022-03-19 - 5:42:30 AM GMT- IP address: 223.226.197.216
-  Document e-signed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
Signature Date: 2022-03-19 - 5:42:52 AM GMT - Time Source: server- IP address: 223.226.197.216
-  Agreement completed.  
2022-03-19 - 5:42:52 AM GMT

For Sheila Raheja School of Business  
Management & Research

  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Rutuja Bansode - Acceptance of job offer.

1 message

Thu, Mar 17, 2022 at 4:12 PM

**rutuja bansode** <rutujabansode031198@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Respected mam/sir,

Thank you for offering me the position of HR Operation at Colgate. I am delighted to accept this offer and look forward to starting employment with colgate company.

Kindly let me know if there is any information or formalities that need to be done from my side.

Thank you once again for the opportunity that you have extended my way.

Regards,  
Rutuja Bansode.

On Thu, 17 Mar, 2022, 2:55 pm SRBS Placement, <placement@srbs.edu.in> wrote:

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

From: **Surabhi Tiwari** <surabhi\_tiwari@colpal.com>  
Date: Thu, Mar 17, 2022 at 1:33 PM  
Subject: Re: SRBS values its association with Colgate - Palmolive  
To: SRBS Placement <placement@srbs.edu.in>  
Cc: BP\_Aishwarya Aagle <bp\_aishwarya\_aagle@colpal.com>

Hello Darshana Ma'am,

Pleased to inform you that we have selected below 3 candidates for the said role at Colgate.

Payal Shettigar  
Rachana Mhapadi  
Rutuja Bansode

Currently, Supriya Zende is waitlisted. Please hold on to any communications to her. Will confirm her candidature by EOD today.

The Selection Letters are being prepared. Will share it by today evening.

Regards,  
**Surabhi Tiwari | Colgate-Palmolive Company**  
HR Business Associate | Human Resources  
CBS Mumbai



For Sheila Raheja School of Business  
Management & Research

Director

On Tue, Mar 15, 2022 at 7:33 PM Surabhi Tiwari <surabhi\_tiwari@colpal.com> wrote:  
Hello Ma'am,



March 21, 2022

Ms. Payal Shettigar

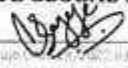
Dear Ms. Shettigar

In reference to your application, we are pleased to offer you a **HR Trainee** position in our organization on the following terms and conditions:

1. Your training period will start on March 21, 2022 and will be for a period of 11 months (i.e. up to February 20, 2023) on a full time basis. During the period of the traineeship, you will follow and abide by the Company's rules in force from time to time.
2. You will be paid a gross monthly remuneration of Rs. 21050/- only as per the details attached herewith.
3. It is expressly agreed and understood that nothing contained in this letter shall constitute or be deemed to constitute you as an employee of the Company. You will appreciate that we have accepted this arrangement solely in reference to your request for an opportunity to work as a HR Trainee in the organization. It is further expressly agreed that apart from the monthly remuneration as specified in Clause 2 above, you shall not be entitled to any rights, privileges, or benefits to which an employee of the company would be entitled.
4. You shall/will not, during the continuance of your traineeship or thereafter, without the prior written consent of the Company:
  - a) encourage or become interested in any capacity directly or indirectly, with or without remuneration, in any business, trade, occupation, consultancy, or employment or undertake any activity whatsoever, which in the opinion of the Company is competitive with or otherwise prejudicial to the Company's interest, or
  - b) use, divulge or disclose to any person, firm or body corporate any confidential information relating to the affairs of the Company which may be imparted to or acquired by you in the rendering of advice under this agreement or otherwise whether for your own benefit or for the benefit of others or to the detriment or possible detriment of the Company. Confidential information shall include all information which relates to the Company's past, present and future research, business, manufacturing methods, financial and other activities and the results from the advice that may be rendered by you.
5. In the event of the occurrence of any of the items mentioned herein above, the Company's decision shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever. You will notify our Company sufficiently in advance of any proposal in respect of any of the matters referred to in sub clause (a) above so as to enable the Company to determine whether the proposal falls within the scope of that sub - clause.
6. This traineeship is subject to termination by either side at any time with 30 days' notice without assigning any reason. However, the Company may terminate this traineeship by giving you 30 days stipend in lieu of notice.

Kindly confirm your acceptance of the aforesaid terms and conditions by returning to us, duly dated and signed by you, the enclosed copy of this letter.

Very truly yours,  
COLGATE GLOBAL BUSINESS SERVICES PRIVATE LIMITED

  
PRAFULLA BARGAJE  
ASSOCIATE DIRECTOR - HR

I agree to and accept the above terms and conditions:

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

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

For Sheila Raheja School of Business  
Management & Research



  
Director



NAME: Ms. Payal Shettigar

DESIGNATION: HR Trainee

| MONTHLY COMPONENTS                |            |               |
|-----------------------------------|------------|---------------|
| BASIC                             | RS.        | 15000         |
| HRA                               | RS.        | 5300          |
| INTERNET ALLOWANCE                | RS.        | 750           |
| <b>GROSS MONTHLY REMUNERATION</b> | <b>RS.</b> | <b>21050</b>  |
| ANNUAL COMPONENTS                 |            |               |
| PROVIDENT FUND                    | RS.        | 21600         |
| STATUTORY BONUS                   | RS.        | 36000         |
| <b>ANNUALISED REMUNERATION</b>    | <b>RS.</b> | <b>310200</b> |

**NOTES:**

- Total annual leaves available will be 11 days. Apart from this, the company holidays of 12 days as per calendar will be applicable.

For Sheila Raheja School of Business  
Management & Research



  
Director

# Payal Sheetigar\_Internship Offer letter

Final Audit Report

2022-03-19

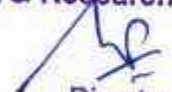
|                 |  |
|-----------------|--|
| Created:        | 2022-03-18                                   |
| By:             | Nancy Gujar (bp_nancy_gujar@colpal.com)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA-QDonIWIGf_gI-h0L9kOAS2tOUHO_j0d |

## "Payal Sheetigar\_Internship Offer letter" History

- Document created by Nancy Gujar (bp\_nancy\_gujar@colpal.com)  
2022-03-18 - 5:32:56 PM GMT - IP address: 192.132.225.129
- Document emailed to Surabhi (surabhi\_tiwari@colpal.com) for filling  
2022-03-18 - 5:33:30 PM GMT
- Email sent to bp\_aishwarya\_agate@colpal.com bounced and could not be delivered  
2022-03-18 - 5:46:52 PM GMT
- Email viewed by Surabhi (surabhi\_tiwari@colpal.com)  
2022-03-19 - 3:13:34 AM GMT - IP address: 66.249.84.204
- Form filled by Surabhi (surabhi\_tiwari@colpal.com)  
Form filling Date: 2022-03-19 - 3:16:10 AM GMT - Time Source: server- IP address: 103.205.173.4
- Document emailed to Prafulla Bargaje (prafulla\_bargaje@colpal.com) for signature  
2022-03-19 - 3:16:12 AM GMT
- Email viewed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
2022-03-19 - 4:24:09 AM GMT - IP address: 223.226.197.216
- Document e-signed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
Signature Date: 2022-03-19 - 4:24:19 AM GMT - Time Source: server- IP address: 223.226.197.216
- Agreement completed.  
2022-03-19 - 4:24:19 AM GMT

For Sheila Raheja School of Business  
Management & Research



  
Director



To: SRBS Placement <placement@srbs.edu.in>  
 Cc: BP\_Aishwarya Aagte <bp\_aishwarya\_aagte@colpal.com>  
 [Quoted text hidden]  
 [Quoted text hidden]

Thu, Mar 17, 2022 at 4:01 PM

**Surabhi Tiwari** <surabhi\_tiwari@colpal.com>  
 To: SRBS Placement <placement@srbs.edu.in>  
 Cc: BP\_Aishwarya Aagte <bp\_aishwarya\_aagte@colpal.com>

Hi,

We will proceed with the earlier shared 3 selections. Please confirm their acceptance and availability for joining on Monday 21st March 2022.

Regards,  
**Surabhi Tiwari | Colgate-Palmolive Company**  
 HR Business Associate | Human Resources  
 CBS Mumbai



[Quoted text hidden]

Thu, Mar 17, 2022 at 4:07 PM

**Payal Shettigar** <payalshettigar83@gmail.com>  
 To: SRBS Placement <placement@srbs.edu.in>

Dear Ma'am,

Thank you for offering me the position of HR Trainee at Colgate Palmolive. I am delighted to accept your offer and very excited to begin this journey.

Kindly let me know if there is any information or formalities that need to be done before joining.

Thank You, once again for this opportunity. I am looking forward to joining the team at Colgate.

Sincerely,  
 Payal Shettigar

[Quoted text hidden]

Thu, Mar 17, 2022 at 5:42 PM

**RACHANA MHAPADI** <rachnamahapadi@gmail.com>  
 To: SRBS Placement <placement@srbs.edu.in>

Respected ma'am/sir,  
 Thank you for offering me the position of HR operation at Colgate. I am delighted to accept this offer and look forward to starting employment with the company.  
 Kindly keep me informed of any further process or documentation work that needs to be done.

Thank you, looking forward to this great opportunity.

Regards,  
 Rachana Mhapadi.  
 [Quoted text hidden]

**For Sheila Raheja School of Business  
 Management & Research**



*[Signature]*  
 Director

**Payal Shettigar** <payalshettigar83@gmail.com>

Sat, Mar 19, 2022 at 9:57 AM



March 21, 2022

Ms. Rachana Mhapadi


Dear Ms. Mhapadi

In reference to your application, we are pleased to offer you a **HR Trainee** position in our organization on the following terms and conditions:

1. Your training period will start on March 21, 2022 and will be for a period of 11 months (i.e. up to February 20, 2023) on a full time basis. During the period of the traineeship, you will follow and abide by the Company's rules in force from time to time.
2. You will be paid a gross monthly remuneration of Rs. 21050/- only as per the details attached herewith.
3. It is expressly agreed and understood that nothing contained in this letter shall constitute or be deemed to constitute you as an employee of the Company. You will appreciate that we have accepted this arrangement solely in reference to your request for an opportunity to work as a HR Trainee in the organization. It is further expressly agreed that apart from the monthly remuneration as specified in Clause 2 above, you shall not be entitled to any rights, privileges, or benefits to which an employee of the company would be entitled.
4. You shall/will not, during the continuance of your traineeship or thereafter, without the prior written consent of the Company:
  - a) encourage or become interested in any capacity directly or indirectly, with or without remuneration, in any business, trade, occupation, consultancy, or employment or undertake any activity whatsoever, which in the opinion of the Company is competitive with or otherwise prejudicial to the Company's interest, or
  - b) use, divulge or disclose to any person, firm or body corporate any confidential information relating to the affairs of the Company which may be imparted to or acquired by you in the rendering of advice under this agreement or otherwise whether for your own benefit or for the benefit of others or to the detriment or possible detriment of the Company. Confidential information shall include all information which relates to the Company's past, present and future research, business, manufacturing methods, financial and other activities and the results from the advice that may be rendered by you.
5. In the event of the occurrence of any of the items mentioned herein above, the Company's decision shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever. You will notify our Company sufficiently in advance of any proposal in respect of any of the matters referred to in sub clause (a) above so as to enable the Company to determine whether the proposal falls within the scope of that sub - clause.
6. This traineeship is subject to termination by either side at any time with 30 days' notice without assigning any reason. However, the Company may terminate this traineeship by giving you 30 days stipend in lieu of notice.

Kindly confirm your acceptance of the aforesaid terms and conditions by returning to us, duly dated and signed by you, the enclosed copy of this letter.

Very truly yours,  
COLGATE GLOBAL BUSINESS SERVICES PRIVATE LIMITED

  
PRAFULLA BARGAJE  
ASSOCIATE DIRECTOR - HR

I agree to and accept the above terms and conditions:

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

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

For Sheila Raheja School of Business  
Management & Research



  
Director



**NAME: Ms. Rachana Mhapadi**

**DESIGNATION: HR Trainee**

| MONTHLY COMPONENTS                |            |               |
|-----------------------------------|------------|---------------|
| BASIC                             | RS.        | 15000         |
| HRA                               | RS.        | 5300          |
| INTERNET ALLOWANCE                | RS.        | 750           |
| <b>GROSS MONTHLY REMUNERATION</b> | <b>RS.</b> | <b>21050</b>  |
| ANNUAL COMPONENTS                 |            |               |
| PROVIDENT FUND                    | RS.        | 21600         |
| STATUTORY BONUS                   | RS.        | 36000         |
| <b>ANNUALISED REMUNERATION</b>    | <b>RS.</b> | <b>310200</b> |

**NOTES:**

- Total annual leaves available will be 11 days. Apart from this, the company holidays of 12 days as per calendar will be applicable.

**For Sheila Raheja School of Business  
Management & Research**



Director

# Rachana Mhapadi\_Internship Offer letter

Final Audit Report

2022-03-19


|                 |  |
|-----------------|--|
| Created:        | 2022-03-18                                   |
| By:             | Nancy Gujar (bp_nancy_gujar@colpal.com)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAU6AV3PR_T4jNTDAQ8vQqw9f2Gf5Z7IKJ |

## "Rachana Mhapadi\_Internship Offer letter" History

-  Document created by Nancy Gujar (bp\_nancy\_gujar@colpal.com)  
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-  Document emailed to Surabhi (surabhi\_tiwari@colpal.com) for filling  
2022-03-18 - 5:34:37 PM GMT
-  Email viewed by Surabhi (surabhi\_tiwari@colpal.com)  
2022-03-19 - 3:15:19 AM GMT - IP address: 66.249.84.200
-  Form filled by Surabhi (surabhi\_tiwari@colpal.com)  
Form filling Date: 2022-03-19 - 5:23:36 AM GMT - Time Source: server- IP address: 103.205.173.4
-  Document emailed to Prafulla Bargaje (prafulla\_bargaje@colpal.com) for signature  
2022-03-19 - 5:23:38 AM GMT
-  Email viewed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
2022-03-19 - 5:41:54 AM GMT - IP address: 223.226.197.216
-  Document e-signed by Prafulla Bargaje (prafulla\_bargaje@colpal.com)  
Signature Date: 2022-03-19 - 5:42:21 AM GMT - Time Source: server- IP address: 223.226.197.216
-  Agreement completed.  
2022-03-19 - 5:42:21 AM GMT

For Sheila Raheja School of Business  
Management & Research



  
Director

## HDFC ERGO General Insurance



Strictly Private and Confidential

Date: 30-May-2022

To,

Mr. Mehul Gohil

**Subject: Letter of Appointment**

Dear Mehul Gohil,

This is with reference to your application and subsequent interview you had with us and further to your acceptance of our Offer Letter dated **06-05-2022**. We are pleased to appoint you as an employee in HDFC ERGO General Insurance Company Limited (hereinafter referred to as "the Company") on the following terms and conditions which will apply while you are on probation or post confirmation :

| Sr. No. | Particulars                    | Description              |
|---------|--------------------------------|--------------------------|
| 1.      | Designation                    | Executive - Partnerships |
| 2.      | Management Band                | JM1-B                    |
| 3.      | Department                     | Retail Business Group    |
| 4.      | Function                       | Open Market              |
| 5.      | Date of Joining (on or before) | 31-May-2022              |
| 6.      | Job Location                   | Mumbai - Andheri (HEHI)  |

### 1. REMUNERATION AND PERQUISITES

You will be entitled to the remuneration and perquisites as set out in the Annexure – A to this letter and you will be entitled to the privileges / benefits like Provident Fund, Gratuity, E.S.I.C., etc. as per law and if applicable. Taxability of your salary and benefits shall be as per the Income Tax Act and Rules framed thereunder. You will be entitled to leave/s as per Company's policy.

### 2. INCENTIVE

Incentive / Local Conveyance will be paid out based on performance as per company policy. Employee, to be eligible to receive the incentive / Local Conveyance amount, needs to be on the rolls of the company as on the date of disbursement of the incentive / Local Conveyance. Employees serving their notice period are also eligible to receive the incentive / Local Conveyance amount, provided they meet the above guidelines.

### 3. TAXATION

You will be liable to pay all taxes and liabilities as required under the Income Tax Act, 1961 and Rules framed thereunder and with the exception of the Company's obligation under the Indian tax laws to deduct tax at source from your remuneration. The Company assumes no responsibility for your personal tax affairs.

### 4. PROBATION & CONFIRMATION

4.1. You shall be on probation for a period of **6 months** from your date of joining. Unless confirmed in writing, you shall be deemed to continue on probation for a further period of **3 months** and your probation shall continue until confirmed in writing by the Company.

4.2. During the period of your probation or extended probation, the Company would be entitled to terminate your services, without assigning any reason, by giving you one month notice in writing, or payment of one month's base salary in lieu of such notice. However in case of unsatisfactory performance or conduct detrimental to the Company, you can be terminated without notice or notice pay. In the event of your desiring to leave the services of the Company at any time during the period of your probation or extended probation, you shall give the Company one month notice in writing, provided that the Company may, at its sole discretion, waive such notice. The management can recover one month salary in lieu of notice.

### 5. TERMINATION OF SERVICE AND RESIGNATION FROM SERVICE

**For Sheila Raheja School of Business  
Management & Research**

HDFC ERGO General Insurance Company Limited, IRDAI Reg No.146, CIN.U66030MH2007PLC177117,  
Registered & Corporate Office: 1st Floor, HDFC House, 165-166 Backbay Reclamation, H.T. Parel Marg, Churchgate, Mumbai - 400020  
Customer Service Address: D-301, 3rd Floor, Eastern Business District (Magnet Mall), LBS Marg, Bhandup (West), Mumbai - 400078  
Customer Service No: 022-82348234/0120-82348234 | care@hdfcergo.com | www.hdfcergo.com  
Trade Logo displayed above belongs to HDFC Ltd and ERGO International AG and used by the Company under license. - Page 1

Director



Handwritten initials and signature



Director



HDFC ERGO General Insurance

- (a) After confirmation, the Company would be entitled to terminate the services, without assigning any reason, by giving **90 Days** notice in writing, or payment of **90 Days** base salary in lieu of such notice. However no notice or pay in lieu of notice shall be payable in case the services are terminated due to non performance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company **90 Days** notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis on your base salary, it could adjust the same from your dues.
- (b) Further, your services are liable to be terminated, during the probation period or post confirmation, without any notice or compensation in lieu thereof if:
- It is found by the Company that you have been convicted in the past a court of law for any act involving moral turpitude or the Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having being lodged against You which has not been informed to the Company at the time of accepting the Offer for appointment made by the Company.
  - any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
  - you are found guilty of dual employment.
  - you violate any of the conditions of service as stipulated in these terms and conditions of Employment, rules and regulations of the Company, policy and processes of the Company. Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

You shall, at all times during the employment, adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or any other Policies.

## 6. SUPERANNUATION

You shall automatically retire from the services of the Company on the last day of the month in which you attain 60 years of age.

## 7. POSTING AND TRANSFERS

Your services are transferable to any existing or new department, location, branch city or any other office within India or abroad at the Company's discretion. You will be entitled to benefits under the policy as applicable to you.

## 8. WORKING IN SHIFTS

You may be required to work in shifts or perform extended hours of work as may be necessary and called upon to do so at the sole discretion of the Company. Your remuneration package covers these contingencies and you will not be entitled to any further compensation for shift working or extended working.

## 9. NON SOLICITATION OF CUSTOMERS AND EMPLOYEES

- 9.1. You shall not, directly or indirectly, whether on your own behalf or on behalf of any other person whilst in employment or for the period of 3 months thereafter:
- 9.1.1. seek, canvas, induce or solicit any business or orders from any customer/s of the Company.
- 9.1.2. solicit, induce or entice away or seek to entice away from the Company any person / employee (whether as an employee, consultant, advisor, etc.) who is and was during the time of your employment associated with the Company.
- 9.2. You will also not, for a period of 3 months after termination of your employment, solicit or entice away or engage from the Company or offer or cause to be offered any employment to any person employed by the Company for whom you have had responsibility at any time during the last 12 months of your employment (whether or not such person would be in breach of their employment or appointment terms).
- 9.3. You agree that the covenants set out above are separate and severable and are considered by you and the Company to be reasonable and necessary for the protection of the legitimate interests of the Company. You shall indemnify the Company in respect of loss that is caused or may be caused as a result of breach of this covenant by you. In the event of any breach of the terms and conditions of the obligations as stated in this Agreement, without prejudice to

*S* *DR*



*[Signature]*  
Director

**HDFC  
ERGO**

HDFC ERGO General Insurance

the Company's right to claim compensation and damages from you, the Company reserves its rights to initiate appropriate action against you to restrain such breach.

#### 10. Confidentiality

- 10.1. During the course of your employment, you may learn or acquire information, which is confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will neither during your employment with the Company nor thereafter, divulge any such information to any third person, company or any other organization. Any documents or assets in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the services of the Company for any reason whatsoever. Such information may include without limitation documents, accounts, soft copies, computer print outs, etc.
- 10.2. You may receive confidential or proprietary information from third parties subject to a duty on the Company's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you will not disclose any such confidential or proprietary information to anyone, except as may be required in performing services at the company and consistent with Company obligations under applicable law, and agreement with such third party. You shall not use such information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any applicable law governing the Company or the agreement between the Company and such third party.
- 10.3. During the course of your employment with the Company, you will not improperly use or disclose any confidential or proprietary information or trade secrets of your former employers, principals, partners, clients, customers, suppliers, etc., and you will not bring onto the premises of the Company (including its servers, etc.), any unpublished document or any property belonging to any such persons or entities unless such persons or entities have given their consent, and only after disclosing the same to the Company and obtaining consent from Company. You agree not to violate any non-disclosure or proprietary rights agreement you may have signed in connection with any such person or entity.
- 10.4. You hereby recognize and agree that the Company is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, books, hardware, etc. You agree that you shall not in any manner whatsoever, represent and/ or claim that you have any interest by way of ownership, assignment or otherwise in the same.
- 10.5. You shall make reasonable efforts to protect confidential information from unauthorised access or use.
- 10.6. You hereby also confirm that You have disclosed fully all of your business interests in the Company- whether or not it is similar to or in conflict with the business(s) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and You or any of your immediate relatives.
- 10.7. Immediately upon Company's instruction return, delete, erase or otherwise destroy any confidential information contained in computer memory, magnetic, optical, laser, electronic or other media in Your possession or control, which is not capable of delivery to the Company however for such information which is capable of delivery You shall deliver to the Company all such in its possession or control.

#### 11. Deductions

- 11.1. By accepting the terms of employment, you authorize the Company to deduct all dues from your compensation at the time of termination of employment. This would include salary in lieu of notice, all debts owed by you to the Company, and loss or damage caused by you, or any other deductions as per Company's policy.
- 11.2. Statutory deductions like EPF, Income tax, Professional Tax, Labor Welfare Fund, etc., would be made as required by the applicable laws.

#### 12. OTHER TERMS AND CONDITIONS

- 12.1. This appointment is valid, subject to all information, facts, records and figures provided by you to the Company being accurate. In case any information and record/s provided by you in the Application form and during the discussion with the Company's representatives found incorrect or false, your employment will be deemed null and void and the Company reserves its rights to terminate your services with immediate effect. The Company's decision in this respect shall be final.
- 12.2. In case of any investigation initiated by the Company against you, the Company may ask you not to report to the duties, and during which period, you will be entitled to 50% of your base salary.

*SR* *PH*



*[Signature]*  
Director

**HDFC  
ERGO**

HDFC ERGO General Insurance

- 12.3. In matters not specifically enumerated in this letter, such as provident fund, bonus, gratuity, etc., you will be governed by the respective Laws and regulations and also as per the Company guidelines that may be applicable to your grade of employment.
- 12.4. Your appointment and its continuance is subject to your being remaining physically and mentally fit.
- 12.5. You are required to ensure that at all times you will maintain highest ethical and professional standards in your dealings with associates and other people you deal with during the course of employment.
- 12.6. You shall be liable to make good and pay for any loss caused to the Company by your negligence, default or any breach of rules or operational/administrative instructions as may be issued by the Company from time to time and also liable for damages as well as compensation and also cost of litigation if incurred by the Company.
- 12.7. You will devote your full time and attention to the discharge of your duties and shall not, without the express written consent of the Company engage yourself in any business / profession, part-time work or employment either directly or otherwise during the employment with the Company.
- 12.8. You shall not directly or indirectly for a period of 3 months after your resignation or termination from the Company ("termination date") be engaged on your own account or in the capacity of employee, officer, consultant, advisor, partner, principal or Agent, in any Company which carries on any business or venture which:
  - 12.8.1. is or shall be in competition with any of the businesses of the Company with which you are being concerned or involved at any time during the 3 months preceding the termination date.
  - 12.8.2. requires or might reasonably be thought by the Company to require you to disclose or make use any confidential information in order to discharge your duties or to further your interest in any such Company.
- 12.9. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics.
- 12.10. It is your responsibility to read, understand and abide by the Company's policies and procedures and the Company's Code of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The Company reserves its right to take appropriate action, in the event of any breach of the Company's Code of Conduct and other Policies.
- 12.11. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. Copy of the Company's Code of Conduct is enclosed herewith for perusal and confirmation.
- 12.12. You shall not sign any contract/s or enter into any binding agreement/s, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office of the Company with the prior written approval of the Company.
- 12.13. You shall not pledge the Company's asset and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.
- 12.14. You shall join us on or before the date specified above. In the event you fail to join the Company on or before the said date, your appointment stands cancelled without any further intimation. This appointment is subject to your reference and credentials check to the Company's satisfaction. In event of any discrepancy found during the reference and credentials check, the appointment will be terminated forthwith without any notice.
- 12.15. The terms of your employment may be amended at any time by the Company.
- 12.16. In the event you violate any legal regulations of IRDAI or commit any act whereby the client or Company is put to a loss, the Company will have a right not only to take disciplinary action, including the termination of services but also have a right to recover said amounts of loss as well as damages, penalty and costs incurred for the same.
- 12.17. Absence for a continuous period of five working days without prior written approval of your superior, (including overstay of leave, training or other similar activity), would be treated as voluntary abandonment of service which may lead to your summary dismissal from the Services of the Company without any notice or salary in lieu thereof.
- 12.18. You will be governed by the Policies and Processes, Rules & Regulations of the Company as applicable (which may be amended or altered from time to time) during the course of your employment. Such policies include without limitation Code of Conduct policy, Acceptable Use of IT Security policy, IT policy and necessary compliance of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; etc.





**HDFC ERGO General Insurance**

- 12.19. You hereby agree and confirm that you, either currently or whilst in the employment with the Company, are/will not be directly or indirectly be associated with any political party, failing which, your services are liable for termination.
- 12.20. You and your relative/s / family member/s shall not directly or indirectly deal as a vendor / service provider etc. providing any goods or services to the Company in any manner and / or to receive any money consideration / compensation by whatever name called for such goods/ services etc..
- 12.21. You will indemnify and hold harmless the Company, its directors and personnel at all times from any claims arising out of your acts of omission.
- 12.22. You will inform the Company in writing about any change in your residential address. In the absence of such information, all communications sent to you on the last address given by you to the Company shall be deemed to have been delivered to you.

**13. JURISDICTION**

This contract of Employment shall be interpreted and governed by the laws of India. In case of any dispute/s relating to your employment with the Company and issues which are required to be resolved in Courts of law and the Courts in Mumbai shall have the jurisdiction

In accordance with the standard practice of the Company, we expect you to treat the terms of your employment and your compensation as confidential. Disclosure of the same will be treated as breach of trust and will be reviewed seriously by the Company.

Finally, **Mehul Gohil**, we very much look forward to welcoming you to HDFC ERGO General Insurance Company Limited and we hope that you will have a long and fruitful career with us. We are sure that you will make a very important contribution to the Company's growth and development.

This appointment letter is being issued in duplicate and we would request you to sign a copy and return it in confirmation of your having understood and accepted the above terms and conditions.

With best regards,  
For HDFC ERGO General Insurance Company Limited

\_\_\_\_\_  
**Sumit Mukherjee**  
Vice President - Human Resources

**ACCEPTANCE**

I have read and understood the above terms and conditions and I hereby accept this offer of employment and agree to the above terms and conditions of my employment with HDFC ERGO General Insurance Company Limited.

Signature :  
Mehul Gohil

Place

Date:

**For Sheila Raheja School of Business Management & Research**

*SH*



*[Signature]*  
Director

## Annexure – A

|              |                          |           |             |
|--------------|--------------------------|-----------|-------------|
| Name:        | Mehul Gohil              |           |             |
| Designation: | Executive - Partnerships |           |             |
| Location:    | Mumbai - Andheri (HEHI)  | Band:     | JM1-B       |
| Department:  | Retail Business Group    | Function: | Open Market |

figures in INR per annum

| Pay Components ( A )                   | Amount          | Mode of Payment  | Remarks   |
|--|-----------------|--|---|
| Base Salary                            | 80,000          | Monthly through Payroll  | Fully Taxable   |
| House Rent Allowance                   | 45,000          | Monthly through Payroll  | Taxability as per applicable IT provisions on HRA                     |
| Special Allowance                      | 1,39,073        | Monthly through Payroll  | Fully Taxable   |
| <b>Total Of A</b>                      | <b>2,74,073</b> |  |   |
| <b>Retirals ( B )</b>                  |                 |  |   |
| Provident Fund                         | 21,600          | Company Contribution   | As per the applicable law   |
| Gratuity                               | 4,327           | Gratuity as per the Act  | As per the applicable law   |
| <b>Total Of B</b>                      | <b>25,927</b>   |  |   |
| <b>Total Fixed (C) = A+B</b>           | <b>3,00,000</b> | <b>Three Lakh Only</b>   |   |
| <b>Employee Benefits ( D )</b>         |                 |  |   |
| GTL Insurance                          | 2,540           | Payable by Company   | Sum Assured of Rs.20 Lakhs for Self                                   |
| GPA Insurance                          | 945             | Payable by Company   | Sum Assured of Rs.35 Lakhs for Self                                   |
| GMC Insurance                          | 14,483          | Payable by Company   | Sum Assured of Rs.4 Lakhs for Self, Spouse and two dependent children |
| <b>Total Of D</b>                      | <b>17,968</b>   |  |   |
| <b>Total Cost to Company (E) = C+D</b> | <b>3,17,968</b> | <b>Three Lakh Seventeen Thousand Nine Hundred Sixty Eight Only</b> |   |

## Note:

- a) Incentive/ Local Conveyance will be paid out based on performance as per company policy  
b) You may avail the retirement benefits under the scheme of NPS as per the policy.  
c) Total Cost to Company (CTC) is a total of Pay Components, Retirals, employee benefits.  
d) As a part of employee benefits insurance premium is paid by the Company to the concerned Insurer.

**Note : This appointment is subject to reference and credentials check to our satisfaction. In event of any discrepancy found during the reference and credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.**

Sumit Mukherjee  
Vice President - Human Resources

Signature :  
Mehul Gohil

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Re: Shivangi singh Required Documents

1 message

Shivangi singh <singhshivu82@gmail.com>  
To: placement@srbs.edu.in

Fri, Mar 25, 2022 at 10:27 PM

On Fri, 25 Mar 2022 at 12:05 PM, <Nikita.Sharma1@hdfcergo.com> wrote:

Dear Shivangi,

As discussed request you to please provide the given below documents .

- Pan
- aadhar
- Current company offer letter
- Last 3 months payslips
- SSC Marksheet
- Intermediate
- Graduation certificate - Mark sheet
- Updated Resume
- Photo copy

Regards,

Nikita Sharma

Human Resources

HDFC ERGO General Insurance Company Limited

Mob: 9057361918

Email : Nikita.Sharma1@hdfcergo.com

Experience the convenience. **Take it easy** with [hdfcergo.com](https://www.hdfcergo.com)

**HDFC ERGO** ONE STOP SHOP FOR ALL YOUR INSURANCE NEEDS

Take it easy!

HEALTH INSURANCE | MOTOR INSURANCE | HOME INSURANCE | TRAVEL INSURANCE



Top 25 India's Best Workplaces  
in BFSI for 2023



Director

""This email and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies and the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email or any action taken in reliance on this email is strictly prohibited and may be unlawful. The recipient acknowledges that HDFC ERGO General Insurance Company Limited, is unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in email transmissions and further acknowledges that any views expressed in this message are those of the individual sender and no binding nature of the message shall be implied or assumed unless the sender does so expressly with due authority of HDFC ERGO General Insurance Company Limited.""

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

(42)



Date: 07-May-2022

OFFER LETTER

Aditya Kavaiya

Dear Aditya Kavaiya,

This is with reference to your application and subsequent interview with us. We, HDFC ERGO General Insurance Company Limited, are pleased to make an offer of employment to you subject to following terms and conditions.

1. This offer letter is to be considered only an offer for appointment with the Company and this does not give you the employee status of our Company unless we receive your express consent and you completing the joining formalities with us.
2. Your date of joining would be within 3 months from date of issuance of this offer letter, failing which this offer shall automatically stand withdrawn and cancelled, until otherwise the same is mutually agreed and revised accordingly.
3. Your Cost to the Company (CTC) structure shall be as per the details outlined in Annexure-I to this offer letter. Any and all information related to Your Compensation structure, Benefits & Grade are Confidential in nature accordingly and therefore, you are advised to keep this information absolutely confidential.
4. Your initial place of posting will be at **Mumbai - Andheri (HEHI)**. However, your services are transferable from one department to another and/or from one place to another anywhere in India or outside India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
5. During the first **6 months**, of your services, you will be on probation which may be extended by the Company. The Company will review your performance at the end of the probationary period, and your services with the Company would be confirmed depending on your performance, however until issued a confirmation letter you shall continue to be on probation.
6. During the period of your probation or extended probation, the Company would be entitled to terminate your services, without assigning any reason, by giving you one month notice in writing, or payment of one month's base salary in lieu of such notice. However in case of unsatisfactory performance or conduct detrimental to the Company, your services can be terminated without notice or notice pay. In the event of your desiring to leave the services of the Company at any time during the period of your probation or extended probation, you shall give the Company one month notice in writing, provided that the Company may, at its sole discretion, waive such notice. The Company can recover one month salary in lieu of notice.
7. After confirmation, the Company would be entitled to terminate the services, without assigning any reason, by giving **90 Days** notice in writing, or payment of **90 Days** base salary in lieu of such notice. However no notice or pay in lieu of notice shall be payable in case the services are terminated due to non performance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company **90 Days** notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis of your base salary, it could adjust the same from your dues.

You shall at all times during the employment adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or other Policies.

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

8. Your services are liable to be terminated without any notice or salary in lieu thereof if:
- The Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having being lodged against You which has not been informed to the Company by You before accepting this Offer Letter.
  - If any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
  - If you are found guilty of dual employment.
  - If you violate any of the conditions of service as stipulated in the terms and conditions of Appointment Letter, rules and regulations of the Company, policy and processes of the Company.

Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

9. You shall perform your duties with due diligence & Care. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. Any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the Company in terms of relevant Policy of Company which may include without limitation, termination from the services of the Company without any notice or salary in lieu thereof.

While in the employment of the Company, you will refrain from:

- Taking up any employment in any other Company (on a permanent, temporary or part-time basis) or offering your services with or without pay to any third party.
- Forming, creating, raising, being part of or joining (part time or full time) any union or other similar organization against the Company or otherwise.
- Undertaking any external activities without prior consent of the Company.

You will not have any business interests in the Company- whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

10. During the course of your employment, you may learn or acquire information, which may be confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, Company or any other organization and shall always be governed by the Company policy with regards to confidential and proprietary information.
11. Your appointment shall, at all times, be subject to the Policies, rules & regulations of the Company (which may be amended and/or altered from time to time) during the course of your employment with the Company.

For Sheila Raheja School of Business  
Management & Research



  
Director



- A. To expedite the joining formalities and process, we request you to email the relieving letter from your current employer OR an email resignation acceptance copy at least 10 days prior to your date of joining.

Email resignation acceptance should clearly state your resignation has been accepted by your superior / HR clearly stating the date of your relieving from the current employment.

- B. Please be informed you are required to report to the office before 09.30 AM on the joining date along with the following documents :

1. Educational Mark sheets & certificates - 10th, 12th, Graduation, Post Graduation & any other qualification.
2. Date of Birth proof - School Leaving certificate / Birth Certificate / Passport / PAN Card / Driving License.
3. Identity Proof - Driving License / Passport / Ration Card / Election Card.
4. Photocopy of PAN Card.
5. Resignation letter/email printout, as the case may be, with the LWD mentioned on the same and duly accepted / stamped by the authorized person / Relieving letter from the Company.
6. Copy of the Appointment letter duly signed on each page.
7. Four passport size photographs in red background only. (3cm x 4cm)
8. Details of HDFC Bank account number if you hold one and wish to continue with the same account OR a New HDFC Bank account will be opened at the time of joining.
9. Income Tax Investment Proof submission form (For employees who join in the month of January - March).
10. Provident Fund Account details (In case PF account needs to be transferred).
11. Tax Computation Sheet.
12. Marriage Certificate / Proof of marriage (Mandatory)

*Photocopies of all the documents necessarily need to be self attested. Kindly carry the original documents while submitting the documents for verification by the concerned person of the Company.*

Please ensure to submit all documents at the time of joining to avoid deferment of your joining the Company.

Kindly note that your employment with the Company is subject to your Reference and Credentials check to our satisfaction. In event of any discrepancy found during the Reference and Credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.

You are requested to accept this offer and confirm the same via return email to the Company.

Thanking You,

For HDFC ERGO General Insurance Company Limited

Sumit Mukherjee  
Vice President - Human Resources

For Sheila Raheja School of Business  
Management & Research



  
Director

## Annexure – A

|              |                          |           |             |
|--------------|--------------------------|-----------|-------------|
| Name:        | Aditya Kavaia            |           |             |
| Designation: | Executive - Partnerships |           |             |
| Location:    | Mumbai - Andheri (HEHI)  | Band:     | JM1-B       |
| Department:  | Retail Business Group    | Function: | Open Market |

configures in INR per annum

| Pay Components ( A )                   | Amount          | Mode of Payment  | Remarks  |
|--|-----------------|--|--|
| Base Salary                            | 90,000          | Monthly through Payroll  | Fully Taxable  |
| House Rent Allowance                   | 45,000          | Monthly through Payroll  | Taxability as per applicable IT provisions on HRA                    |
| Special Allowance                      | 1,39,073        | Monthly through Payroll  | Fully Taxable  |
| <b>Total Of A</b>                      | <b>2,74,073</b> |  |  |
| <b>Retirals ( B )</b>                  |                 |  |  |
| Provident Fund                         | 21,600          | Company Contribution   | As per the applicable law  |
| Gratuity                               | 4,327           | Gratuity as per the Act  | As per the applicable law  |
| <b>Total Of B</b>                      | <b>25,927</b>   |  |  |
| <b>Total Fixed (C) = A+B</b>           | <b>3,00,000</b> | <b>Three Lakh Only</b>   |  |
| <b>Employee Benefits ( D )</b>         |                 |  |  |
| GTL Insurance                          | 2,540           | Payable by Company   | Sum Assured of Rs.20 Lakhs for Self                                  |
| GPA Insurance                          | 945             | Payable by Company   | Sum Assured of Rs.35 Lakhs for Self                                  |
| GMC Insurance                          | 14,483          | Payable by Company   | Sum Assured of Rs.4 Lakhs for Self, Spouse and twodependent children |
| <b>Total Of D</b>                      | <b>17,968</b>   |  |  |
| <b>Total Cost to Company (E) = C+D</b> | <b>3,17,968</b> | <b>Three Lakh Seventeen Thousand Nine Hundred Sixty Eight Only</b> |  |

**Note:**

- a) Incentive/ Local Conveyance will be paid out based on performance as per company policy.  
b) You may avail the retirement benefits under the scheme of NPS as per the policy.  
c) Total Cost to Company (CTC) is a total of Pay Components, Retirals, employee benefits.  
d) As a part of employee benefits, insurance premium is paid by the Company to the concerned insurer.

Sumit Mukherjee  
Vice President - Human Resources

*SM*

*SM*



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

43

## Fwd: Offer Letter to Ritik Pimple - JC/18218/4/2022

1 message

Ritik Pimple <ritikpimple18@gmail.com>  
To: placement@srbs.edu.in

Sat, May 14, 2022 at 1:20 PM

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

From: **hdfcergo** <recruitment@hdfcergo.com>  
Date: Sat, 14 May 2022, 1:00 pm  
Subject: Offer Letter to Ritik Pimple - JC/18218/4/2022  
To: <ritikpimple18@gmail.com>  
Cc: <Sushil.Mishra@hdfcergo.com>

Dear Ritik Pimple,

HDFC ERGO General Insurance Company Limited is pleased to make an offer of employment to you as per the interview rounds and discussions we had.

Your online offer letter which includes the ctc structure and list of documents to be submitted prior to joining the organization is hosted on career section. To access your offer letter, kindly visit the career section of HDFC ERGO General Insurance Co. Ltd. [[Click Here](#)] or paste mentioned below link in the browser.

User ID : ritikpimple18@gmail.com  
Password : HC545

Please be informed that you would be required to revert with your confirmation immediately with tentative joining date, failing which the offer made to you would be deemed to be invalid and will stand withdrawn.

Post accepting the offer, you are requested to complete online pre joining documentation which includes submission of resignation acceptance, educational documents and employment history within 5 days. Resignation Acceptance mail or HRIS system screen received from your employer should clearly mention your last working day with the organisation.

A formal appointment order will be issued to you on the day of your joining.

This appointment is subject to your Reference and Credentials check to our satisfaction. In event of any discrepancy found during the Reference and Credentials check, your offer will be withdrawn without any notice being required to be given to you by us in this behalf.

Incase if you have any queries kindly contact or email -

Shrishti Mishra - Human Resources.  
Contact No: +91 22 66383600, 7021010658  
Email Id : Shrishti.Mishra1@hdfcergo.com

HDFC ERGO GENERAL INSURANCE CO. LTD.  
1st Floor, HUL House, 165-166,  
H.T. Parekh Marg, Backbay Reclamation,  
Churchgate, Mumbai - 400 020

For Sheila Raheja School of Business  
Management & Research



Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

**Fwd: Salary Break Up**

1 message

Ritik Pimple <ritikpimple18@gmail.com>  
To: placement@srbs.edu.in

Sat, May 14, 2022 at 1:20 PM

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

From: **hdfcergo** <recruitment@hdfcergo.com>  
Date: Tue, 26 Apr 2022, 3:12 pm  
Subject: Salary Break Up  
To: <ritikpimple18@gmail.com>  
Cc: <Sushil.Mishra@hdfcergo.com>

For Sheila Raheja School of Business  
Management & Research



  
Director

Dear : Ritik Pimple

As per our conversation, please find below the **Salary Break up** for your perusal :-

| Candidate Name | Designation                     | Location                | Department            | Band  | Cost Centre        | Function    |
|----------------|---------------------------------|-------------------------|-----------------------|-------|--------------------|-------------|
| Ritik Pimple   | Senior Executive - Partnerships | Mumbai - Andheri (HEHI) | Retail Business Group | JM1-B | Partnership - HEHI | Open Market |

| PAY COMPONENTS (A)           | Annualised       | Mode Of Payment          | Remarks   |
|------------------------------|------------------|--------------------------|---|
| Base Salary                  | 90000.00         | Monthly Through Payroll  | Fully Taxable   |
| House Rent Allowance         | 45000.00         | Monthly Through Payroll  | Taxable as per applicable IT rule on HRA              |
| Special Allowance            | 139073.00        | Monthly Through Payroll  | Fully Taxable   |
| Statutory Bonus              | 0.00             | Monthly Through Payroll  | Fully Taxable   |
| Vehicle Maintenance          | 0.00             | Annual Reimbursement     | Tax exempt on production of bills                     |
| LTA                          | 0.00             | Monthly / Annual Payment | Taxability as per Applicable IT rules on LTA          |
| Meal Allowance               | 0.00             | Monthly Payment          | Taxability as per Applicable IT rules on Meal Voucher |
| <b>Retirals (A)</b>          |                  |                          |   |
| <b>Total of (A)</b>          | <b>274073.00</b> |                          |   |
| PF                           | 21600.00         | Company Contribution     | As per the Act  |
| Gratuity                     | 4327.00          | As per the act           | As per the Act  |
| ESIC                         | 0.00             | As per the Act           |   |
| <b>Total of (B)</b>          | <b>25927.00</b>  |                          |   |
| <b>Total Fixed (C)=(A+B)</b> | <b>300000.00</b> |                          |   |
| <b>Benefits</b>              |                  |                          |   |
| GTA Insurance                | 2540.00          | Payable by the Company   | Sum Assured of Rs.20 Lakhs for Self                   |
| GPA Insurance                | 945.00           | Payable by the Company   | Sum Assured of Rs.35 Lakhs for Self                   |
| GMC Insurance                | 14483.00         | Payable by the Company   | Sum Assured of Rs.4 Lakhs for Self                    |

|  |                             |  |
|--|-----------------------------|--|
|  |                             | Spouse and two dependent children  |
| Company Provided Car                   | 0.00 Payable by the Company | On road car price apportioned into 5 years   |
| Fuel Reimbursement                     | 0.00 Reimbursement Basis    |  |
| <b>Total of (D)</b>                    | <b>17968.00</b>             |  |
| <b>Total (E)=(C+D)</b>                 | <b>317968.00</b>            |  |
| Performance Bonus (F)                  | 0.00                        | Variable is payable once a year, maximum up to 31% of fixed ctc based upon the individual performance & Company performance subject to an employee remains on role with the co. and not serving notice period at the time of disbursement. |
| <b>Total Cost Of Company (G) G=E+F</b> | <b>317968.00</b>            |  |

You will also be eligible for :

a )You may avail the retirement benefits under the scheme of NPS and Superannuation as per the policy.

Total Cost to Company (CTC) is a total of Pay Components, Retrials, employee benefits and Performance Bonus

**Note : This appointment is subject to your Reference and Credentials check to our satisfaction. In event of any discrepancy found during the Reference and Credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.**

**Note : Please note that it is not a formal offer. You are requested not to resign from the current employment basis on this statement.**

Request you to revert with your consent on the offer so that we could go ahead with the further formalities.

Regards,  
Shrishti Mishra

For Sheila Raheja School of Business  
Management & Research



*[Handwritten Signature]*  
Director



**MST**  
MainStreamTek

44

25-Mar-2022

Manan Darji  
Plot No.7, Sector No.26, Parsik Hill,  
C.B.D. Belapur, Navi Mumbai - 400614  
India

**Subject: Offer Letter**

Dear Manan Darji

Thank you for exploring career opportunities with Mainstreamtek Corporation. You have successfully completed our initial selection process. We are pleased to offer you a position at Mainstreamtek Corporation as "**Consultant**". We value your abilities and believe you shall find our work environment to be challenging and fulfilling.

The Effective date of this Offer letter shall be no later than **25th day of March 2022**.

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 6 months. You would be posted at our Mumbai Office. However as and when required, you may be transferred to any of the offices in India or abroad.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment shall be terminated without notice. Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India and under the jurisdiction of the Courts of Hyderabad, Telangana, India.

Hyderabad Office: Karuna Arcade, Plot No 1&2, Bollaram Road, Kompally, Telangana - 500014  
Mumbai Office: Create Co-Working, 603, Blue Chip, Akshar, Turbhe, Navi Mumbai, Maharashtra - 400703  
USA Office: 20 Cabot Blvd, Suite 300, Mansfield, MA 02048  
[www.mainstreamtek.com](http://www.mainstreamtek.com)

For Sheila Raheja School of Business  
Management & Research



  
Director



**MST**  
MainStreamTek

This offer is valid until **26-Mar-2022**. If you do not confirm the acceptance within the specified date, Mainstreamtek Corporation has the right to withdraw the offer.

Your signature at the end of this letter confirms that these are to be the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure to indicate your Acceptance. In case you cannot sign and send the duplicate copy, sending an acceptance email will be consider as acceptance of the terms and conditions & you would adhere to the set policies, procedures.

Wish you all the best

Yours Sincerely,

For **Mainstreamtek Corporation**,

\_\_\_\_\_  
NAME: Pagutharivu Muthusamy

Authorized Signatory

\_\_\_\_\_  
NAME

Acceptance Signature

For Sheila Raheja School of Business  
Management & Research



Director



**MST**  
MainStreamTek

### Annexure A - Compensation Details

#### Salary Structure

| Yearly Gross | Fixed CTC | Employer PF | Monthly Fixed Gross | BASIC ALLOWANCE | HOUSE RENT ALLOWANCE | SPECIAL ALLOWANCE | GROSS SALARY |
|--------------|-----------|-------------|---------------------|-----------------|----------------------|-------------------|--------------|
| ₹ 3,20,000   | ₹ 26,667  | ₹ 1,950     | ₹ 24,717            | ₹ 12,358        | ₹ 4,943              | ₹ 7,416           | ₹ 24,717     |

#### Note:

- You will receive the salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source, Employee PF, Professional tax etc in accordance with applicable law.
- Gratuity: You are eligible for Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement <placement@srbs.edu.in>

### Mainstream Tek Offer Letter

2 messages


Manan Darji <darjimanan46@gmail.com>  
To: placement@srbs.edu.in

Tue, Mar 29, 2022 at 9:26 AM

Dear Sir/Ma'am,

Please find below the offer letter of Mainstream Tek.

Thanks & Regards,  
Manan Darji  
SRBS | SEM 4  
MMS | Finance.

 1074\_Manana Darji\_Offer\_Letter\_MST.pdf  
448K

Manan Darji <darjimanan46@gmail.com>  
To: placement@srbs.edu.in

Tue, Mar 29, 2022 at 9:33 AM

I accept this offer and am eager to work for the same company.  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Mainstream Tek Offer Letter**

2 messages


**Manan Darji** <darjimanan46@gmail.com>  
To: placement@srbs.edu.in

Tue, Mar 29, 2022 at 9:26 AM

Dear Sir/Ma'am,

Please find below the offer letter of Mainstream Tek.

Thanks & Regards,  
Manan Darji  
SRBS | SEM 4  
MMS | Finance.

 **1074\_Manana Darji\_Offer\_Letter\_MST.pdf**  
448K

**Manan Darji** <darjimanan46@gmail.com>  
To: placement@srbs.edu.in

Tue, Mar 29, 2022 at 9:33 AM

I accept this offer and am eager to work for the same company.

On Tue, Mar 29, 2022 at 9:26 AM Manan Darji <darjimanan46@gmail.com> wrote:  
Dear Sir/Ma'am,

Please find below the offer letter of Mainstream Tek.

Thanks & Regards,  
Manan Darji  
SRBS | SEM 4  
MMS | Finance.

For Sheila Raheja School of Business  
Management & Research



  
Director



**MST**  
MainStreamTek

45

23-Mar-2022

Amey Arun Jadhav

Krishnasthal complex, 9B/207, Sudarshan CHS, Mira village, Mira Road (east), Thane  
Mira Road (east), Thane 401107, Mumbai  
India

**Subject: Offer Letter**

Dear Amey Arun Jadhav

Thank you for exploring career opportunities with Mainstreamtek Corporation. You have successfully completed our initial selection process. We are pleased to offer you a position at Mainstreamtek Corporation as "**Consultant**". We value your abilities and believe you shall find our work environment to be challenging and fulfilling.

The Effective date of this Offer letter shall be no later than **24th day of March 2022**.

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 6 months. You would be posted at our Mumbai Office. However as and when required, you may be transferred to any of the offices in India or abroad.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment shall be terminated without notice. Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India and under the jurisdiction of the Courts of Hyderabad, Telangana, India.

Hyderabad Office: Karuna Arcade, Plot No 1&2, Bollaram Road, Kompally, Telangana - 500014  
Mumbai Office: Create Co-Working, 603, Blue Chip, Akshar, Turbhe, Navi Mumbai, Maharashtra - 400703  
USA Office: 20 Cabot Blvd, Suite 300, Mansfield, MA 02048  
[www.mainstreamtek.com](http://www.mainstreamtek.com)

For Sheila Raheja School of Business  
Management & Research



  
Director





**MST**  
MainStreamTek

This offer is valid until **24-Mar-2022**. If you do not confirm the acceptance within the specified date, Mainstreamtek Corporation has the right to withdraw the offer.

Your signature at the end of this letter confirms that these are to be the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure to indicate your Acceptance. In case you cannot sign and send the duplicate copy, sending an acceptance email will be considered as acceptance of the terms and conditions & you would adhere to the set policies, procedures.

Wish you all the best

Yours Sincerely,

For Mainstreamtek Corporation,

\_\_\_\_\_  
NAME: Pagutharivu Muthusamy

Authorized Signatory

\_\_\_\_\_  
NAME

Acceptance Signature

For Sheila Raheja School of Business  
Management & Research



Director



**MST**  
MainStreamTek

### Annexure A - Compensation Details

#### Salary Structure

| Yearly Gross | Fixed CTC | Employer PF | Monthly Fixed Gross | BASIC ALLOWANCE | HOUSE RENT ALLOWANCE | SPECIAL ALLOWANCE | GROSS SALARY |
|--------------|-----------|-------------|---------------------|-----------------|----------------------|-------------------|--------------|
| ₹ 3,20,000   | ₹ 26,667  | ₹ 1,950     | ₹ 24,717            | ₹ 12,358        | ₹ 4,943              | ₹ 7,416           | ₹ 24,717     |

#### Note:

- You will receive the salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source, Employee PF, Professional tax etc in accordance with applicable law.
- Gratuity: You are eligible for Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement <placement@srbs.edu.in>

### Offer letter - Amey Jadhav

1 message


**Amey Jadhav** <amey.jadhav142@gmail.com>  
To: Placement Srbs <placement@srbs.edu.in>

Mon, Apr 4, 2022 at 3:11 PM

Dear Madam/Sir,

I accepted the offer

Regards,  
Amey Jadhav

 **1073\_Amey Arun Jadhav\_Offer\_Letter\_MST.pdf**  
449K

For Sheila Raheja School of Business  
Management & Research



  
Director





**MST**  
MainStreamTek

48

23-Mar-2022

Satyam Vijay Yadav  
Geeta Bhavan Navghar road Bhayandar East  
Bhayandar East Thane - 401105, Mumbai  
India

**Subject: Offer Letter**

Dear Satyam Vijay Yadav

Thank you for exploring career opportunities with Mainstreamtek Corporation. You have successfully completed our initial selection process. We are pleased to offer you a position at Mainstreamtek Corporation as "**Consultant**". We value your abilities and believe you shall find our work environment to be challenging and fulfilling.

The Effective date of this Offer letter shall be no later than **24th day of March 2022**.

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 6 months. You would be posted at our Mumbai Office. However as and when required, you may be transferred to any of the offices in India or abroad.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment shall be terminated without notice. Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India and under the jurisdiction of the Courts of Hyderabad, Telangana, India.

Hyderabad Office: Karuna Arcade, Plot No 1&2, Bollaram Road, Kompally, Telangana - 500014  
Mumbai Office: Create Co-Working, 603, Blue Chip, Akshar, Turbhe, Navi Mumbai, Maharashtra - 400703  
USA Office: 20 Cabot Blvd, Suite 300, Mansfield, MA 02048  
[www.mainstreamtek.com](http://www.mainstreamtek.com)

For Sheila Raheja School of Business  
Management & Research



  
Director



**MST**  
MainStreamTek

This offer is valid until **24-Mar-2022**. If you do not confirm the acceptance within the specified date, Mainstreamtek Corporation has the right to withdraw the offer.

Your signature at the end of this letter confirms that these are to be the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure to indicate your Acceptance. In case you cannot sign and send the duplicate copy, sending an acceptance email will be consider as acceptance of the terms and conditions & you would adhere to the set policies, procedures.

Wish you all the best

Yours Sincerely,

For **Mainstreamtek Corporation**,

\_\_\_\_\_  
NAME: Pagutharivu Muthusamy

Authorized Signatory

\_\_\_\_\_  
NAME

Acceptance Signature

For Sheila Raheja School of Business  
Management & Research



  
Director



**MST**  
MainStreamTek

### Annexure A - Compensation Details

#### Salary Structure

| Yearly Gross | Fixed CTC | Employer PF | Monthly Fixed Gross | BASIC ALLOWANCE | HOUSE RENT ALLOWANCE | SPECIAL ALLOWANCE | GROSS SALARY |
|--------------|-----------|-------------|---------------------|-----------------|----------------------|-------------------|--------------|
| ₹ 3,20,000   | ₹ 26,667  | ₹ 1,950     | ₹ 24,717            | ₹ 12,358        | ₹ 4,943              | ₹ 7,416           | ₹ 24,717     |

#### Note:

- You will receive the salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source, Employee PF, Professional tax etc in accordance with applicable law.
- Gratuity: You are eligible for Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Acceptance letter

1 message

Satyam Yadav <ysatyam846@gmail.com>  
To: placement@srbs.edu.in

Sat, Apr 9, 2022 at 3:38 PM

Name : Satyam Yadav  
MMS (Finance)  
Roll no. 145

Respected Mam,  
I Satyam Yadav from MMS second year I would like to thank Sheila Raheja Business School of Management and Research for giving me this opportunity where I got placed in Mainstreamtek

I have accepted the offer from Mainstreamtek and even I have joined the firm and working with them accordingly

PFA

1070\_Satyam Vijay Yadav\_Offer\_Letter\_MST.pdf  
447K

For Sheila Raheja School of Business  
Management & Research



Director

47

|                     |
|---------------------|
| "I accept the same" |
| Signature           |
| Name                |
| Date                |

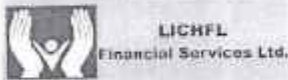
Thanks & Regards,  
 Shamika Nakhwa  
 HR Dept.  
 LICHFL Financial Services Limited.  
 112, 11th Floor, Maker Tower F,  
 Cuffe Parade, Mumbai 400 005  
 022 43447509/75

For Sheila Raheja School of Business  
 Management & Research



*[Signature]*  
 Director

*[Handwritten initials]*



From: isl <hrfsl@lichflfsl.com>  
 To: SRBS Placement <placement@srbs.edu.in>

Tue, Apr 5, 2022 at 5:00 PM

Sir,

Please find below, the offer of Mr. Soham Dhoble, he has been selected for the position of Assistant Sales Manager.

The formal appointment is subject to completion of the course and compliance of documentation as per the policy.

The fixed Cost to the Company will be as per Annexure 'A.' The candidate will be eligible for performance-based incentives as per Company Policy.

Kindly revert with the acceptance of offer by the candidate. Incase of any query kindly revert.

|                      |                         |                         |
|----------------------|-------------------------|-------------------------|
| NAME :               | Mr. Soham Dhoble        |                         |
| DESIGNATION:         | Assistant Sales Manager |                         |
|                      | <b>Annexure "A"</b>     |                         |
| <b>EARNINGS</b>      | <b>Monthly Amt (Rs)</b> | <b>Annual Amt (Rs.)</b> |
| Basic Salary         | 15010.00                | 180120.00               |
| House Rent Allowance | 7505.00                 | 90060.00                |
| Special Allowance    | 8146.00                 | 97752.00                |
| <b>GROSS SALARY</b>  | <b>30661.00</b>         | <b>367932.00</b>        |
| Employee Benefit     |                         |                         |



I thank you again for providing me this opportunity. I am excited to be a part of your team and make my notable contribution to it.

Sincerely,  
Arvind Talkare  
[Quoted text hidden]

Thu, Apr 7, 2022 at 11:15 PM

**Soham Dhoble** <soham.s.dhoble@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Dear Sir/Madam,

Thank you for offering me the position of Assistant Sales Manager at LICHFL Financial Services Ltd. I am delighted to accept your offer.

As stated in the offer letter, I accept my starting salary of Rs. 400008.00 (Annual Amt) for this position. I understand that benefits will be made available to me after some days of employment. As agreed, I will be joining the company on completion of the course and compliance of documentation as per the policy. I also accept the terms and policies of the company as detailed in the offer letter.

Kindly let me know if there is any information or formalities that need to be done before joining. I'm available over the phone or email listed below.

Thank you, once again, for this opportunity that you have extended my way. I'm looking forward to joining the team at LICHFL Financial Services Ltd.

Sincerely,

Soham Sunil Dhoble  
+91 82 82 84 27 27  
soham.s.dhoble@gmail.com

Sent from Gmail Mobile

For Sheila Raheja School of Business  
Management & Research



  
Director



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## Offer - Campus Hiring - LICHFL Financial Services LTD.

3 messages

hrfsl &lt;hrfsl@lichflfsl.com&gt;

Tue, Apr 5, 2022 at 5:00 PM

To: SRBS Placement &lt;placement@srbs.edu.in&gt;

Sir,



Please find below, the offer of Ms. Sagarika Mane, she has been selected for the position of Assistant Sales Manager.

The formal appointment is subject to completion of the course and compliance of documentation as per the policy.

The fixed Cost to the Company will be as per Annexure 'A.' The candidate will be eligible for performance-based incentives as per Company Policy.

Kindly revert with the acceptance of offer by the candidate. Incase of any query kindly revert.

|  |                         |                         |
|--|-------------------------|-------------------------|
| NAME : Ms. Sagarika Mane   |                         |                         |
| DESIGNATION: Assistant Sales Manager   |                         |                         |
| <b>Annexure "A"</b>  |                         |                         |
| <b>EARNINGS</b>  | <b>Monthly Amt (Rs)</b> | <b>Annual Amt (Rs.)</b> |
| Basic Salary   | 15010.00                | 180120.00               |
| House Rent Allowance   | 7505.00                 | 90060.00                |
| Special Allowance  | 8146.00                 | 97752.00                |
| <b>GROSS SALARY</b>  | <b>30661.00</b>         | <b>367932.00</b>        |
| Employee Benefit   |                         |                         |
| Gratuity ( As per the Gratuity Act)  | 722.00                  | 8660.00                 |
| Provident Fund (13% of Basic Salary, Company Contribution)   | 1951.00                 | 23412.00                |
| <b>CTC</b>   | <b>33334.00</b>         | <b>400008.00</b>        |
| Any additional liability to the company in view of change in tax law etc. on employee pay and benefits will be borne by the employees. |                         |                         |
| Acknowledgement and Acceptance   |                         |                         |
| I have read and understood the above terms and conditions and hereby confirm my acceptance of the same as per Annexure 'A'             |                         |                         |

|                     |
|---------------------|
| "I accept the same" |
| Signature           |
| Name                |
| Date                |

Thanks & Regards,  
**Shamika Nakhwa**  
 HR Dept.  
 LICHFL Financial Services Limited.  
 112, 11th Floor, Maker Tower F,  
 Cuffe Parade, Mumbai 400 005  
 022 43447509/75



RBS Placement <placement@srbs.edu.in>  
 To: sagarikamane.mane@gmail.com

Wed, Apr 6, 2022 at 10:23 AM

Dear Sagarika,

Below is your offer letter. Final letter will be issued after documentation and training.  
 Please confirm your acceptance by responding to this email.

Regards  
 Darshana M  
 (Quoted text hidden)

Thanks & Regards,  
 Placement & Training  
**Sheila Raheja School of Business Management And Research**  
**Raheja Education Complex,**  
**Kher Nagar, Bandra(East),**  
**Mumbai 400 051.**  
 M: 8369378360 / 9820308079  
 Email: placement@srbs.edu.in

Sagarika Mane <sagarikamane.mane@gmail.com>  
 To: SRBS Placement <placement@srbs.edu.in>

Wed, Apr 6, 2022 at 8:41 PM

Hello,  
 I accept the offer.  
 Thank you for the opportunity and guidance.

Regards,  
 Sagarika Mane  
 (Quoted text hidden)

For Sheila Raheja School of Business  
 Management & Research



  
 Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

**Fwd: Offer Letter: Srinidhi Hegde**

1 message

srinidhi hegde <srinihegde96@gmail.com>  
To: placement@srbs.edu.in

Wed, Apr 6, 2022 at 10:32 AM

Hello,

Please find the trail mail stating my offer as well as acceptance of the offer for Wat Media Consult under Dentsu International (Parent Company).

Regards,  
Srinidhi Hegde.

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

From: **srinidhi hegde** <srinihegde96@gmail.com>  
Date: Wed, 23 Mar, 2022, 9:40 am  
Subject: Re: Offer Letter: Srinidhi Hegde  
To: Prachi Tiwari <Prachi.Tiwari@dentsu.com>  
Cc: Natasha Naik

Hello Prachi,

Thank you for offering this position, I am delighted to accept the offer and very excited to begin this new journey. As stated please find attached my relieving letter.

Let me know of any further information required from my end.

Regards,  
Srinidhi Hegde  
9987800455.

On Tue, 22 Mar, 2022, 6:26 pm Prachi Tiwari, <Prachi.Tiwari@dentsu.com> wrote:

Dear Srinidhi,

It gives me immense pleasure to inform you on your selection and offer you a position of Digital Media Executive at WAT Media Pvt. Ltd., Mumbai Office.

Your CTC will be Rs.3,74,707/- per annum inclusive of all benefits as explained to you. Please find attached herewith the proposed CTC breakup for your ready reference and a detailed explanation about the breakup in the attached document.

Your joining formalities and reporting office will be our WAT Media Pvt. Ltd., Mumbai Office.

Address: 5th Floor, Parijat house (Apte Industrial Estate), Manjrekar Lane, Dr E Moses Road, Worli,  
Mumbai, Maharashtra 400018

For Sheila Raheja School of Business  
Management & Research

Your appointment is subject to:

  
Director

1. Your acceptance of the offer in writing before 24<sup>th</sup> March 2022.
2. You joining the services of the company on 31<sup>st</sup> March 2022
3. Verification of your testimonials.
4. Our receiving satisfactory reports from your references & previous employers.
5. You completing the requisite pre – employment medical tests and we receiving your clear medical check-up reports before your joining date.
- 6.

*As per our company policy, you need to complete a prescribed set of medical tests under the pre-employment medical check-up. Given the current scenario, due to the pandemic, we will allow you to onboard without undergoing the pre-employment medical tests. You will mandatorily have to get the tests done within two weeks of resuming regular physical office. In the event that your medical fitness report is negative we will be constrained to revoke your appointment. If you are facing any health issues that might hamper your work, be a hindrance in regular working hours or continuity of work; you are requested to immediately inform us.*

**HR should receive the following before your date of joining:**

- Relieving Letter from Previous Employer
- 

When you join Dentsu, you're becoming part of a 66,000-strong team. A team spread across 143 countries and united along the journey to the never before which we look forward to you joining us. We believe this is an exciting opportunity and we very much look forward to you contributing to and sharing in our success.

We look forward to welcoming you!

Should you have any queries on any of the above, please do not hesitate to contact me.

Regards,

**Prachi Tiwari**

Human Resources



**For Sheila Raheja School of Business  
Management & Research**

**Director**

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A picture containing wheel Description automatically generated

A picture containing wheel, drawing Description automatically generated

Icon Description automatically generated

A picture containing wheel Description automatically generated

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Dentsu International Limited is registered in England and Wales No.01403668, Registered office: 10 Triton Street, Regents Place, London, NW1 3BF VAT No. GB 523 2013 06.

9 attachments

**dentsu** image001.png  
4K

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 image008.png  
2K

 Srinidhi Hegde Relieving Letter.pdf  
181K

For Sheila Raheja School of Business  
Management & Research



  
Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer ' 1

2 messages

HR &lt;hr@insyncanalytics.com&gt;

Thu, Apr 7, 2022 at 3:46 PM

To: Naiknishant47@gmail.com

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

Dear Nishant,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m. and only professional tax would be deducted. On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly (Tentative May'22). Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited

Aarpee Chambers, 2nd &amp; 3rd Floor,

Plot No.729A, Off Marol,

Off Andheri- Kurla Road, Andheri (East),

Mumbai- 400059, India

Regards,

Human Resources

For Sheila Raheja School of Business  
Management & Research

Director

Document Submission check list.pdf  
260K



Nishant Naik &lt;naiknishant47@gmail.com&gt;

Sat, Apr 9, 2022 at 10:22 AM

To: HR &lt;hr@insyncanalytics.com&gt;

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

I accept the offer.

[Quoted text hidden]



SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer ' 1

2 messages

HR &lt;hr@insyncanalytics.com&gt;

Thu, Apr 7, 2022 at 3:24 PM

To: gautami.lad@gmail.com

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

Dear Gautami,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m. and only professional tax would be deducted. On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly (Tentative May'22). Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited

Aarpee Chambers, 2nd &amp; 3rd Floor,

Plot No.729A,Off Marol,

Off Andheri- Kurla Road, Andheri (East),

Mumbai- 400059, India

Regards,

Human Resources

For Sheila Raheja School of Business  
Management & Research
  
Director

 Document Submission check list.pdf  
260K

Gautami Lad &lt;gautami.lad@gmail.com&gt;

Sat, Apr 9, 2022 at 9:38 AM

To: placement@srbs.edu.in

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

From: Gautami Lad &lt;gautami.lad@gmail.com&gt;

Date: Thu, Apr 7, 2022, 3:32 PM

<https://mail.google.com/mail/u/1/?ik=a9946a3d8e&view=pt&search=all&permthid=thread-f%3A1729442919311553593&simpl=msg-f%3A1729442919...> 1/2



Subject: Re: Recruitment Offer  
To: HR <hr@insyncanalytics.com>

Good afternoon ma'am,  
Received the confirmation mail. Thank you for the opportunity.

Gautami S. Lad  
MMS- FINANCE  
Sheila Raheja School of Business Management and Research.  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement &lt;placement@srbs.edu.in&gt;

**Recruitment Offer'**

2 messages

HR &lt;hr@insyncanalytics.com&gt;

Thu, Apr 7, 2022 at 3:28 PM

To: vishwakarmamanisha78@gmail.com

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

Dear Manisha,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m. and only professional tax would be deducted. On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly (Tentative May'22). Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

**Office Address:**

InSync Analytics (India) Private Limited

Aarpee Chambers, 2nd &amp; 3rd Floor,

Plot No.729A,Off Marol,

Off Andheri- Kurla Road, Andheri (East),

Mumbai- 400059, India

Regards,

Human Resources

For Sheila Raheja School of Business  
Management & Research  
Director Document Submission check list.pdf  
260K

Manisha Vishwakarma &lt;vishwakarmamanisha78@gmail.com&gt;

Sat, Apr 9, 2022 at 9:34 AM

To: placement@srbs.edu.in

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

From: Manisha Vishwakarma &lt;vishwakarmamanisha78@gmail.com&gt;

Date: Thu, Apr 7, 2022, 5:09 PM

Subject: Re: Recruitment Offer  
To: HR <hr@insyncanalytics.com>

Good evening ma'am,  
Received the confirmation mail. I accept the offer. Thank you for the opportunity.

Manisha Vishwakarma  
MMS - Finance  
Sheila Raheja School of Business Management and Research  
[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director





SRBS Placement &lt;placement@srbs.edu.in&gt;

## Recruitment Offer \*

2 messages

HR &lt;hr@insyncanalytics.com&gt;

Thu, Apr 7, 2022 at 3:44 PM

To: nikitamokal695@gmail.com

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

Dear Nikita,

At the onset congratulations on successfully completing the selection process at InSync Analytics (India) Pvt. Ltd. We value your profile and expertise and look forward to you being part of the InSync family.

You have been selected for the position of "Financial Analyst-Band 1" at InSync Analytics, Mumbai.

During the probation period, your CTC would be Rs.3.45 Lacs per annum i.e. Rs.26,000/- Fixed Gross p.m. and only professional tax would be deducted. On confirmation of your services with the company, NPS contribution would be applicable and the CTC would be revised to Rs.3.57 Lacs per annum.

Your date of joining would be communicated to you shortly (Tentative May'22). Kindly confirm your acceptance by replying back to this mail.

Set of all documents as mentioned in Document Checklist (attached for your reference) needs to be submitted on the date of joining.

For further clarifications please contact the HR – : 022-62358903 /62358901

### Office Address:

InSync Analytics (India) Private Limited

Aarpee Chambers, 2nd &amp; 3rd Floor,

Plot No.729A,Off Marol,

Off Andheri- Kurla Road, Andheri (East),

Mumbai- 400059, India


Regards,

Human Resources

For Sheila Raheja School of Business  
Management & Research



  
Director

 Document Submission check list.pdf  
260K

Nikita Mokal &lt;nikitamokal695@gmail.com&gt;

Thu, Apr 7, 2022 at 4:00 PM

To: HR &lt;hr@insyncanalytics.com&gt;

Cc: Nikitha Rai &lt;nikitha.raai@insyncanalytics.com&gt;, SRBS Placement &lt;placement@srbs.edu.in&gt;

I accept the offer.

[Quoted text hidden]



SRBS Placement &lt;placement@srbs.edu.in&gt;

54

## Fwd: Provisional Offer – HDFC Bank – Chinmay Gade

1 message

Chinmay Gade <gade.chinmay95@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>

Sat, May 14, 2022 at 10:54 AM

Hi,

Pfa offer letter I am accepting the offer

For Sheila Raheja School of Business  
Management & Research



Director

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

From: Vishal Sawant &lt;Vishal.Sawant1@hdfcbank.com&gt;

Date: Fri, 6 May, 2022, 11:07 am

Subject: Provisional Offer – HDFC Bank – Chinmay Gade

To: gade.chinmay95@gmail.com &lt;gade.chinmay95@gmail.com&gt;

Cc: Sunny Telang1 &lt;sunny.telang1@hdfcbank.com&gt;, Kajal Yashwant Parulekar &lt;kajal.parulekar@hdfcbank.com&gt;, Bharat Mirajkar &lt;bharat.mirajkar@hdfcbank.com&gt;, Nikhil Udas &lt;Nikhil.Udas@hdfcbank.com&gt;

Classification - Confidential

Classification - Confidential

Dear Chinmay,

HDFC Bank is glad to share the enclosed provisional offer for the position of **Collection Mgr** in the **Debt Mgmt** team based at **Mumbai**. The offer is at **T - Trainee grade**. The details of the Offer are enclosed below, and these details are confidential.

**Please take note of the following points as a reference to the attached provisional offer:**

- The loan subsidies are benefits the bank offers to its employees post confirmation should they want to buy a house, a car or take a personal loan. In case you do not avail of the same, they are not encashable.
- You would also be eligible for variable pay over and above this offer, in line with the prevailing policy in the Bank.
- To calculate your monthly net salary before taxes please subtract the PF amount from the Total Fixed Pay.
- You can choose to take the Superannuation component as a cash component along with the monthly salary.
- Over and above this, you will be covered under the Bank's group mediclaim policy worth INR 2 Lacs.
- Leave Travel Allowance is not a monthly component. It can be reimbursed post completion of 1 year.
- Please **do not resign** from your current organization till you receive your official appointment letter copy from us. The appointment letter issuance is subject to your acceptance of the provisional offer and positive reference checks.

Kindly provide an email acceptance of this offer, so we can proceed with further formalities. Do connect with us in case you have any questions on the above offer. HDFC Bank welcomes you to our diverse, agile and extremely talented team!

Regards,  
**Vishal Sawant**  
Talent Acquisition Team  
HDFC Bank



Disclaimer:

"The information contained herein (including any accompanying documents) is confidential and is intended solely for the addressee(s). If you have erroneously received this message, please immediately delete it and notify the sender. Also, if you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking any action in reliance on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of the e-mail by a third party or otherwise.

Regd. Office : HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013. "

Classification - Confidential

Classification - Confidential

Chinmay Gade.pdf  
212K

**For Sheila Raheja School of Business  
Management & Research**



Director

| Grade   | Trainee          | Current Grade  | NA |
|---|------------------|----------------|----|
| <b>TOTAL COST OF EMPLOYMENT SALARY AND ALLOWANCES</b> |                  |                |    |
|   | <b>Per Month</b> | <b>Annual</b>  |    |
| Basic Salary  | 7,500            | 90,000         |    |
| House Rent Allowance                                  | 0                | 0              |    |
| Lunch Allowance                                       | 910              | 10,920         |    |
| Conveyance Allowance                                  | 1,600            | 19,200         |    |
| Medical   | 1,250            | 15,000         |    |
| Personal Pay  | 0                | 0              |    |
| Other Allowance                                       | 11,940           | 143,280        |    |
| Telephone Allowance                                   | 0                | 0              |    |
| Leave Travel Assistance                               |                  | 0              |    |
| City Allowance  | 2,000            | 24,000         |    |
| PBG Allowance   | 0                | 0              |    |
| <b>Total Fixed Cash ( A )</b>                         | <b>25,200</b>    | <b>302,400</b> |    |
| Provident Fund  |                  | 21,600         |    |
| Superannuation  |                  | 0              |    |
| <b>Retirals(B)</b>                                    |                  | <b>21,600</b>  |    |
| <b>Total Fixed Pay(A+B)</b>                           |                  | <b>324,000</b> |    |
| Housing Loan 750,000.00 @2.5%                         |                  | 52,875         |    |
| Personal Loan 60,000.00 @5%                           |                  | 8,100          |    |
| Vehicle Loan 150,000.00 @3%                           |                  | 11,925         |    |
| Housing Loan Slab-2 450,000.00 @5%                    |                  | 20,475         |    |
| <b>Subsidized Loans(C)</b>                            |                  | <b>93,375</b>  |    |
| <b>TOTAL COST TO COMPANY(TCTC) (A+B+C)</b>            |                  | <b>417,375</b> |    |
| <b>Benefits:</b>                                      |                  |                |    |

**Hospitalisation:** You will be entitled to the hospitalisation benefit under the hospitalisation scheme prevailing in the Bank which is currently 200000 p.a.

**Gratuity:** As per Gratuity Act.

**Superannuation:** All Employees who are in E4 and above are entitled to Superannuation Benefit contribution.

Employer contributes 13% of Basic Salary per annum towards Superannuation. This contribution goes to a Superannuation Fund. The Superannuation Fund is governed by the HDFC Bank Ltd. Superannuation Scheme. Any tax liability arising out of the same needs to be borne by the employee.

Employees can opt to take their 13% contribution to superannuation fund as cash. This amount would be paid through the payroll, will appear in the payslip, and will be fully taxable.

**Loans:** The amount mentioned is the notional value of the loan and not a cash component of salary.

**Performance Bonus:** As per Policy.

**NOTE:** Staff Loan is not Applicable For Receptionist, Management Trainee, Trainee, Executive Trainee, Management Associate.

\*This is not a formal offer. In case you accept this then kindly DO NOT resign in your present organisation till we hand over your offer letter to you.

8/8/21



For Sheela Raheja School of Business  
Management & Research

  
Director



SRBS Placement <placement@srbs.edu.in>

### Chinmay Gade offer letter

1 message

Chinmay Gade <gade.chinmay95@gmail.com>  
To: SRBS Placement <placement@srbs.edu.in>


Sat, May 14, 2022 at 10:51 AM

Hi

I have received offer letter from hdfc bank and i have accepted the offer

Regards

Chinmay Gade

 Chinmay Gade (1).pdf  
212K

For Sheila Raheja School of Business  
Management & Research



  
Director



Ref No.: SBIGIC/HR/OF/22-23/0018  
Date : April 05, 2022

Ms. Monali Dinkar Pawar  
RX-5/21, Room No: 2,  
Bajaj Nagar, Aurangabad,  
Maharashtra - 431001  
Mobile No. - 7040554647

Madam,

Offer Letter

With reference to your recent interview with us, we are pleased to offer you the position of **Payables Executive** in the grade of **Executive Assistant** in **SBI General Insurance Co. Ltd.** You will be reporting to the Team Leader - Payables.

1. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successful completion of your probation period.
2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of **Rs.300000/- (Rupees Three Lakhs Only) per annum**. This will be an all-inclusive cost to the company (CTC) for availing your services.
3. Your initial posting will be in **Thane Hub**. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:
  - i. Actual production of relieving letter or acceptance of resignation letter from your current employer.
  - ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of documents.

For Sheila Raheja School of Business  
Management & Research

*[Handwritten initials]*



*[Handwritten signature]*  
Director

**SBI General Insurance Company Limited**

Corporate & Registered Office: 9<sup>th</sup> Floor, A & B Wing Fulcrum Building, Sahar Road, Andheri East, Mumbai - 400099  
CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in | Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144.



5. The Company shall carry out background verification before expiry of the probation period described in the Letter of Appointment and your appointment shall be voidable at the sole discretion of the company in case the outcome of the background verification is not satisfactory to the Company.
6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end
7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.
8. In case of your resignation or termination by SBI General Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise payment of any incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.
9. In case you resign before your confirmation, no other incentive would be payable.
10. The normal age of superannuation shall be 60 years.
11. Validity of the offer is 90 days from the date of letter i.e. till 04 July, 2022.

Yours faithfully,



**Himanshu Churi**  
Lead - Talent Acquisition



**For Sheila Raheja School of Business  
Management & Research**

  
Director

I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: .....

Signature: .....

**SBI General Insurance Company Limited**

Corporate & Registered Office: 9<sup>th</sup> Floor, A & B Wing Fulcrum Building, Sahar Road, Andheri East, Mumbai - 400099  
CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in | Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144



**Salary Annexure of Ms. Monali Dinkar Pawar**

**CTC Structure**

| CTC Component           | Amt in Rs. (Monthly Gross) | Amt in Rs. (Annual) |
|-------------------------|----------------------------|---------------------|
| Basic                   | 11648                      | 139776              |
| HRA                     | 5824                       | 69888               |
| Statutory Bonus         | 970                        | 11643               |
| Special Allowance       | 4198                       | 50373               |
| Employer Provident Fund |                            | 21600               |
| Gratuity Provision      |                            | 6720                |
| <b>Total CTC</b>        | <b>22640</b>               | <b>300000</b>       |

| Other Benefits *   | Eligible Cover |
|--|----------------|
| <p><b><u>Mediclaim Insurance Cover:</u></b></p> <p>i) Hospitalization expense which require 24 hours hospitalization for Self, Spouse, Parents (partial contribution from the employee) &amp; up to 2 dependent children (below 25 years of age) is payable on a family floater basis.</p> <p>ii) Specified Day Care Treatment which does not require 24 hours hospitalization is also payable.</p> <p>iii) Maternity Benefit, new born baby and Pre-existing illnesses covered from the day of joining.</p> | Rs.2.50 lakh/- |
| <p><b><u>Group Personal Accident Insurance cover:</u></b></p> <p>All employees are covered 24 hours, under this policy. The policy covers an employee in the event of bodily injury due to an accident. It also covers temporary or permanent disability caused due to the accident.</p>   | Rs.30 lakh/-   |
| <p><b><u>Group Term Life Insurance cover:</u></b></p> <p>Group Term Life is payable to the nominee of the deceased employee in case of unfortunate event of natural death.</p>   | Rs.20 lakh/-   |

\* These benefits are available to all the employees of the company as per HR Policy as in force

For Sheila Raheja School of Business  
Management & Research



*[Handwritten Signature]*  
Director

**SBI General Insurance Company Limited**

Corporate & Registered Office: 9<sup>th</sup> Floor, A & B Wing Fulcrum Building, Sahar Road, Andheri East, Mumbai – 400099  
CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in | Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144



## Instructions on the Day of Joining

Office Timings: 9.30 AM to 6.30 PM

### Location Address for joining formalities:

SBI General Insurance Company Ltd. 3RD FLOOR, LOTUS IT PARK, ROAD NO.16,  
PLOT NO. B-18,19, WAGLE INDUSTRIAL ESTATE, THANE ( WEST), PIN-400604

Please submit a photocopy of below documents and carry originals for validation purpose:

#### A. Education Qualifications:

1. SSC & HSC Mark-sheet
2. Graduation & Post Graduation Mark-sheet & Passing Certificate
3. Any Other Additional Qualifications' Mark-sheet & Certificate (if any)

#### B. Work Experience Letter from Previous 2 Employer as follows

1. Appointment letter / Offer letter
2. Copy of Relieving letter / Experience letter

#### C. Proof of Birth Identity & Address

1. PAN Card (Mandatory)
2. Aadhar Card (Mandatory)

#### D. Three Passport size color photographs

#### E. Copy of pay slip (last 3 months)

For Sheila Raheja School of Business  
Management & Research



  
Director

### SBI General Insurance Company Limited

Corporate & Registered Office: 9<sup>th</sup> Floor, A & B Wing Fulcrum Building, Sahar Road, Andheri East, Mumbai - 400099  
CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in | Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144



**You are requested to contact the following official(s) for necessary advices regarding submission and scrutiny of your documents:**

Name : Ms Ankita Acharya  
Address : SBI General Insurance Co. Ltd.  
3<sup>rd</sup> Floor, Lotus Park, Rd No. 16, Wagle Industrial Estat, Thane (West) -  
400604.  
E - Mail ID : Ankita.Acharya@sbigeneral.in

\* Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**SBI General Insurance Company Limited**

Corporate & Registered Office: 9<sup>th</sup> Floor, A & B Wing Fulcrum Building, Sahar Road, Andheri East, Mumbai - 400099  
| CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | www.sbigeneral.in Logo displayed belongs to  
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SRBS Placement &lt;placement@srbs.edu.in&gt;

**Offer letter**

1 message


**Monali Pawar** <pawarmonali85@gmail.com>  
To: placement@srbs.edu.in

Sat, Apr 9, 2022 at 3:46 PM

Name: Monali Pawar  
MMS Finance  
Roll no. : 132

Respected Sir,  
I Monali Pawar from MMS second year would like to share my offer letter from SBI General Insurance where I got placed by my self  
I am attaching my offer letter for your reference.  
I am facing some issues in joining process  
So I would even try for placement from the Institute under your guidance

PFA,

 **Monali Dinkar Pawar.pdf**  
251K

For Sheila Raheja School of Business  
Management & Research



  
Director





## Offer - Campus Hiring - LICHFL Financial Services Ltd.

2 messages

hrfst <hrfst@lichflfsl.com>

Wed, Apr 13, 2022 at 11:04 AM

To: SRBS Placement <placement@srbs.edu.in>

Cc: SANIYA MANERIKAR <saniya.manerikar@lichflfsl.com>

For Sheila Raheja School of Business  
Management & Research

Madam,



Director

Please find below, the offer of Mr. Dhanesh Naik, he has been selected for the position of Assistant Sales Manager.

The formal appointment is subject to completion of the course and compliance of documentation as per the policy.

The fixed Cost to the Company will be as per Annexure 'A.' The candidate will be eligible for performance-based incentives as per Company Policy.

Kindly revert with the acceptance of offer by the candidate. Incase of any query kindly revert.

|  |                         |                         |
|--|-------------------------|-------------------------|
| NAME : Mr. Dhanesh Naik  |                         |                         |
| DESIGNATION: Assistant Sales Manager   |                         |                         |
| <b>Annexure "A"</b>  |                         |                         |
| <b>EARNINGS</b>  | <b>Monthly Amt (Rs)</b> | <b>Annual Amt (Rs.)</b> |
| Basic Salary   | 15010.00                | 180120.00               |
| House Rent Allowance   | 7505.00                 | 90060.00                |
| Special Allowance  | 8146.00                 | 97752.00                |
| <b>GROSS SALARY</b>  | <b>30661.00</b>         | <b>367932.00</b>        |
| Employee Benefit   |                         |                         |
| Gratuity ( As per the Gratuity Act)  | 722.00                  | 8660.00                 |
| Provident Fund (13% of Basic Salary, Company Contribution)   | 1951.00                 | 23412.00                |
| <b>CTC</b>   | <b>33334.00</b>         | <b>400008.00</b>        |
| Any additional liability to the company in view of change in tax law etc. on employee pay and benefits will be borne by the employees. |                         |                         |
| Acknowledgement and Acceptance   |                         |                         |
| I have read and understood the above terms and conditions and hereby confirm my acceptance of the same as per Annexure 'A'             |                         |                         |
| "I accept the same"  |                         |                         |
| Signature  |                         |                         |

|      |
|------|
| Name |
| Date |

Thanks & Regards,  
Shamika Nakhwa  
HR Dept.  
LICHFL Financial Services Limited.  
112, 11th Floor, Maker Tower F,  
Cuffe Parade, Mumbai 400 005  
022 43447509/75



SRBS Placement <placement@srbs.edu.in>  
To: naikdhanesh24@gmail.com

Wed, Apr 13, 2022 at 11:44 AM

Dear Dhanesh,

Congratulations!

Please reply to this mail with the confirmation of your acceptance.

[Quoted text hidden]

Thanks & Regards,  
Placement & Training  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
M: 8369378360 / 9820308079  
Email: placement@srbs.edu.in

For Sheila Raheja School of Business  
Management & Research



  
Director



OFFER LETTER

Date: 01.05.2022

Dear AJINKYA TILE.


This refers to your application for employment and the subsequent discussions you had with us. We are pleased to inform you that you have met our selection criteria and we would like to make an offer of employment with our organization as ( Management Trainee International Marketing and BD) at Alok Ingots (Mumbai) Private Limited.

5. **Remuneration:** You will be paid an annual remuneration of **INR 6,19,440** /- p.a. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable. (Refer to Salary Structure)
- i. **Joining:** You will be joining us on or before **02.05.2022**
2. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining post submission of documents mentioned below.

As a part of our recruitment procedure, you are requested to furnish the following testimonials as mentioned in annexure A in pdf or jpeg format before your date of joining to the following email id : [renu.loba@alokindia.com](mailto:renu.loba@alokindia.com).

Kindly sign the duplicate copy of this offer letter as an acknowledgement and return to us before 30.04.2022 failing which this offer shall stand withdrawn. I would like to congratulate you and looking forward to have you on board.

For Alok Ingots (Mumbai) Private Limited

  
Authorized Signatory

  
For Sheila Raheja School of Business  
Management & Research

  
Director



ALOK INGOTS (MUMBAI) PVT. LTD.

119, Dady Sheth Agyari Lane - 1st Floor  
Office 6, Kalbadevi, Mumbai 400 002, India  
T : +91 22 2208 0516 / 0815 +91 22 2205 7153 +91 22 4022 0080  
F : +91 22 2208 0813 E : [mumbai@alokindia.com](mailto:mumbai@alokindia.com) / W : [www.alokindia.com](http://www.alokindia.com)

MANUFACTURING UNIT

Plot No 1/1, Yashwantrao Chavan Village (near Airoli village)  
Lohari Wadi - Dhar Palghar, 421 301 India  
T : +91 91677 25253 M : +91 99877 70330 +91 93271 330  
E : [alokindia.com](mailto:alokindia.com)

**Internship Offer with uFaber**

Date: - March 14, 2022

**Srushti Bagwe**  
9619028682  
srushbagwe03@gmail.com

Dear **Srushti**,  
We are delighted & excited to welcome you to UFABER as an **Marketing-Intern**. At UFABER we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with UFABER.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Signed by:



**Alpa Kataria**  
HR Manager  
uFaber Edutech Pvt.Ltd

**For Sheila Raheja School of Business  
Management & Research**

  
Director

## Internship Offer with uFaber

### Annexure A

You shall be governed by the following terms and condition of service during your internship with UFABER, and those may be amended from time to time.

1. Your date of joining is **March 14, 2022** and the duration of the internship would be **3 months**. During this time you are expected to devote your time and efforts solely to UFABER work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
2. You will be working from Office for the duration of the internship, there will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
3. All the work that you will produce at or in relation to UFABER will be the intellectual property of UFABER. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
4. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. UFABER operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all UFABER work/data stored on your Personal Computer to your mentor and delete the same from your machine.
5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any competitor organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
6. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

For Sheila Raheja School of Business  
Management & Research



  
Director

### Internship Offer with uFaber

8. UFABER is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and handwork – and expect appreciation & rewards to follow.
9. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
10. Have fun at what you do and do the right thing – both the principles are core of what UFABER stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
11. Stipend will be **INR 8,000**, which will be paid between 5<sup>th</sup>-10<sup>th</sup> of every month. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: March 14, 2022

Signature:

Place: Mumbai

Name: Srushti

For Sheila Raheja School of Business  
Management & Research



  
Director



SRBS Placement <placement@srbs.edu.in>

### Internship letter

3 messages

Tue, Apr 12, 2022 at 10:47 AM

**Srushti Bagwe** <srushbagwe03@gmail.com>  
To: placement@srbs.edu.in

**Srushti Bagwe - Marketing Intern - Offer Letter.pdf**  
185K

Tue, Apr 12, 2022 at 10:48 AM

**Srushti Bagwe** <srushbagwe03@gmail.com>  
To: placement@srbs.edu.in

I accept this internship.

On Tue, Apr 12, 2022 at 10:47 AM Srushti Bagwe <srushbagwe03@gmail.com> wrote:

Tue, Apr 12, 2022 at 11:28 AM

**Srushti Bagwe** <srushbagwe03@gmail.com>  
To: placement@srbs.edu.in

I accept the offer  
(Quoted text hidden)

For Sheila Raheja School of Business  
Management & Research



Director

10<sup>TH</sup> APRIL, 2022

Dear Ms. Meghal Deepak Kalgutkar,

Greetings from Mirador Hotel

With reference to your application and by the subsequent Interview that you had with us. We are glad to inform you that you are been selected for the position of "HR COORDINATOR" for which we have offered you Rs.15500/- Gross Salary.

Date of Joining: 11th April, 2022.

On the Date of Joining, please bring the following documents for verification/submission-

- Passport size photograph – 2.
- Original and Copies of Aadhar & Pan Card.
- Original and copies of Qualification certificate.
- Original and copies of Experience letter/ Salary slip last three month.
- Final Vaccination Certificate

This is purely an Offer Letter, and further terms and conditions will be detailed in the Appointment Letter.

Your's sincerely,  
For The Mirador Hotel

**GLEND SOUZA**  
HEAD OF HUMAN RESOURCES



For Sheila Raheja School of Business  
Management & Research

  
Director

**Date: 13-May-22**

**Mr. Adarsh Vijay Kashyap**

Dear Adarsh,

Congratulations!

We are pleased to appoint you in our organization as **Senior Executive - E2** in **General Pool** Department.

Axis Securities Limited a part of the lineage of Axis Group and a proud subsidiary of Axis Bank – India's 3<sup>rd</sup> largest private sector bank and the preferred choice of millions of customers. Making innovation, digitization and customer obsession our motto, we have grown step-by-step in a short span of time. At Axis Securities Ltd, we are committed to provide the best-in-class capital market products and services to our customers with focus towards people development lying at its core.

Please find below the detailed terms and conditions of your appointment:

**Commencement / Term:**

You are required to join our organization on or before **23-May-22**. Your place of work shall presently be at **Lower Parel**.

Please note that your appointment is subject to successful completion of Post Graduation and NISM Series V (Mutual Fund Distributors) and NISM Series VIII (Equity Derivatives) certification. You are required to furnish the necessary certificates/documents on or before your **Date of Joining**. On failure to submit the necessary certificates/documents as aforesaid, your offer letter will be revoked and the appointment would stand cancelled.

**Remuneration:**

Your remuneration would be **Rs. 400000/- per annum**, of which **Rs. 350000/- per annum** shall be fixed CTC and you will be entitled for bonus payout of **Rs. 50000/-** subject to successful completion of probation period of 1 year.

A detailed break-up of your compensation has been attached herewith in the affixed **Annexure A**. Annual performance linked variable pay / incentive, as may be applicable, will be paid as per the Company's policy, based on your performance.

**Retirement / Statutory Benefits:**

You will be eligible for Retirement Benefits of the organization; namely Provident Fund and Gratuity as per the company policy.

**Health & Wellness Benefits:**

You will be eligible for a Group Mediclaim (Self and dependant), Future Gratuity Service and Term Life coverage. The additional top-up sums and Employee Care fund are mandatory through employee contribution. Details of these benefits shall be communicated from time-to-time.

**Transfer:**

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

Corporate Office: Unit 402 A, Building-A,  
Axisco Corporate Park, Hornby Road,  
Khar West, Mumbai - 400017

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

**Leave:**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

**Job Profile:**

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

**Probation Clause:**

You will be on probation for a period of 12 months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory performance during probation, you will be confirmed in the services of the Company. In case the overall performance is not found satisfactory, with a view to accord one more opportunity, your probation period will be extended as decided by the Company, or your employment on probation shall be terminated on the due date and you shall automatically cease to be in the employment of the company for all purpose.

**Professional Ethics and Confidentiality:**

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

**Intellectual Property Rights:**

The Intellectual Property Rights of all the Policy Documents, Investment schemes and Plans, Products and Brochures etc. of the Company shall be exclusive property of the Company; you shall not make any claim on them. Even if any Policy, Investment Schemes and Plan, product and brochures etc. is created / designed by you during your course of employment, the Intellectual Property Rights attached to them shall exclusively vest with the Company.

**Notice Period/Exit Formalities:**

During the probation period either party can terminate the services by giving 30 days notice or basic salary in lieu thereof at the organization's discretion. After confirmation, either party can terminate the services by giving 60 days notice or basic salary in lieu thereof at the organization's discretion. You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you are required to complete the exit formalities within 30 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 30 days.

**Reference Check:**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references, who have supervised you in professional capacity at some stage in your academic / professional career.

For Sheila Raheja School of Business  
Management & Research



FOR OFFICE USE ONLY  
Tel: 022-25511000  
E-Mail: [hr@axissec.com](mailto:hr@axissec.com)  
Website: [www.axissec.com](http://www.axissec.com)

Director

Axis Securities Limited  
Corporate Office: Unit CEEA, Building - A,  
Regency Corporate Park, Phoenix Mills,  
Kamlay Junction, Juhu (West)  
Mumbai - 400070



**Termination of Employment:**

Your services with the organization are liable to be terminated in the event of:

- a) Any breach of the conditions mentioned in this letter on your part;
- b) Any incorrect information furnished
- c) Suppression of any material information
- d) Violation of Company's Code of Conduct & Policies
- e) Non confirmation of service
- f) Insufficiency with negative remarks in background verification

**Change in the Personal Details:**

You shall intimate the Company about any change of your residential address (permanent and / or current); qualification and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non-intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in Mumbai will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

A list of document to be submitted at the time of joining is given for your information in Annexure B.

We look forward to welcoming you and wishing you a successful career with the organization.

Yours faithfully,  
For **Axis Securities Limited**



**Authorized Signatory**

I have read and understood all the terms and conditions of the offer and would like to confirm my acceptance of the offer.

Signature  
Name: **Mr. Adarsh Vijay Kashyap**



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



Annexure A

| Components                                 | CTC P.M.     | CTC P.A.,     |
|--|--------------|---------------|
| Basic                                      | 11667        | 140000        |
| HRA  | 4667         | 56000         |
| Special Allowance                          | 9918         | 119011        |
| <b>Gross</b>                               | <b>26252</b> | <b>315011</b> |
| <b>Retirals</b>                            |              |               |
| Employer's Contribution to PF              | 1800         | 21600         |
| Gratuity                                   | 561          | 6734          |
| <b>Gross + Retirals</b>                    | <b>28613</b> | <b>343345</b> |
| <b>Benefits</b>                            |              |               |
| Insurance Benefits (Mediclam + Term Life)  | 555          | 6655          |
| <b>Total (Gross + Retirals + Benefits)</b> | <b>29168</b> | <b>350000</b> |

\* One Time Bonus payout of Rs 50,000/- is subject to successful completion of probation period of 1 year.

**Confidentiality:** Matter of your compensation is confidential information of Axis Securities Limited and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purposes.

For Sheila Raheja School of Business Management & Research



  
Director



Annexure B

List of documents to be submitted at the time of joining

- 1) Photocopies of educational qualifications (10<sup>th</sup> std onwards)
- 2) Relieving letter from the last employer or Acceptance of Resignation
- 3) Last salary slip / Proof of salary of the previous organization
- 4) Declaration of medical fitness by the candidate
- 5) PF, Gratuity and ESIC nomination forms to be provided by the organization
- 6) Four Passport size photographs
- 7) Proof of Date of Birth and Residence
- 8) PAN Card copy
- 9) AADHAR Card Copy

You are requested to submit all the above documents at your local office to facilitate the processing of your salary.

For Sheila Raheja School of Business  
Management & Research



  
Director



16th May, 2022

**Hardika Jain**  
A-703, 7th Floor, United Residency,  
Kala Killa Dharavi, Mumbai- 400017 India

Re: Employment Offer

Dear Hardika,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **25th May, 2022**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **25th May, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.



  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91-22-67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Speed  
Reliability  
Value Performance

## COMPUAGE INFOCOM LTD

For Sheila Raheja School of Business  
Management & Research

May 30, 2022

To,

Mr. Abhishek Sadanand Ghunke  
S/O: Sadanand Ghunke, A - Wing, Room No - 119,  
Sankalp Building, sane guruj marg,  
opp. Ganesh talkies, Lalbaug, Mumbai, Parel, Maharashtra 400012



Director

Cell No- 7666789962

**Subject: Offer Letter.**

Further to your application and your recent interview with us, we are pleased to offer you the post of **Executive Finance** in our organization under the following terms and conditions placed at **Corporate Office**. However in future at the instruction of Management, you will be required to work at any of our offices projects, division, department of the company or any of the group company, existing or which may be established, in future.

You will be entitled to a Basic Salary of **Rs.15010/-** per month, and other allowances as per the Annexure attached. Accordingly, your total yearly achievable emoluments will be **Rs.250920/- p.a.**

You will be on probation for a period of **six month** after which depending upon your performance, your services in the company will be confirmed. In case your performance is found not to the expected level, then your probation period would be further extended to a period as decided at that point of time.

During the tenure of your employment with us, you will be governed by the policies and the rules of the Company as framed from time to time. You may be posted / transferred to any other town / city in India at the sole discretion of the management.

Also, as a confirmation, you are requested to join us on **May 30, 2022.**

You are also requested to submit the following documents on the date of Joining:

1. Acknowledge copy of original offer letter.
2. Proof of Address (Copy of Ration Card/Passport Copy/Election Card Copy)
3. Pan Card Copy
4. Aadhar Card Copy
5. 4 Photographs
6. Educational Qualification Certificates copy (Xth, XIIth, Graduation, Post-Graduation, Etc.)
7. Professional Qualification Certificate copy.
8. Last Employer's relieving & experience letter.

During the period of probation, and after confirmation too, you will be required to give a notice period of **One month** as per your **Grade COP01** In case of not serving the **NOTICE PERIOD** deduction of **One month** salary will be made as per your Grade .If the amount earned is less than the deduction amount the employee would need to clear the amount to obtain **Employee Clearance**. (NOTE: Leaves will not be adjusted with the Notice Period.)

A detailed appointment letter is being issued separately which will be given to you after you join the company. Please sign the duplicate copy of this letter as a token of your acceptance and return it back to us and also confirm us your exact date of joining our company.

I duly accept the above

D-601/602 & G-601/602,  
Lotus corporate Park,  
Gidam 1st Steel Compound,  
Western express Highway, Goregaon (E),  
Mumbai - 400 063- India  
Ph: +91-22-6711 4444  
Fax: +91-22-6711 4445  
info@compuageindia.com  
www.compuageindia.com  
CIN: L99999MH1999PLC135914

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

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

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

Page 1 of 2



Speed  
Reliability  
Value Performance

## COMPUAGE INFOCOM LTD


### ANNUAL COMPENSATION STRUCTURE

Name Abhishek Sadanand Ghunke  
Designation Executive Finance  
Location Corporate  
Grade COP01

| Components            | Monthly (Rs.) | Annually (Rs.)  |
|-----------------------|---------------|-----------------|
| Basic                 | 15,010        | 1,80,120        |
| House Rent Allowance  | 3,330         | 39,960          |
| <b>Total 1</b>        | <b>18,340</b> | <b>2,20,080</b> |
| <b>Other Benefits</b> |               |                 |
| ESIC                  | 597           | 7,164           |
| Bonus                 | 1,251         | 15,012          |
| Gratuity              | 722           | 8,664           |
| <b>Total 2</b>        | <b>2,570</b>  | <b>30,840</b>   |
| Fixed CTC             | 20,910        | 2,50,920        |
| <b>Total CTC</b>      |               | <b>2,50,920</b> |

Thanking You,

For COMPUAGE INFOCOM LIMITED

  
Bindya Lilapara  
Manager Human Resource



For Sheila Raheja School of Business  
Management & Research

  
Director

I duly accept the above

D-601/602 & G-601/602,  
Lotus Corporate Park,  
Gachanvirn Steel Compound,  
Western Express Highway, Goregaon (E),  
Mumbai - 400 063, India  
Ph: +91-22-6711 4444  
Fax: +91-22-6711 4445  
info@compuageindia.com  
www.compuageindia.com  
CIN: L99999MH1999PLC135914

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

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

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

Page 2 of 2

15th June, 2022

**Himesh Prajapati**  
110, C WING PANCHSHEEL 1,  
RAHEJA TOWNSHIP MALAD EAST, Mumbai- 400097 India

Re: Employment Offer

Dear Himesh,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **20th June, 2022**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **20th June, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

For Sheila Raheja School of Business  
Management & Research



  
Director





If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

*Pranali Mhatre*  
**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
**Director**



14th June, 2022

**Pooja Shahane**  
Gajanan nagar, sainath colony,  
Room no. A/58, Ulhasnagar- 421004 India

Re: Employment Offer

Dear Pooja,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **15th June, 2022**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **15th June, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

GlobeOp Financial Services (India) Private Limited |  
Registered Office: 5th Floor, Building 16, Interface, Malad (West), Mumbai-400 064, Maharashtra, India.  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [careers@glbop.com](mailto:careers@glbop.com) | [www.globeop.com](http://www.globeop.com) | [www.globeop.in](http://www.globeop.in)  
ICIN-U67100MH2003PTC141044

For Sheila Raheja School of Business  
Management & Research



Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

**Pranali Mhatre  
Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



**Director**



SRBS Placement &lt;placement@srbs.edu.in&gt;


**Pooja shahane - offer letter**

2 messages

**Pooja Shahane** <poojashahane321@gmail.com>  
To: placement@srbs.edu.in

Wed, Jun 15, 2022 at 12:50 AM

I am sharing the offer letter.

 **R9214 - Pooja Shahane.pdf**  
81K

**Pooja Shahane** <poojashahane321@gmail.com>  
To: placement@srbs.edu.in

Wed, Jun 15, 2022 at 11:36 AM

Dear ma'am

I am please to inform you that I have accepted the offer received from globeop financial services pvt. ltd.

Thank you  
Pooja Shahane

[Quoted text hidden]

**For Sheila Raheja School of Business  
Management & Research**



  
Director

27th April, 2022

**Pooja Tiwari**  
404/A, bldg no. 1, Narmada Paradise Fatak Road,  
bhayandrat east, thane, Mumbai- 401105 India

Re: Employment Offer

Dear Pooja,

I am pleased to confirm our offer of employment with GlobeOp Financial Services (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **2nd May, 2022**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 400000/- (Rupees Four Lakhs Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **2nd May, 2022**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

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On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

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As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.



  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91-22-67539040

Kind regards,

**For GlobeOp Financial Services (India) Private Limited**

*Mhatre*  
**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

# Morgan Stanley

PRIVATE AND CONFIDENTIAL

May 24, 2022

Apeksha Parab  
002, A wing, Sukhmani Building, Yashodham Complex, Goregaon East  
Mumbai  
Maharashtra - 400063

Dear Apeksha,

Confirming our discussions, we are pleased to offer you employment with Morgan Stanley Advantage Services Private Limited (the "Firm"). Those who have had the opportunity to meet with you look forward to your joining the Firm. Your position will be that of Analyst in the WM Operations Division in Mumbai.

## Total Reward

As an employee of the Firm you will receive an annual Total Reward comprising (1) Base Salary (as defined below) and (2) discretionary above base compensation which may be awarded at fiscal year-end (referred to below as "year-end bonus"). Your Total Reward is inclusive of compensation for all work performed, including any overtime.

Your discretionary year-end bonus, if any, may be payable partially in cash and partially in the form of long-term incentive compensation. There are further details about the conditions of long-term incentive awards below. Your Total Reward will be determined as a part of the compensation review process at the end of each fiscal year. In deciding whether to award any discretionary year-end bonus, and the amount of any such bonus, the Firm may take account of factors including (but not limited to) business and market conditions, the profitability and performance of Morgan Stanley and your division, your individual performance, conduct (including compliance with the Firm's principles, policies and procedures) and potential, the strategic objectives of Morgan Stanley, your business unit and your team and the associated value attributed to your role and whether you will be remaining in employment with the Firm. In order to be eligible for a year-end bonus award you must be employed and performing duties at the time year-end bonuses are communicated to similarly situated employees and not have given or been given notice of termination prior to such date. Further details about the conditions of year-end bonus awards are contained in the India Employee Handbook. The cash portion of any discretionary year-end bonus is payable when year-end cash bonuses are paid to other similarly situated employees, and in no event later than March 15 in the year following the relevant fiscal year. All payments are subject to applicable withholdings and deductions.

## Compensation

For fiscal year 2022, your CTC (cost to company) consists of your Base Salary (in the components shown below) plus employer's contribution to Provident Fund:

|                |             |           |
|----------------|-------------|-----------|
| Base Salary    | INR 212,500 | per annum |
| Allowances     | INR 212,500 | per annum |
| Base Salary    | INR 425,000 | per annum |
| Provident Fund | INR 25,500  | per annum |
| TOTAL CTC      | INR 450,500 | per annum |

For Sheila Raheja School of Business  
Management & Research



  
Director



**For Sheila Raheja School of Business  
 Management & Research**



*[Handwritten Signature]*  
 Director

*[Handwritten initials]*



Letter of Confirmation

1<sup>st</sup> May 2023

**Ms. Ashlesha Hire**  
Hire House, Goma Galli,  
Versova, Andheri (West)  
Mumbai 400 061

Email : hire.ashlesha17@gmail.com  
Mobile : +91 9920369492

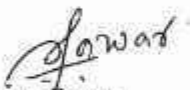
Dear Ashlesha,

The company has monitored and evaluated your performance ever since you joined us on 1<sup>st</sup> November, 2022. We are pleased to end your probation period and your position has been confirmed to the position of **Associate – Business Development** at **Beacon Trusteeship Limited** with effect from 1<sup>st</sup> May 2023.

All other terms and conditions of your appointment will remain the same. Please signify your acceptance of these terms and conditions by signing this letter and returning it to me at an earliest convenient time.

**Beacon Trusteeship Limited** congratulates you on your confirmation. We are confident you will contribute substantially to the success of the organization and fully justify the confidence we have placed in you.

For Beacon Trusteeship Limited

  
Seema Pawar  
HR Head



For Sheila Raheja School of Business Management & Research



  
Director

**BEACON TRUSTEESHIP LIMITED**

Registered & Corporate Office : 4C & D, Siddhivinayak Chambers, Gandhi Nagar, Opp MIG Cricket Club, Bandra (E), Mumbai - 400 051.

Phone : 022-26558759 | Email : contact@beacontrustee.co.in | Website : www.beacontrustee.co.in

CIN : U74999MH2015PLC271288

Date: July 01, 2022

Ms SHABDASHREE RAVINDRA JAWADE

Skillate ID: 4242961

"Shabdashree",  
Ravindra Jawade,  
Bhattad layout,  
Samata nagar,  
Murtizapur, Akola  
Maharashtra, 444107

For Sheila Raheja School of Business  
Management & Research



  
Director

Offer Letter

Dear SHABDASHREE,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Technology Services Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Mumbai**. Your functional title will be **"Data Analyst"**.
2. Your office address will be eClerx Services Limited, Building # 11, 4th, 5th & 6th Floor, K Raheja Mindspace, Plot #3, TTC Industrial Area, Thane Belapur Road, Airoli, Navi Mumbai – 400 708, Maharashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **July 05, 2022**.
5. Your Cost to the Company will be **INR 400,464** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 700** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with 30 Days' notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the

- employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:  
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

- a. Four passport size color photographs.
- b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
- c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
- d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
- e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
- f. One photocopy of passport / driving license etc. for photo ID.
- g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
- h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.

16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

17. Clauses:

- Your offer of Employment will not be valid if you are unable to provide your Post Graduation/ Graduation final year Mark sheets & Degree Certificate within 90 days from Date of Joining.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services

SHABDASHREE RAVINDRA JAWADE



Andrews Simon  
Associate Principal – Human Resources

For Sheila Raheja School of Business  
Management & Research



Director

Annexure I

For Sheila Raheja School of Business  
Management & Research

Name: SHABDASHREE RAVINDRA JAWADE  
Designation: Analyst  
Date of Joining: July 05, 2022

*SR*



*[Signature]*  
Director

| SALARY OFFER BREAK-UP             | Amount (INR)  | Annual Amount(INR) |
|-----------------------------------|---------------|--------------------|
| Basic Pay                         | 15,450        | 185,400            |
| House Rent Allowance              | 7,725         | 92,700             |
| Leave Travel Allowance            | 0             | 0                  |
| Other Allowance                   | 3,125         | 37,500             |
| Bonus                             | 2,800         | 33,600             |
| <b>Monthly Fixed Compensation</b> | <b>29,100</b> | <b>349,200</b>     |
| Retiral Fund                      | 1,800         | 21,600             |
| <b>Monthly Total Compensation</b> | <b>30,900</b> | <b>370,800</b>     |
| <b>Annual Total Compensation</b>  |               | <b>370,800</b>     |
| Performance Bonus                 | 2,472         | 29,664             |
| <b>Cost To Company</b>            | -             | <b>400,464</b>     |
| Gratuity                          | -             | 8,918              |
| <b>Total Cost To Company</b>      | -             | <b>409,382</b>     |

- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation.

**Other Benefits:**

1. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

**For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:**

**Mumbai and Pune Location** - [candidateexperience\\_eclerx@eclerx.com](mailto:candidateexperience_eclerx@eclerx.com) or contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

**Chandigarh Location** - [Recruitment\\_Managers@eclerx.com](mailto:Recruitment_Managers@eclerx.com) or contact, Tara Sharma (9780009693) for Customer Operations and for APM+ contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

I have read and understood all the above mentioned points and accept the offer.



Offered By: **Andrews Simon**  
Designation: **Associate Principal- Human Resources**  
Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**

  
Director

# Churchgate Advisory Private Limited

319, Usha Kiran Building, Azadpur, New Delhi 110033

CIN: U74900DL2011PTC213273

**Komal Mhatre**  
Gopal Smruti  
Near ZP Marathi School  
Nalla  
Nallasopara West  
Maharashtra - 401 203

14<sup>th</sup> July 2022

Strictly Private & Confidential

Dear Komal,

I am pleased to offer you an internship for one month with Churchgate Partners. The following points constitute the Terms and Conditions of your internship, please read carefully.

1. Your internship will begin on 18<sup>th</sup> July and end on 19<sup>th</sup> August 2022
2. You will be based at your home address and the nature of work requires you to have access to a laptop and internet connectivity.
3. You will be working with Ajay Tambhale, and Bijal Modi in the Data Analytics Team, and they will be your point of contact for all work-related matters
4. I will be your contact for all HR issues
5. The compensation for the month of Internship will be Rs 17,500
6. Payment will be made by bank transfer at the end of the Internship period with the normal TDS deductions as required
7. Due to the sensitive nature of some information, you will be required to sign a Confidentiality Undertaking
8. We expect all interns to act in a professional manner and with the highest levels of integrity, failing which your internship may be terminated immediately without notice

We look forward to working with you and thank you for your interest in Churchgate Partners.

Regards,

Sunita Sharma

*Sunita Sharma*



*[Handwritten initials]*



*[Handwritten signature]*  
Director

**For Sheila Raheja School of Business Management & Research**

For and behalf of Churchgate Advisory Private Ltd

I accept the above terms of the Internship

Komal Mhatre  
*komalmhatre*

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director



Date: 12 May 2022

Mr Sumit Devanand Kamble  
3/301 Shree Swami Disha Apt New  
Suryanagar Gate no. 1 Vitwa KalwaThane 400605  
Employee No: 2435539



  
Director

Dear Mr Sumit Devanand Kamble

**OFFER OF EMPLOYMENT**

We are pleased to offer you employment in our Organization Teamlease Digital Pvt Ltd., (hereinafter "Teamlease" or "The Company"), as Supply Chain Advisor subject to the following terms and conditions:

1. Your employment with Teamlease will involve deputation to our Client/s, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your date of Joining would be 26 May 2022. Your annual CTC would be Rs. 420000/- PerAnnum (Four Lakh Twenty Thousand Rupees only PerAnnum)
2. Your deputation to our client/s may be extended from time to time, as decided by Teamlease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of Teamlease; and your compensation and applicable allowances shall be paid by the Company.
3. You hereby agree to be liable for the following terms and conditions:
  - Fully perform the services, in a professional manner, at the Client's location/s until the completion of the term of the work assignment/ deputation.
  - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
  - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, in any other trade, business, profession or any other employment part-time or full time anywhere, in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
  - You shall not engage in any conduct which is detrimental to the interests of the Client or Teamlease.
  - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by Teamlease.
  - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from Teamlease.
  - You shall extend all cooperation to the Client's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
  - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by Teamlease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company.
  - You shall comply with the safety, health, and other rules and regulations of the client establishment and Teamlease.
4. You agree to defend, indemnify and hold Teamlease or its Client/s harmless from any and all claims, damages, liability, attorneys fees, and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
5. You shall not engage in any act subversive of discipline in the course of your duty/is for the client within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.
6. Any dispute between you and Teamlease shall be referred to a sole arbitrator appointed by Teamlease. The arbitration shall be conducted in the English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Teamlease to make all salary payments required to be made to you by Teamlease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
8. You will be entitled to the employer's contribution to Provident Fund and ESI, if and as applicable, as amended by the Government.

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Director

from time to time. All employees not covered under the ESIC Scheme shall be provided the benefits applicable under the Employees' Compensation Act in case of accidents arising out of and in the course of employment. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislation, Teamlease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

9. Proprietary & Confidential information, and Non-disclosures :

- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client's, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
- Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or Teamlease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, Teamlease or the client's business/es, technical and non-technical information, research project, work in process, future developments, marketing, and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts, firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements, and enhancements.
- You shall not claim ownership to any of the work which was created or developed by you, partially or wholly, during the course of your deputation with the client/s. Teamlease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked 'Confidential' or 'Proprietary' or 'Classified'.
- You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and hand over all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.

10. You are expected to take proper care of the Client's/Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.

11. Separation: In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company unless the company/client agrees to a shorter notice period depending on the client's requirements.

In the event of the Company/Client wanting to dispense with your services, the company shall be liable to give 15 days notice as advance intimation or pay you 15 days basic salary in lieu of the notice, as compensation.

You will be relieved from the services of the Company subject to your:

a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.

b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.

In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company. You will be relieved from the services of the Company subject to your:

a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.

b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.

You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the Company/client incurs if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereinabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.

12. The company reserves the right to have your background verified directly or through an outside agency. If on such verification, it is found that you have furnished false/wrong information or concealed any material information; your services are liable to be terminated.

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Director

forthwith without any notice.

13. In addition to the terms of the appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.

14. Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

15. Female employees shall be entitled to maternity benefit in accordance with the Maternity Benefit Act 1961

16. Gratuity will be paid as per Gratuity under POG Act.

17. You are requested to submit attested photocopies of the following documents:

- Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree
- Appointment / Salary Revision / Experience / Relieving letter of previous employers
- Last 3 months' payslips
- Photo ID Proof, Address Proof, Date of Birth Proof
- Copy of resume
- Passport Copy, PAN Card Copy, Aadhar Card Copy
- Previous UAN No.
- Passport size photographs

We at Teamlease would like to create an environment and culture committed to co-operation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send in the signed acknowledgment to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgment copy within a period of 15 days from the date of joining; your assignment at Teamlease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance with terms and conditions.

Teamlease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, representative of Teamlease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the numbers provided to you.

Wish you all the best.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Ravi Vishwarrath

(Authorized Signatory)

Signature and date:  
Name: SUMIT DEVANAND KAMBLE

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Salary Annexure

Employee No: 2435539

| Particulars              | Amounts                          |
|--------------------------|----------------------------------|
| Basic                    | 240000                           |
| House Rent Allowance     | 120000                           |
| Special Allowance        | 17592                            |
| Employer PF Contribution | 21600                            |
| Insurance                | 660                              |
| Statutory Bonus          | 19992                            |
| Employee Compensation    | 156                              |
| Total Amount             | 420000                           |
| Amount In Words(Rs)      | Four Lakh Twenty Thousand Rupees |

| Particulars              | Amount                      |
|--------------------------|-----------------------------|
| Basic                    | 20000                       |
| House Rent Allowance     | 10000                       |
| Special Allowance        | 1466                        |
| Employer PF Contribution | 1800                        |
| Insurance                | 55                          |
| Statutory Bonus          | 1666                        |
| Employee Compensation    | 13                          |
| Total Amount             | 35000                       |
| Amount In Words(Rs)      | Thirty Five Thousand Rupees |

Net Pay Annexure

| EARNINGS               | Amount       |
|------------------------|--------------|
| Basic                  | 20000        |
| House Rent Allowance   | 10000        |
| Special Allowance      | 1466         |
| Statutory Bonus        | 1666         |
| <b>Gross Earnings</b>  | <b>33132</b> |
| <b>DEDUCTIONS *</b>    |              |
| Employee PF            | 1800         |
| Professional Tax       | 200          |
| <b>Total Deduction</b> | <b>2000</b>  |
| <b>Net Salary</b>      | <b>31132</b> |

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

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable.

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

**For Sheila Raheja School of Business  
Management & Research**

*B. B. B.*



*[Signature]*  
Director

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Doc ID : TL1582C3223053

Date: 12 May 2022

Mr Sumit Devanand Kamble  
3/301 Shree Swami Disha Apt New  
Suryanagar Gate no. 1 Vitawa KalwaThane 400605  
Employee No: 2435539

Dear Mr Sumit Devanand Kamble

**Letter of Deployment**

We are pleased to deploy you to our client Accenture Solutions Pvt Ltd effective 26 May 2022 at Mumbai, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 12 May 2022, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our client/s through their assigned representative/s and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any suggestions during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Ravi Vishwanath  
(Authorized Signatory)

Signature and date:

Name: SUMIT DEVANAND KAMBLE

**For Sheila Rahoja School of Business  
Management & Research**



  
Director

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Doc ID : TL/562C3223983



## SHARECOM FINTECH SOLUTIONS PVT. LTD.

October 03, 2022

Dear Ashwini Ade,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Admin-Mutual Fund** at **SHARECOM FINTECH SOLUTIONS PVT LTD** in our organization at **MUMBAI**.

Your annual compensation in terms of fixed cost to company will be INR. 2,16,000/- (Two Lakh and two thousand Only). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

|                  |                    |
|------------------|--------------------|
| Name             | Ashwini Ade        |
| Designation      | Admin- Mutual Fund |
| Role             | Back Office Work   |
| State            | Maharashtra        |
| With effect from | 03-Oct-2022        |

| Compensation Structure     |                        |       |        |           |   |
|----------------------------|------------------------|-------|--------|-----------|---|
|                            | Components             | P.M.  | P.A.   | Frequency | Remarks   |
| a. Basic                   | Basic Salary           | 7,200 | 86,400 | Monthly   | Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any).   |
| b. Housing                 | House Rent Allowance   | 3,600 | 43,200 | Monthly   | Upto 50% of Basic Salary  |
| c. Allowances and Benefits | Fitness Allowance      | 1080  | 12,960 | Monthly   | Amount paid per month under Health and Fitness related Benefit.   |
|                            | Statutory Bonus        | 3,420 | 41,040 | Monthly   | Payable as per Payment of Bonus Act.  |
|                            | Professional Allowance | 2,700 | 32,400 | Monthly   | Paid out as a supplementary allowance   |
| d. Insurances Premiums     | Mediclaim              |       |        | Annual    | This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years.                      |
|                            | Term Life + GPA        |       |        | Annual    | This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy |

Corporate Office- Office No. 904, 9<sup>th</sup> Floor Trade World 'C' Wing, Kamala Mills Compound Lower Parel (E), Mumbai 400013, Email JD: [info@sharecom.live](mailto:info@sharecom.live) Website: [www.sharecom.live](http://www.sharecom.live)

For Sheila Raheja School of Business  
Management & Research



Director



## SHARECOM FINTECH SOLUTIONS PVT. LTD.

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  | (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy. |
|--|--|--|--|--|--|

|                                 |   |               |                 |  |  |
|---------------------------------|---|---------------|-----------------|--|--|
| e. Retirals                     | Contribution to Gratuity Fund   |               |                 |  | This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act.<br>As per current gratuity policy of the company, ex gratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years. |
|                                 | Contribution to Provident Fund  |               |                 |  | Company's contribution towards PF @12% of Basic  |
| f. Total Fixed Pay              | <b>Total Fixed Pay</b>  | <b>18,000</b> | <b>2,16,000</b> |  |  |
| <b>Other Benefits</b>           |   |               |                 |  |  |
| Role Based Allowances/ Benefits | <ul style="list-style-type: none"> <li>- <b>Shift Allowance</b> - for employees working in shift as per Shift Working policy</li> <li>- <b>Remote Working Allowance</b> - for the roles as per Remote working Policy</li> <li>- <b>Corporate Mobile SIM</b> - for the roles as per Mobile Policy</li> <li>- <b>Laptop/ Desktop</b> - as per the role eligibility and company policy.</li> </ul> |               |                 |  |  |
| Potential Variable Pay          | As per the variable pay policy applicable for your role.  |               |                 |  |  |
| Other Policies                  | PF, Mediclaim, Term Insurance + GPA & Gratuity benefits would only start after the successful completion of the probation period i.e. after the confirmation.   |               |                 |  |  |

Please note that this letter is intended for your understanding of the salary components only and should not be construed as a formal offer of employment. We shall issue a formal appointment letter once you give your acceptance of the above to us. After receiving your Appointment Letter, you should initiate your resignation with your current employer.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Corporate Office - Office No. 904, 9<sup>th</sup> Floor Trade World 'C' Wing, Kamala Mills Compound Lower Parel (E), Mumbai 400013, Email ID: [info@sharecom.live](mailto:info@sharecom.live) Website: [www.sharecom.live](http://www.sharecom.live)



## SHARECOM FINTECH SOLUTIONS PVT. LTD.

Please note your employment is subject of the positive background verification of all the details provided by you including Employment/ Educational documents. Therefore, it is advised that you submit documents best to your knowledge.

Yours sincerely,

Name: Ashwini Ade  
Date: October 03, 2022  
Place: Mumbai

Executive Human Resources  
SHARECOM FINTECH SOLUTIONS PVT LTD,

For Sheila Raheja School of Business  
Management & Research

  
Director



HGP Community Pvt. Ltd.

January 16, 2023

Ms. Anju U. Pillai  
Bidg. No. 4/454, Shree C.H.S. Ltd.,  
Near Mahananda Dairy, Vanrai Mhada Colony,  
Goregaon (E), Mumbai - 400065.

**OFFER OF EMPLOYMENT**

Dear Madam,

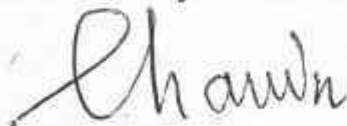
Further to the discussions you had with us, we are pleased to offer you the position of **"Officer - Business Development"** in our organisation on the following terms and conditions:

1. You will join us on or before **January 20, 2023**.
2. You will be on probation for a period of six months from the date of joining.
3. There will not be any revision in your remuneration for a period of One year. Revision if any will be done at the sole discretion of the management. A detailed appointment letter shall be drawn up and signed after you join our organisation.
4. You will be governed by the rules and regulations as applicable to your category of employees.
5. Your employment will be governed by the service rules of the Company in force from time to time. You will abide by the rules and regulations of the Company, which can be altered by the Management as required.
6. You are requested not to disclose nor ask any employee of this Company, details of the salary.
7. We will check references from your last employer within a week of your accepting this offer.
8. At the time of joining you will submit the following to our HR department:-
  - Copies of certificates/degrees in support of your educational qualification and proof of age, address proof, relieving order from your last employer, four passport size photographs, a copy of your PAN CARD and AADHAAR CARD.
  - A fitness certificate from a registered Medical Practitioner.

We welcome you to "Hiranandani Group of Companies" and hope that your career with us will be mutually beneficial. As a token of your acceptance of this offer, kindly sign and return the duplicate copy of this offer letter.

Thanking you,

Yours faithfully,  
For HGP Community Private Limited



**CHANDER THAPAR**  
**CHIEF HUMAN RESOURCE OFFICER**

I accept all the above terms and conditions and will join on or before January 20, 2023

For Shri. ... SCHOOL OF Business  
Management & Research



Director



**Anju U. Pillai**



## Sheila Raheja School of Business Management and Research

### EXECUTIVE PLACEMENTS FOR MMS Students BATCH 2019-21 (Academic Year 2020-21)

| Sr.No. | Name of SRBS Student | Gender | Name of the Company           | Type of Company | Sector                    | Date of Letter | Package in LPA |
|--------|----------------------|--------|-------------------------------|-----------------|---------------------------|----------------|----------------|
| 1      | Akul Pathe           | M      | Accenture                     | Indian          | IT Industry               | 27/12/2021     | 2.85           |
| 2      | Shruti Tiwari        | F      | Accenture                     | Indian          | IT Industry               | 3/8/2021       | 2.37           |
| 3      | Nisha Upadhyaya      | F      | Axis Bank                     | Indian          | Banking                   | 26/05/2021     | 3.17           |
| 4      | Atul Tiwari          | M      | Axis Bank                     | Indian          | Banking                   | 3/12/2020      | 3.17           |
| 5      | Sakshat Shetty       | M      | Axis Bank                     | Indian          | Banking                   | 3/13/2020      | 3.17           |
| 6      | Ashutosh Birkhade    | M      | Axis Bank                     | Indian          | Banking                   | 3/12/2020      | 3.17           |
| 7      | Priyanka More        | F      | Axis Bank                     | Indian          | Banking                   | 17/07/2021     | 2.86           |
| 8      | Neeraj Salunkhe      | M      | Axis Bank                     | Indian          | Banking                   | 26/5/2021      | 3.17           |
| 9      | Kinnari Gohil        | F      | Bigtree                       | Indian          | Entertainment             | 18/01/2022     | 4.5            |
| 10     | Abhishek Katwankar   | M      | BYJU's                        | Indian          | EdTech                    | 28/09/2021     | 7              |
| 11     | Rahul Rathod         | M      | BYJU's                        | Indian          | EdTech                    | 28/09/2021     | 7              |
| 12     | Nikhil Patil         | M      | BYJU's                        | Indian          | EdTech                    | 11/5/2021      | 7              |
| 13     | Shruti Shetty        | F      | Capgemini                     | Indian          | IT Industry               | 2/2/2022       | 3.8            |
| 14     | Divya Keshvan        | F      | Capgemini - INTERN            | Indian          | IT Industry               | 4/7/2021       | 1.8            |
| 15     | Unnati Bharmani      | F      | Capgemini - INTERN            | Indian          | IT Industry               | 4/6/2021       | 1.8            |
| 16     | Gautami Shinde       | F      | Cart Geek                     | Indian          | Digital Marketing         | 28/05/2021     | 3              |
| 17     | Simran Raina         | F      | Cart Geek                     | Indian          | Digital Marketing         | 30/08/2021     | 3              |
| 18     | Kaushal Sedani       | M      | Chandak Group                 | Indian          | Real Estate               | 1/9/2020       | 3.43           |
| 19     | Harshal Kakde        | M      | Club Mahindra                 | Indian          | Travel & Tourism Industry | 14/1/2022      | 2.4            |
| 20     | Pallavi Guhaneogi    | F      | Hinduja Global Solutions Ltd. | Multinational   | Consumer Goods            | 15/09/2021     | 4.45           |
| 21     | Sushmita Dikshit     | F      | Hinduja Global Solutions Ltd. | Multinational   | Consumer Goods            | 15/09/2021     | 4.09           |
| 22     | Shruti Sonar         | F      | Digichefs                     | Indian          | IT Industry               | 19/01/2022     | 3.12           |
| 23     | Navita Shinde        | F      | I Process Services(P) Ltd     | Indian          | Human Resource Management | 21/12/2020     | 2.69           |
| 24     | Ashwin Mathew        | M      | ICICI Bank                    | Indian          | Banking                   | 2/8/2021       | 4.2            |
| 25     | Vaishnavi Sankhe     | F      | ICICI Bank                    | Indian          | Banking                   | 3/8/2021       | 4.2            |
| 26     | Shravani Deshmukh    | F      | ICICI Bank                    | Indian          | Banking                   | 2/9/2021       | 4.2            |



|    |                     |   |                                    |               |                              |          |             |      |
|----|---------------------|---|------------------------------------|---------------|------------------------------|----------|-------------|------|
| 27 | Ashish Deshmukh     | M | IndusInd Bank                      | Indian        | Banking                      | Director | 8/12/2021   | 2.74 |
| 28 | Fanny Gala          | F | Institutional Shareholder Services | Multinational | Investment Management        |          | 25/06/2021  | 5.49 |
| 29 | Athira Unnikrishnan | F | J.P.Morgan                         | Multinational | Investment Banking           |          | 3/5/2021    | 3.7  |
| 30 | Divyakshi More      | F | Jaro                               | Indian        | EdTech                       |          | 3/5/2021    | 8.46 |
| 31 | Sayali Maitrani     | F | Kudzu Infotech Pvt.Ltd.            | Indian        | Human Resource Management    |          | 26/05/2021  | 1.8  |
| 32 | Pritam Shinde       | M | Lumina Datamatics                  | Indian        | IT Services                  |          |             | 3.5  |
| 33 | Hera Khan           | F | Morningstar                        | Multinational | Financial Services           |          | 19/2/2021   | 4.06 |
| 34 | Shivam Pandey       | M | Morningstar                        | Multinational | Financial Services           |          | 23/02/2021  | 4.06 |
| 35 | Mansi Manjrekar     | F | Morningstar                        | Multinational | Financial Services           |          | 15/2/2021   | 4.32 |
| 36 | Abhilasha Nandoskar | F | Morningstar                        | Multinational | Financial Services           |          | 15/2/2021   | 4.06 |
| 37 | Mayuresh Sangale    | M | NOMURA                             | Multinational | Financial Services           |          | 12/7/2021   | 3.06 |
| 38 | Santosh Dasgaonkar  | M | NOMURA                             | Multinational | Financial Services           |          | 12/7/2021   | 3.21 |
| 39 | Dhananjay Choudhari | M | NOMURA                             | Multinational | Financial Services           |          | 30/7/2021   | 3.06 |
| 40 | Akshit Mehta        | M | Pin Click                          | Indian        | Real Estate                  |          | 18/11/2020  | 5.16 |
| 41 | Vikesh Manjrekar    | M | Pin Click                          | Indian        | Real Estate                  |          | 18/11/2021  | 5.16 |
| 42 | Aditya Kharade      | M | Randstand                          | Multinational | Financial service            |          | 12/5/2021   | 1.95 |
| 43 | Chinmay Bele        | M | Rejoyce                            | Indian        |                              |          | 24/03/2021  | 3    |
| 44 | Mansi Sawant        | F | Sapphire Foods                     | Indian        | Food Industry                |          | 20/10/2021  | 2.4  |
| 45 | Mrugal Raut         | F | Scaler                             | Indian        | IT Industry                  |          | 18/05/2021  | 6.97 |
| 46 | Sanika Acharekar    | F | SNP Corporate Services             | Indian        | IT Industry                  |          | 12/7/2021   | 3.5  |
| 47 | Hardik Shah         | M | SPA Global                         | Indian        | Financial Services           |          | 26/02/2021  | 3.6  |
| 48 | Shelcy Gonsalvis    | F | SPA Global                         | Indian        | Financial Services           |          | 26/023/2021 | 3.6  |
| 49 | Dixali Lad          | F | SPA Global                         | Indian        | Financial Services           |          | 26/02/2021  | 3.6  |
| 50 | Ravindra Kamble     | M | Sriram Gen.Insurance               | Indian        | Insurance                    |          | 4/3/2021    | 4.17 |
| 51 | Yogesh Chiplunkar   | M | Sriram Gen.Insurance               | Indian        | Insurance                    |          | 4/3/2021    | 4.17 |
| 52 | Pratik Nagda        | M | SS&C GlobeOp                       | Multinational | Fund Administration Services |          | 20/07/2021  | 3.5  |
| 53 | Leena Parab         | F | SS&C GlobeOp                       | Multinational | Fund Administration Services |          | 20/07/2021  | 3.5  |
| 54 | Anuj Kadam          | M | SS&C GlobeOp                       | Multinational | Fund Administration Services |          | 20/07/2021  | 3.5  |

|    |                                     |   |                                       |               |                              |             |      |
|----|-------------------------------------|---|---------------------------------------|---------------|------------------------------|-------------|------|
| 55 | Mayuresh Patil                      | M | SS&C GlobeOp                          | Multinational | Fund Administration Services | 20/07/2021  | 3.5  |
| 56 | Faizan Sayed Ali                    | M | SS&C GlobeOp                          | Multinational | Fund Administration Services | 19/08/2021  | 3.5  |
| 57 | Harshida Korgaonkar                 | F | SS&C GlobeOp                          | Multinational | Fund Administration Services | 17/08/2021  | 3.5  |
| 58 | Hitesh Bhandari                     | M | SS&C GlobeOp                          | Multinational | Fund Administration Services | 3/9/2021    | 4    |
| 59 | Chandan Gorivale                    | M | SS&C GlobeOp                          | Multinational | Fund Administration Services | 9/9/2021    | 4    |
| 60 | Saloni Bhoir                        | F | SS&C GlobeOp                          | Multinational | Fund Administration Services | 12/7/2021   | 3.5  |
| 61 | Ruchira Sangare                     | F | SS&C GlobeOp                          | Multinational | Fund Administration Services | 18/04/2021  | 3.5  |
| 62 | Manthan Palkar                      | M | SS&C GlobeOp                          | Indian        | IT Industry                  | 20/10/2021  | 2.3  |
| 63 | Bhargavi Chaudhari                  | F | Team Space                            | Indian        | Financial service            | 8/2/2022    | 2.36 |
| 64 | Shreejith Kakkathuruthi             | M | Tech Mahindra                         | Indian        | IT Industry                  | 14/08/2021  | 4    |
| 65 | Rajas Damle                         | M | Toppr Technologies                    | Indian        | IT Industry                  | 24/12/'2021 | 4    |
| 66 | Saloni Karnekar                     | F | BOI AXA Investment Managers Pvt Ltd   | Indian        | Financial Service            | 17/06/2021  | 2.74 |
| 67 | Asha Sadafulle                      | F | StateStreet Syntel Services Pvt Ltd   | Indian        |                              | 17/09/2021  | 2.47 |
| 68 | Divyasha Surti                      | F | Mansukh Securities & Finance Ltd      | Indian        | Investment Management        | 25/05/2021  | NA   |
| 69 | Bhagyashree Mate                    | F | ICICI Bank                            | Indian        | Banking                      | 18/10/2021  | 4.2  |
| 70 | Vikrant Dharade                     | M | Asmita Patel Global School of Trading | Indian        | Investment Management        | 2/7/2021    | 2.4  |
| 71 | Parth Patel                         | M | Kotak Securities                      | Indian        | Investment Management        | 29/11/2021  | 2.4  |
| 72 | Takke tushar atmaram akshata        | M | ICICI Bank                            | Indian        | Banking                      | 30/10/21    | 4.2  |
| 73 | Wagh abhishek ramesh manisha        | M | QuessCorp Ltd                         | Indian        | IT Industry                  | 25/06/2021  | 3    |
| 74 | Bukelia siddhant hitendra pushpa    | M | TeamGlobal                            | Indian        | Logistics                    | 16/2/2022   | 1.8  |
| 75 | Saraf puja nitin manisha            | F | Data Bridge                           | Indian        | Market Research              | 28/1/2022   | 3.17 |
| 76 | Meshram ashwaghosh mansaram minaxi  | M | Poona Hospital & Research Centre      | Indian        | Healthcare                   | 2/9/2020    | 2.7  |
| 77 | Ombase sushant pandharinath vandana | M | Bright Point Infotech                 | Indian        | IT                           | 1/10/2021   | NA   |
| 78 | Shaikh adnan hussain naseem         | M | Fuel Intelligence                     | Indian        | IT                           | 18/4/2022   | 3.6  |

**For Sheila Raheja School of Business  
Management & Research**

  
Director



## Entrepreneurs

| Sr. No. | Name of Student             | Gender | Name of the Company     |
|---------|-----------------------------|--------|-------------------------|
| 79      | Harsh Kapadia               | M      | Shreenath Enterprises   |
| 80      | Suhel Ansari                | M      | Aayat Garments          |
| 81      | Prasil Jain                 | M      | Family Business         |
| 82      | Patel mahesh ambabhai naina | M      | Tax Jeevan Consultancy  |
| 83      | Vikram Bedekar              | M      | 100 Delicious Centenary |

For Sheela **Rahja** School of Business  
Management & Research



  
Director

27-Dec-2021

C5252293



For Accenture use only

Akul Abhimanyu Pathe  
type-1, building no.2, room no.2, kandivali police colony S.V road, kandivali (W),400067 400067  
Management Level - 13  
Sublevel - 3

Job Profile - Investment Accounting Ops New Associate  
Job Family Group - Business Process Specialization  
Business Deal - Non Contact Center

Dear Akul,

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

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

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You shall be required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 60 days of the date of joining declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

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

For Sheila Raheja School of Business  
Management & Research



  
Director

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



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]  
Date:

Candidate's signature \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**



  
Director

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

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

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined % towards:
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of INR 5,00,000
4. Gratuity as per The Payment of Gratuity Act, 1972

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

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

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

**For Sheila Raheja School of Business  
Management & Research**



  
Director



**ANNEXURE 1**

Variable Compensation (Variable Pay) structure as follows:

| Fixed Cash Compensation               |             |            |
|---------------------------------------|-------------|------------|
|                                       | Annual(INR) |            |
| A) Annual Fixed Compensation*         | INR 246000  |            |
| B) Variable Bonus (earning potential) | Min.        | Max.       |
|                                       | 0%          | 16%        |
| C) Total earning potential (A+B)      | Min.        | Max.       |
|                                       | INR 246000  | INR 285360 |

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

→ Annual fixed compensation of INR 246000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

→ Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Aperture India and considering the period of leave without pay during the said fiscal year.

→ Joining Bonus: You will be paid a joining bonus of INR 50000. The joining bonus is a one-time conditional payment that you will be entitled to (a) if you sign up as on or before the date of joining confirmed to you by the recruiter; and (b) are employed with the Company for a period of 15 months from the date on which you join the Company. However, to facilitate your transition into Company, the joining bonus will be paid to you in advance along with the 1st month's salary. In the unlikely event, you choose to leave the Company, or if your services are terminated for any reason whatsoever, other than for redundancy, before the completion of 15 months of employment with the Company, the amount of joining bonus will be construed as debt due and will have to be repaid fully by you before your last working day. By signing Appointment, you will authorize the Company to set off the advance amount i.e. the joining bonus due from you against any amounts, dues, allowances, or any other pecuniary benefit due and payable to you by the Company. However, if the advance amount exceeds the remaining balance within the notified timelines. In the event you fail to repay the balance of the joining bonus pursuant to the time frame set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorneys' fees and court costs.

Note: For International Worker Only!



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**

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

Not defined by applicable law from time to time.

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

As a public government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The provisions shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance, including but not limited to this category and your details will be disclosed to these authorities.

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due within the timeline, and in that circumstance the second dose should be taken within the government prescribed timelines.

It is hereby stated that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office at the location tagged to your role. In the current circumstances you may be allowed to work remotely temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

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

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

Your annual total cash compensation will be INR 285350 and will be structured as per the attached Annexure 1 'Compensation Details'. This structure is applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

And, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call me at 9167324433 should you have anything you would like to discuss further.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

EMPLOYEE

DECLARATION

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

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

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

ACCEPTED AND AGREED

\_\_\_\_\_  
(Print legal name)

Date:

**For Sheila Raheja School of Business  
Management & Research**



  
Director

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration)
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to background verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators

**For Sheila Raheja School of Business  
Management & Research**



  
Director



03-Aug-2021

CS221164

SHRUTI SARVANAND TIWARI  
Gokul Vraj, J.B Nagar, Chakala, Andheri (East), Mumbai 400059  
Management Level - 13  
Sublevel - 3

Job Profile - HR Service Delivery New Associate  
Job Family Group - Human Resources  
Business Deal - Non Contact Center

For Sheila Raheja School of Business Management & Research



*[Signature]*  
Director

Dear SHRUTI,

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

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

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 30 days of the date of being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

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

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

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

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

*[Signature]*

Reference Id: 37d86164-f745-4dc7-8029-5864b9137b65\_2  
Signed By: Jai Rumi Master

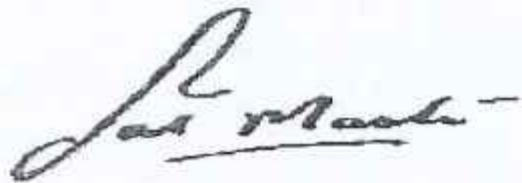
You are required to provide copies of all mandatory documents requested by the Company for your employment, as per the timelines specified/communicated by the Company. If you do not provide such documents within the discretion of the Company, these documents include, but are not limited to, your previous employment records, and the offer of employment and your employment with the company is dependent on timely submission of such required mandatory documents as per the manner and within the specified time shall result in termination of employment.

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

Your annual total cash compensation will be **INR 237800** and will be structured as per the attached Annexure A of Compensation Details. This will continue to be applicable until further communication on the same. All payments to you will be subject to applicable laws and per the prevailing laws and necessary deduction of statutory amounts payable in each case. The terms of employment, including all annexures, schedules, to this letter, together constitutes the terms of offer being made to you.

SHRUTI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **kavita.ramesh.satam** at **9769893289** should you have anything you would like to discuss further.

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



Jai  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED  
SHRUTI SARVANA TIWARI  
[Insert full legal name]  
Date 12/08/2021

Candidate's signature



For Sheila Raheja School of Business  
Management & Research



Director



**ANNEXURE 1**

Your compensation is as mentioned below:

| Total Cash Compensation              |             |            |
|--------------------------------------|-------------|------------|
|                                      | Annual(INR) |            |
| (A) Annual Fixed Compensation*       | INR 205000  |            |
| (B) Variable Bonus earning potential | Min         | Max        |
|                                      | 0%          | 16%        |
| Annual Total earning potential (A+B) | Min         | Max        |
|                                      | INR 205000  | INR 237800 |

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

-Annual fixed compensation of INR 205000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

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

**Note: For International Worker Only\***

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

\*As defined by applicable law from time to time

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

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

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

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the company. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and any additional child under a separate insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

Signature *[Signature]*

Ms. NISHA UPADHYAY  
22/1, ground floor, Bharat Kutir, S.V. road, behind  
Amit dairy, Nadiadwala colony no  
1, Mumbai, Maharashtra 400064  
9930778752

**LETTER OF APPOINTMENT**Dear NISHA UPADHYAY,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of **Assistant Manager** in NA.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

**Terms of Employment****1. Compensation**

- 1.1 The annual fixed compensation payable to you will be **INR 3,17,460.00**, subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

**2. Code of Conduct & Ethics**

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

**3. Whole-time / Alternative Employment**

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

**For Sheila Raheja School of Business  
Management & Research**



  
Director



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

#### 4. Fidelity & Secrecy

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

#### 5. Probation Period

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



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Management & Research

Director

#### 6. Transfer

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

#### 7. Separation/ Retirement

##### 7.1 Separation during probation

7.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.

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

## 7.2 Separation after Confirmation:

- 7.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
- 7.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.

## 7.3 Separation arrangement

- 7.3.1 Written resignation should be submitted to your immediate supervisor, and also initiated on the exit management portal. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
- 7.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
- 7.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.
- 7.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.

## 7.4 Retirement

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

## 8. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head – Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 8.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 8.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

**For Sheila Raheja School of Business  
Management & Research**

## 9. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 9.1 Submission of self-declaration of medical fitness provided on our onboarding portal.

  
  
  
  
**Director**

- 9.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 9.3 Submission of all necessary documents:
- 9.3.1 Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
  - 9.3.2 Proof of date of birth
  - 9.3.3 Copy of Pan Card and Address Proof
  - 9.3.4 One recent passport size color photograph
  - 9.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 9.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

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

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

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

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

**Kindly note that you are required to convey your acceptance within 15 days from the date of this letter, failing which this offer stands cancelled. You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately.**

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

**Maithili Bagare**

Maithili.Bagare@axisbank.com

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

Yours faithfully,  
Human Resources

**For Sheila Raheja School of Business  
Management & Research**

  
Director

| CTC Annexure  |                    |                  |
|---|--------------------|------------------|
| Emoluments and Benefits for the grade of Assistant Manager (for Sakshat Shetty) |                    |                  |
| COMPENSATION  | P.A. (Rs)          | P.M. (Rs)        |
| Basic   | 90,888.00          | 7,574.00         |
| Basket of Allowance   | 1,68,792.00        | 14,066.00        |
| Bank's PF Contribution  | 21,600.00          | 1,800.00         |
| Gratuity *  | 4,368.00           | 364.00           |
| Location Pay <sup>#</sup>   | 31,811.00          | 2,651.00         |
| <b>Total Fixed Pay</b>  | <b>3,17,460.00</b> | <b>26,455.00</b> |
| <b>Benefits:</b>  |                    |                  |
| Group Mediclaim Policy and Term Life Insurance                                  | 8,100.00           | -                |
| Loan Benefits   | 69,084.00          | -                |
| <b>Total Fixed Pay + Value of Benefits</b>                                      | <b>3,94,644.00</b> | <b>-</b>         |

# - Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

| Details of Benefits   |                         |                      |  |   |
|---|-------------------------|----------------------|--|---|
| Loan Benefit Eligibility  |                         |                      |  |   |
| Type of Loan  | Eligibility             | Loan Amount (In Rs.) | Rate of Interest   | Remarks   |
| Housing Loan  | Upon Confirmation       | 20,00,000.00         | 4%<br>(Compound Int.)  | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan  | Upon Confirmation       | 2,00,000.00          | 6%<br>(Simple Int.)  | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |
| <b>Note: Loan benefits cannot be encashed if not availed.</b>   |                         |                      |  |   |
| Insurance Details   |                         |                      |  |   |
| Type of Insurance   | Insurance Cover (In Rs) |                      | Remarks  |   |
| Group Mediclaim Insurance Policy  | 4,00,000.00             |                      | Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium. |   |
| Group Term Life Insurance Policy  | 35,00,000.00            |                      | Only employee is covered, a part of the annual premium is borne by the employee  |   |
| The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.  |                         |                      |  |   |
| <b>Mobile Benefit</b>   |                         |                      |  |   |
| You will be eligible for mobile reimbursement (Including Data Service) as per company policy.   |                         |                      |  |   |
| <b>Gratuity *</b>   |                         |                      |  |   |
| You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.  |                         |                      |  |   |
| <b>Provident Fund</b>   |                         |                      |  |   |
| The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.   |                         |                      |  |   |
| <b>Voluntary Provident Fund (VPF)</b>   |                         |                      |  |   |
| The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution. |                         |                      |  |   |
| <b>Other Benefits</b>   |                         |                      |  |   |

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

**Performance Bonus / Annual Incentive Plan (as may be applicable)**

Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

| CTC Annexure  |                    |                  |
|---|--------------------|------------------|
| Enrolments and Benefits for the grade of Assistant Manager (for Atul Tiwar) |                    |                  |
| COMPENSATION  | P.A. (Rs)          | P.M. (Rs)        |
| Basic   | 90,888.00          | 7,574.00         |
| Basket of Allowance   | 1,68,792.00        | 14,066.00        |
| Bank's PF Contribution  | 21,600.00          | 1,800.00         |
| Gratuity *  | 4,368.00           | 364.00           |
| Location Pay#   | 31,811.00          | 2,651.00         |
| <b>Total Fixed Pay</b>  | <b>3,17,460.00</b> | <b>26,455.00</b> |
| <b>Benefits:</b>  |                    |                  |
| Group Medclaim Policy and Term Life Insurance                               | 9,080.00           | -                |
| Loan Benefits   | 69,084.00          | -                |
| <b>Total Fixed Pay + Value of Benefits</b>                                  | <b>3,95,604.00</b> | -                |

# - Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

| Details of Benefits   |                         |                      |  |   |
|---|-------------------------|----------------------|--|---|
| Loan Benefit Eligibility  |                         |                      |  |   |
| Type of Loan  | Eligibility             | Loan Amount (in Rs.) | Rate of Interest   | Remarks   |
| Housing Loan  | Upon Confirmation       | 20,00,000.00         | 4%<br>(Compound Int.)  | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan  | Upon Confirmation       | 2,00,000.00          | 6%<br>(Simple Int.)  | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |
| <b>Note: Loan benefits cannot be encashed if not availed.</b>   |                         |                      |  |   |
| Insurance Details   |                         |                      |  |   |
| Type of Insurance   | Insurance Cover (in Rs) |                      | Remarks  |   |
| Group Medclaim Insurance Policy   | 4,00,000.00             |                      | Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium. |   |
| Group Term Life Insurance Policy  | 35,00,000.00            |                      | Only employee is covered, a part of the annual premium is borne by the employee  |   |
| The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.  |                         |                      |  |   |
| <b>Mobile Benefit</b>   |                         |                      |  |   |
| You will be eligible for mobile reimbursement (including Data Service) as per company policy.   |                         |                      |  |   |
| <b>Gratuity *</b>   |                         |                      |  |   |
| You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.  |                         |                      |  |   |
| <b>Provident Fund</b>   |                         |                      |  |   |
| The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.   |                         |                      |  |   |
| <b>Voluntary Provident Fund (VPF)</b>   |                         |                      |  |   |
| The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution. |                         |                      |  |   |
| <b>Other Benefits</b>   |                         |                      |  |   |

For Sheila Raheja School of Business  
Management & Research



  
Director

Performance Bonus  
/ Annual Incentive  
Plan (as may be  
applicable)

Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.

For Sheila Raheja School of Business  
Management & Research



  
Director



Anant Digaskar <anantdigaskar@srbs.edu.in>

## Axis Bank Campus Hiring 2021

Maithili Bagare <Maithili.Bagare@axisbank.com>  
To: Anant Digaskar <anantdigaskar@srbs.edu.in>

Wed, Nov 25, 2020 at 5:21 P

Dear Anant,

**AXIS BANK**  
ASHUTOSH BIRHARE

Please find attached the list of selected candidates attached.  
The Business Interviews for OCC shortlisted candidates shall be scheduled soon.  
Will keep you informed about the same.

Thanks & Regards,  
Maithili Bagare  
Human Resources

Axis Bank Limited | Axis House | Wadia International Center | P.B. Marg | Worli, Mumbai – 400 025

From: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Sent: Wednesday, November 25, 2020 9:54 AM  
To: Maithili Bagare <Maithili.Bagare@axisbank.com>  
Cc: Vishal Deep Tyagi <vishal.tyagi@aspiringminds.com>; Dr Vijay Wagh <director@srbs.edu.in>; Vaibhav Kulkarni <vaibhavkulkarni@srbs.edu.in>; Sneha Chourasia <Sneha.Chourasia@axisbank.com>  
Subject: Re: Axis Bank Campus Hiring 2021

**CAUTION : External Email - Identify SENDER before CLICKING on Links/Attachments.**

Dear Maithili,

Kindly update us about the outcome of aptitude tests conducted in respect of our students.

regards,

Anant Digaskar  
Asst.Professor/Head-Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Mob:9921521400

On Thu, Nov 12, 2020 at 10:52 PM Maithili Bagare <Maithili.Bagare@axisbank.com> wrote:  
Dear Sir/ Madam,

Greetings from Axis Bank Ltd.

We thank you for sharing your college details with us. We are happy to be associated with your B - School for campus placement process.

We will be hiring students for the roles of -

- Sales Manager- Commercial Banking Group
- Relationship Manager- Commercial Banking Group
- Virtual Acquisition Manager-NRI
- Virtual Acquisition Manager-Domestic
- Virtual Relationship Manager-Priority

**For Sheila Raheja School of Business Management & Research**



Director





## Axis Bank OCC Selects

Maithili Bagare <Maithili.Bagare@axisbank.com>  
To: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Cc: Varnika Tewari <Varnika.Tewari@axisbank.com>

Thu, Dec 3, 2020 at 3:04 P

Dear Sir,  
Below are the selects for OCC roles:  
Please convey the same to the candidates.

|          |             |         |          |         |
|----------|-------------|---------|----------|---------|
| ✓ Atul   | Ashok Kumar | Tiwari  | Selected | VAM NRI |
| Ashutosh | Amol        | Birhade | Selected | VAM NRI |

The above selected candidates would have to join from the 17th December, 2020.  
Also, please confirm that these candidates are fine with night shift.

Thanks & Regards,  
Maithili Bagare  
Human Resources

Axis Bank Limited | Axis House | Wadia International Center | P.B. Marg | Worli, Mumbai – 400 025

From: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Sent: Friday, November 27, 2020 8:12 PM  
To: Maithili Bagare <Maithili.Bagare@axisbank.com>  
Subject: Re: Axis Bank OCC Interview Schedule

**CAUTION : External Email - Identify SENDER before CLICKING on Links/Attachments.**

Sorry, typo error, it's 2021.

On Fri, 27 Nov 2020, 19:49 Maithili Bagare, <Maithili.Bagare@axisbank.com> wrote:

Hi Anant,

You mean 1st January 2021 right ?

Thanks & Regards,  
Maithili Bagare  
Human Resources

Axis Bank Limited | Axis House | Wadia International Center | P.B. Marg | Worli, Mumbai – 400 025

For Sheila Raheja School of Business  
Management & Research



  
Director

From: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Sent: Friday, November 27, 2020 3:05 PM  
To: Maithili Bagare <Maithili.Bagare@axisbank.com>  
Subject: Re: Axis Bank OCC Interview Schedule

**CAUTION : External Email - Identify SENDER before CLICKING on Links/Attachments.**

Dear Maithili,



## Fwd: Axis Bank Campus Hiring 2021

Anant Digaskar <anantdigaskar@srbs.edu.in>  
To: SRBS Admin <admin@srbs.edu.in>

Tue, Feb 23, 2021 at 11:38 A

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

From: **Maithili Bagare** <Maithili.Bagare@axisbank.com>  
Date: Wed, Nov 25, 2020 at 5:21 PM  
Subject: Re: Axis Bank Campus Hiring 2021  
To: Anant Digaskar <anantdigaskar@srbs.edu.in>

Dear Anant,

Please find attached the list of selected candidates attached.  
The Business Interviews for OCC shortlisted candidates shall be scheduled soon.  
Will keep you informed about the same.

Thanks & Regards,  
Maithili Bagare  
Human Resources

Axis Bank Limited | Axis House | Wadia International Center | P.B. Marg | Worli, Mumbai – 400 025

From: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Sent: Wednesday, November 25, 2020 9:54 AM  
To: Maithili Bagare <Maithili.Bagare@axisbank.com>  
Cc: Vishal Deep Tyagi <vishal.tyagi@aspiringminds.com>; Dr Vijay Wagh <director@srbs.edu.in>; Vaibhav Kulkarni <vaibhavkulkarni@srbs.edu.in>; Sneha Chourasia <Sneha.Chourasia@axisbank.com>  
Subject: Re: Axis Bank Campus Hiring 2021

**CAUTION : External Email - Identify SENDER before CLICKING on Links/Attachments.**

Dear Maithili,

Kindly update us about the outcome of aptitude tests conducted in respect of our students.

regards,

Anant Digaskar  
Asst.Professor/Head-Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Mob:9921521400



**For Sheila Raheja School of Business  
Management & Research**

Director

On Thu, Nov 12, 2020 at 10:52 PM Maithili Bagare <Maithili.Bagare@axisbank.com> wrote:

Dear Sir/ Madam,

Greetings from Axis Bank Ltd.

We thank you for sharing your college details with us. We are happy to be associated with your B - School for campus placement process.

We will be hiring students for the roles of: -

- Sales Manager- Commercial Banking Group
- Relationship Manager- Commercial Banking Group
- Virtual Acquisition Manager-NRI
- Virtual Acquisition Manager-Domestic
- Virtual Relationship Manager-Priority
- Virtual Relationship Manager-NRI

The details of the roles is attached herewith for your reference.  
Also, we are offering a tentative CTC of 3.6-4 lakhs p.a.

As mentioned in our earlier email, following would be the process followed for this engagement:

- Invitation of application as per eligibility criteria
- Online Aptitude and Psychometric test (for eligible candidates)
- Personal Interview

**Eligibility Criteria:** Applicants meeting following eligibility criteria would be considered for the process:

- Minimum of 50% marks in 10<sup>th</sup> grade
- Minimum of 50% marks in 12<sup>th</sup> grade or equivalent
- Minimum of 50% marks in Graduation or equivalent
- No gap in education until completion of Graduation
- Candidates pursuing their MBA (or equivalent) in one of the following specializations (Major Specialization if applicable) -
  - General Management
  - Marketing
  - Finance
  - Operations
  - Human Resources
- Candidate should be Indian Citizen
- Candidate should be willing to serve at any of the branches of the bank across the country

**Please Note:** We would be engaging services of our hiring partner **Aspiring Minds (AM)** for this engagement. Aspiring Minds would be connecting with you for following scope of work:

- Collation of details of candidate who have applied for the role
- Scheduling and conducting of online aptitude and psychometric test
- Coordination with Axis Bank HR Team and Campus for interview schedule

**Point of contact:**

Mr. Vishal Tyagi

Email ID: [vishal.tyagi@aspiringminds.in](mailto:vishal.tyagi@aspiringminds.in)

SA

PM



**For Sheila Raheja School of Business Management & Research**

**Director**

**Kindly make a note of the following with respect to Shortlisting and Selection Process:**

- Shortlisting of students eligible for Online Aptitude and Psychometric test will be done by the Bank and Aspiring Minds will announce the result
- Shortlisting of students for personal interview will be done by the Bank and Aspiring Minds will announce the result
- Selection of candidates will be done by the Bank and Aspiring Minds will announce the result

Point of contact at Axis Bank Ltd:

Ms. Maithili Bagare  
Deputy Manager - Human Resources  
Email: maithili.bagare@axisbank.com

Mr. George John  
Manager - Human Resources  
Email: george.john@axisbank.com

Representatives from Aspiring Minds would connect with you shortly on this. Request your cooperation and promptness with the team of Aspiring Minds. This will help us execute the hiring process more efficiently.

Thanks & Regards,  
Maithili Bagare  
Human Resources

Axis Bank Limited | Axis House | Wadia International Center | P.B. Marg | Worli, Mumbai - 400 025

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Anant Digaskar  
Asst.Professor/Head-Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Mob:9921521400

For Sheila Raheja School of Business  
Management & Research

Sheila Raheja Selects.xlsx  
12K



  
Director

| Sl. No. | Name              | Age | DOB        | Qualification | Category | Grade             | Pay Band | Basic Pay | DA   | Gr DA | House R | Medical | Other | Total | Remarks  |
|---------|-------------------|-----|------------|---------------|----------|-------------------|----------|-----------|------|-------|---------|---------|-------|-------|----------|
| 11503   | W/O. J. RAJENDRAN | 52  | 28/11/1947 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11504   | W/O. S. RAJENDRAN | 51  | 15/05/1948 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11505   | W/O. R. RAJENDRAN | 50  | 02/08/1949 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11506   | W/O. M. RAJENDRAN | 49  | 18/12/1950 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11507   | W/O. K. RAJENDRAN | 48  | 05/06/1951 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11508   | W/O. J. RAJENDRAN | 47  | 22/01/1952 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11509   | W/O. H. RAJENDRAN | 46  | 09/07/1953 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11510   | W/O. G. RAJENDRAN | 45  | 26/03/1954 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11511   | W/O. F. RAJENDRAN | 44  | 13/11/1955 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11512   | W/O. E. RAJENDRAN | 43  | 01/04/1956 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11513   | W/O. D. RAJENDRAN | 42  | 19/10/1957 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11514   | W/O. C. RAJENDRAN | 41  | 07/02/1958 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11515   | W/O. B. RAJENDRAN | 40  | 25/09/1959 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |
| 11516   | W/O. A. RAJENDRAN | 39  | 12/05/1960 | BA            | General  | Officer in Charge | 65000    | 4100      | 3000 | 1500  | 1000    | 1000    | 3000  | 75000 | On leave |

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

(6)

| CTC Annexure  |                    |                  |
|---|--------------------|------------------|
| Emoluments and Benefits for the grade of Assistant Manager (for Ashutosh Birhade) |                    |                  |
| COMPENSATION  | P.A. (Rs)          | P.M. (Rs)        |
| Basic   | 90,888.00          | 7,574.00         |
| Basket of Allowance   | 1,68,792.00        | 14,066.00        |
| Bank's PF Contribution  | 21,600.00          | 1,800.00         |
| Gratuity *  | 4,368.00           | 364.00           |
| Location Pay#   | 31,811.00          | 2,651.00         |
| <b>Total Fixed Pay</b>  | <b>3,17,460.00</b> | <b>26,455.00</b> |
| <b>Benefits:</b>  |                    |                  |
| Group Mediclaim Policy and Term Life Insurance                                    | 9,060.00           | -                |
| Loan Benefits   | 69,084.00          | -                |
| <b>Total Fixed Pay + Value of Benefits</b>  | <b>3,95,604.00</b> | -                |

# - Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

| Details of Benefits      |                   |                      |                    |   |
|--------------------------|-------------------|----------------------|--------------------|---|
| Loan Benefit Eligibility |                   |                      |                    |   |
| Type of Loan             | Eligibility       | Loan Amount (in Rs.) | Rate of Interest   | Remarks   |
| Housing Loan             | Upon Confirmation | 20,00,000.00         | 4% (Compound Int.) | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan             | Upon Confirmation | 2,00,000.00          | 6% (Simple Int.)   | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |

Note: Loan benefits cannot be encashed if not availed.

| Insurance Details                |                         |   |
|----------------------------------|-------------------------|---|
| Type of Insurance                | Insurance Cover (in Rs) | Remarks   |
| Group Mediclaim Insurance Policy | 4,00,000.00             | Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium |
| Group Term Life Insurance Policy | 35,00,000.00            | Only employee is covered, a part of the annual premium is borne by the employee   |

The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.

**Mobile Benefit**

You will be eligible for mobile reimbursement (Including Data Service) as per company policy.

**Gratuity \***

You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.

**Provident Fund**

The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.

**Voluntary Provident Fund (VPF)**

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

**Other Benefits**

For Sheila Raheja School of Business Management & Research



Director

Performance Bonus / Annual Incentive Plan (as may be applicable)

Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.

For Sheila Raheja School of Business  
Management & Research



  
Director

Digitally signed by DS AXIS BANK 1  
Date: 2020.12.09 21:20:29 +05:30  
Reason: LOI  
Location: mumbai

Ms. PRIYANKA MORE  
B/04, SAKAI DEVI APT,T, MANVEL PADA ROAD,  
NEAR SARSWAT BANK, Virar (East), Maharashtra-  
401305, Virar (East), Maharashtra, India 401305  
7977406592

**LETTER OF APPOINTMENT**

Dear PRIYANKA MORE,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of **Assistant Manager in Branch Banking - Branch**.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

**Terms of Employment**

**1. Compensation**

- 1.1 The annual fixed compensation payable to you will be **INR 2,86,032.00**, subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

**2. Code of Conduct & Ethics**

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

**3. Whole-time / Alternative Employment**

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

**For Sheila Raheja School of Business  
Management & Research**



  
Director



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

#### 4. Fidelity & Secrecy

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

#### 5. Probation Period

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

#### 6. Transfer

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

#### 7. Separation/ Retirement

##### 7.1 Separation during probation

- 7.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
- 7.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

## 7.2 Separation after Confirmation:

- 7.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
- 7.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.

## 7.3 Separation arrangement

- 7.3.1 Written resignation should be submitted to your immediate supervisor, and also initiated on the exit management portal. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
- 7.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
- 7.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.
- 7.3.4 It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.

## 7.4 Retirement

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

## 8. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head – Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 8.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 8.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

## 9. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 9.1 Submission of self-declaration of medical fitness provided on our onboarding portal.

For Sheila Raheja School of Business  
Management & Research



  
Director

9.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empaneled by the Bank.

9.3 Submission of all necessary documents:

9.3.1 Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

9.3.2 Proof of date of birth

9.3.3 Copy of Pan Card and Address Proof

9.3.4 One recent passport size color photograph

9.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer

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

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

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

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

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

**Kindly note that you are required to convey your acceptance within 15 days from the date of this letter, failing which this offer stands cancelled. You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately.**

Digitally signed by Sanchita Sarkar  
Date: 2024.07.17 12:42:58 +05:30  
Reason: ICA  
Location: CoS

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

Sanchita Sarkar

Sanchita.Sarkar@axisbank.com

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

Yours faithfully,

Human Resources

**For Sheila Raheja School of Business  
Management & Research**

  
Director

Gmail

priyanka axis

Mail

Inbox 2,009

Starred

Snoozed

Sent

Drafts

Chat



No conversations  
Start a chat

Rooms



No rooms  
Create or find a room

Meet

[Message clipped] [View entire message](#)

**Sanchita Sarkar** <Sanchita.Sarkar@axisbank.com>  
to me, Rajesh, Vivek

Greetings...!!!

Below candidates are selected -

- 1. Dhananjay Chaudhari
- 2. Priyanka More

Sanchita Sarkar  
HR - Mumbai Circle  
Axis Bank Ltd.,  
2nd Floor, Corporate Park II  
Behind Swastik Chambers

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Anant Digaskar <anantdigaskar@srbs.edu.in>

## Axis Bank Debut 2020-21 | Test Results - Sheila Raheja SBMR | 20 Nov 20

Anant Digaskar <anantdigaskar@srbs.edu.in>

Fri, Nov 20, 2020 at 11:10 PM

To: Vishal Deep Tyagi <vishal.tyagi@aspiringminds.com>

Cc: George John <George.John@axisbank.com>, Maithili Bagare <Maithili.Bagare@axisbank.com>, kruti3.shah@axisbank.com, Praveen Sharma <praveen.sharma1@aspiringminds.com>, Sourav Chamoli <Sourav.Chamoli@aspiringminds.com>, Dr Vijay Wagh <director@srbs.edu.in>, Vaibhav Kulkarni <vaibhavkulkarni@srbs.edu.in>

Dear All,

Pl find the required details and CVs of students who will be attending interviews on 21st November, 2020.

Kindly update us about the final outcome of the above interviews.

regards,

Anant Digaskar  
Asst.Professor/Head-Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Mob:9921521400

[Quoted text hidden]

### 23 attachments

Test\_Shortlist\_\_Sheila Raheja.xlsx  
22K

Anushaka Thakur 108.pdf  
113K

Atul Tiwari 112.pdf  
158K

Leena Parab 126.pdf  
155K

Manthan Palkar 130.pdf  
140K

Hitesh Bhandari 124.pdf  
652K

Nisha Upadhayay 135.pdf  
146K

Saloni Kanerkar 143.pdf  
162K

Mrunalini Patil 134.pdf  
272K








Sushma Kale SRBS.pdf

For Sheila Raheja School of Business  
Management & Research



Director

306K

 **Bhargavi Chaudhari 302.pdf**  
72K **Sanika Acharekar 309.pdf**  
197K **Divya Kesavan 303.pdf**  
175K **Unnati Bharmani 314.pdf**  
473K **Abhishek Katwankar 201.pdf**  
198K **Ashutosh Birkhade 204.pdf**  
112K **Pooja Saraf 220.pdf**  
177K **Sakshat Shetty 223.pdf**  
183K **Akshit Mehta 203.pdf**  
338K **Gautami Shinde 209.pdf**  
526K **Vaishnavi Sankhe 230.pdf**  
467K **Vikrant Pali 234.pdf**  
460K **Neeraj Salunkhe 402.pdf**  
277K

For Sheila Raheja School of Business  
Management & Research



  
Director

26-May-2021  
AXISB/C002:Axis House, 4th Floor/2021/915182

Neeraj Bharat Salunkhe

Assistant Manager

Dear Sir/Madam,

Greetings! On behalf of Axis Bank we heartily extend a very warm welcome to you.

### Reporting Details:

Further to your acceptance of the offer letter, kindly note that your reporting date is 27-May-2021. We request that you report at the below said Address at 9:30 am and meet the HR representative Malthill Bagare .

Address: 2nd Floor, Q Parc, Axis Bank office , Thane - Belapur Rd, Ghansoli, Navi Mumbai, Maharashtra 400710

### Requirements:

Please ensure that all the forms and details that have been provided to you on the Axis Bank On-boarding platform are duly filled. This is a pre-requisite to start the joining process.

Please carry along a copy of this letter and a printout of the Joining Kit (available on TMI Portal) to help us complete your joining process. We hereby advise you to carry a photo copy and originals of the below mentioned documents to help us verify your testimonials.

- ❖ Academic Mark sheet & Passing certificates (10th)
- ❖ Academic Mark sheet & Passing certificates (12th)
- ❖ Academic Mark sheet & Passing certificates (Graduation)
- ❖ Post-Graduation Mark sheet & Passing certificates (If applicable)
- ❖ Professional Courses certificates (If applicable)
- ❖ Proof of date of birth (Birth Certificate, Passport, Class 10th certificate, School leaving, etc.)
- ❖ PAN Card
- ❖ Proof of Address (Passport, Ration card, etc.)
- ❖ Photo identification proof (Passport, PAN, etc.)
- ❖ Relieving letter from the previous employer (If available) OR Resignation acceptance from the last employer.
- ❖ Axis Bank, Letter of Appointment.
- ❖ 2 Recent Passport Photographs (With a Light Background colour photo and in Formal Attire)

Kindly note that the completion of your Joining Formalities and your Employee Number generation is subject to submission of the necessary documents mentioned above. Your Date of Joining might get extended or cancelled in case of any pendency or discrepancy.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Upon your reporting the following activities will be undertaken by the HR representative:

- a) Verifying your credentials as entered in the online system with the original documents.
- b) There will be an induction program to help you understand the Bank and its functioning.

### Posting Details:

Further to your reporting at Circle Office/Central Office, you will then be required to join your allocated Branch/Office. It has been decided to post you at:

|                   |  |
|-------------------|--|
| Joining Date:     | 27-May-2021  |
| Posting Location: | C002L:Loma IT park, Ghansoli, Navi Mumbai  |
| Branch Address:   | 2nd Floor, Q Parc, Axis Bank office . Thane - BelapurRd, Ghansoli, Navi Mumbai, Maharashtra 400710 |
| Role:             | RB-OCC:Virtual RM-NRI  |
| Supervisor Name:  | Dinesh Sarvagod  |

Warm Regards,

Maithili Bagare

Deputy Manager

**For Sheila Raheja School of Business  
Management & Research**



  
Director





| CTO Annexure  |                    |                  |
|---|--------------------|------------------|
| Emoluments and Benefits for the grade of Assistant Manager (for Neeta Salonkhe) |                    |                  |
| COMPENSATION  | P.A. (Rs)          | P.M. (Rs)        |
| Basic   | 90,888.00          | 7,574.00         |
| Basket of Allowance   | 1,68,792.00        | 14,066.00        |
| Bank's PF Contribution  | 21,600.00          | 1,800.00         |
| Gratuity *  | 4,368.00           | 364.00           |
| Location Pay#   | 31,811.00          | 2,651.00         |
| <b>Total Fixed Pay</b>  | <b>3,17,460.00</b> | <b>26,455.00</b> |
| <b>Benefits:</b>  |                    |                  |
| Group Mediclaim Policy and Term Life Insurance                                  | 8,100.00           | -                |
| Loan Benefits   | 69,084.00          | -                |
| <b>Total Fixed Pay + Value of Benefits</b>                                      | <b>3,94,644.00</b> | <b>-</b>         |

# - Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

| Details of Benefits   |                         |                      |  |  |
|---|-------------------------|----------------------|--|--|
| Loan Benefit Eligibility  |                         |                      |  |  |
| Type of Loan  | Eligibility             | Loan Amount (in Rs.) | Rate of Interest   | Remarks  |
| Housing Loan  | Upon Confirmation       | 20,00,000.00         | 4%<br>(Compound Int.)  | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.  |
| Vehicle Loan  | Upon Confirmation       | 2,00,000.00          | 6%<br>(Simple Int.)  | For takeover loans, the repayment will be the residual period of the original sanction term or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |
| <b>Note:</b> Loan benefits cannot be encashed if not availed.   |                         |                      |  |  |
| Insurance Details   |                         |                      |  |  |
| Type of Insurance   | Insurance Cover (in Rs) |                      | Remarks  |  |
| Group Mediclaim Insurance Policy  | 4,00,000.00             |                      | Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium. |  |
| Group Term Life Insurance Policy  | 35,00,000.00            |                      | Only employee is covered, a part of the annual premium is borne by the employee.   |  |
| The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.  |                         |                      |  |  |
| <b>Mobile Benefit</b>   |                         |                      |  |  |
| You will be eligible for mobile reimbursement (Including Data Service) as per company policy.   |                         |                      |  |  |
| <b>Gratuity *</b>   |                         |                      |  |  |
| You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.  |                         |                      |  |  |
| <b>Provident Fund</b>   |                         |                      |  |  |
| The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis-Bank Limited.   |                         |                      |  |  |
| <b>Voluntary Provident Fund (VPF)</b>   |                         |                      |  |  |
| The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution. |                         |                      |  |  |
| <b>Other Benefits</b>   |                         |                      |  |  |

For Sheila Raheja School of Business  
Management & Research



  
Director




Performance Bonus / Annual Incentive Plan (as may be applicable)

Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.

Digitally signed by DS AXIS BANK 1  
Date: 2021.05.18 19:29:48 +05:30  
Reason: LOI  
Location: mumbai

**For Sheila Raheja School of Business  
Management & Research**



  
Director

16

# Bigtree

Roots to Fruits

18-January-2022

Kinnari Gohil  
Executive - Talent Acquisition - Human Resources  
Employee Code: BG3041

Dear Kinnari,

In appreciation of your performance and contribution during your probation period, we are pleased to confirm your employment with Big Tree Entertainment Pvt. Ltd. with effect from **18-January-2022**.

Let us work together in exceeding the objective we have set for ourselves.

All other terms & conditions of your employment with the company remain as per mentioned in your appointment letter.

With Best Wishes,

Human Resources  
Big Tree Entertainment Pvt. Ltd.


I accept to the above confirmation / conditions and undertake to abide by them.

Signature:

Date:

For Sheila Raheja School of Business  
Management & Research



  
Director

Dear Kiranant,

We are pleased to inform that you have been offered the position of "Executive - Talent Acquisition" in the Human Resources team with Big Tree Entertainment Pvt. Ltd., Mumbai.

Your annual CTC is Rs. 4,50,000/- subject to necessary statutory deductions.

Your Date of Joining has been finalized as 18th October 2021.

Please revert with your acceptance within 24 hours on this email by replying to all marked herein. Your compensation package is confidential information and unique to you and not for comparison with others. Any discussion or disclosure of your compensation with anybody will be considered as a breach of agreement by you.

Please note that if you fail to accept this offer within 24 hours of receipt of the offer from us or fail to join us as on the date stipulated herein above, Big Tree Entertainment Pvt. Ltd. reserves the right to revoke this offer.

BookMyShow will be conducting a Background verification with government authorities; current employers through an outside firm as a part of the business process requirements. This offer of employment is conditional upon receipt of satisfactory references and appropriate background checks as and when required.

We look forward to having you as part of the BookMyShow Team.

Regards

Pinak

For Sheila Raheja School of Business  
Management & Research



Director



BYJU'S

*Congratulations*

Dear rahul,

Congratulations!! We are thrilled to inform you that you have been selected for the position of **Business Development Trainee** at **BYJU'S - The Learning App** for a period of 6 weeks, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon meeting the company's parameters.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 09/28/2021

Role Location : Nagpur; Onboarding Location :

For Sheila Raheja School of Business Management & Research

*SR*



*[Signature]*  
Director





**Joining Details:**

**Date of Joining : 09/28/2021**

**Role Location : Nagpur; Onboarding Location :  
Nagpur; OJT Location :Nagpur**

**Fixed CTC during training (not inclusive of  
incentives): INR 3 LPA**

**Annual CTC post successful completion of  
Training: INR 10 LPA (7 LPA fixed + 3 LPA  
variable) for the role of BDA - Direct Sales**

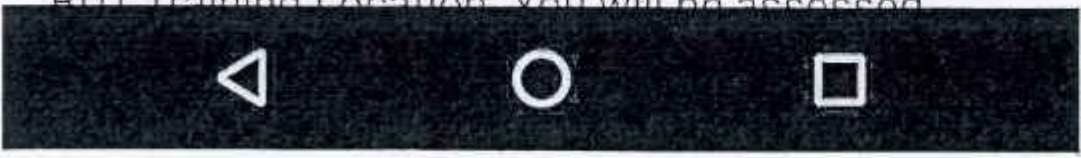
**Details of Business Development Trainee**

**Program:** You will be undergoing Byju's Sales  
Training for a minimum duration of 6 weeks  
with an option with the company to extend it up  
to a maximum of 2 weeks based on  
performance assessments/evaluations and  
quality audits, subject to management  
discretion. The first 2 weeks of this training will  
be classroom training at the Joining Location  
itself. It will then be followed by 4 weeks of "On-  
the-Job Training", to be conducted out of the  
BDT Training Location. You will be assessed

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**





12

## Fwd: Interview Result at BYJU'S

2 messages

Nikhil Patil <nikhilpatil252@gmail.com>  
To: anantdigaskar@srbs.edu.in

Tue, May 11, 2021 at 10:27 PM

Sent from my iPhone

Begin forwarded message:

From: Ditrila Borana <ditrila.borana@byju.com>  
Date: 11 May 2021 at 8:43:51 PM IST  
To: nikhilpatil252@gmail.com  
Subject: Interview Result at BYJU'S  
Reply-To: Ditrila Borana <ditrila.borana@byju.com>



Dear Nikhil Patil,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at BYJU'S - The Learning App.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 05/18/2021

Role Location : Mumbai

Sales Circle Location : Raigarh(Mh)

BDT Training Location : Bengaluru (or WFH)

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Bannerghatta Road, Bangalore 95 (or WFH)

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a minimum duration of 8 weeks with an option with the company to extend it upto a maximum of 2 weeks. The first 2 weeks of this training will be classroom training followed by 4 weeks of "On-the-Job Training", both conducted out of the BDT Training Location. You will be assessed and monitored during this training program. We are also happy to inform you that additional performance incentives will be applicable during your training period.

Upon successful completion of the training and post your conversion you will be confirmed as BDA - Direct Sales (at 10 LPA). Once you have become a BDA, you will be posted in the Role Location and will be working out of the Sales Circle Location assigned to you.

Further details:

Few information regarding your training and onboarding are given below:

1. All your original academic documents are required for verification. You can find the list of documents to upload and submit within the offer letter itself.
2. Please note that without completing the above registration and receiving the offer letter, your onboarding would not happen.
3. You need to have a working broadband connection and laptop at all times during the Training period. Please note that this is a core requirement for you to take part in the Training. Training can't happen without fulfillment of this requirement.
4. Your training performance will be thoroughly evaluated during your 8 weeks with us as that will be an incubation period for your new role.

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

5. Business formal or business casual attire is mandatory during work hours.

#### About Byju's:

BYJU'S is world's most valuable ed-tech company and the creator of India's most personalised K12 learning app which offers highly adaptive, engaging and effective learning programs for students in classes 4-12 (K-12) and competitive exams like JEE, NEET, CAT, IAS, GRE and GMAT. Launched in 2015, BYJU'S has become the most loved and preferred learning app for students across age groups.

Started by teacher and visionary, Byju Raveendran and his top set of students, BYJU'S aim is to make quality learning accessible, effective, and personalised for everyone. The BYJU'S way of learning provides students a learning platform where they can learn, engage and be excited about charting their own path to discover the world. The learning app brings together the best teachers, technology, content, media for creating a seamless, world-class learning experience for each and every type of learner. Today, BYJU'S has over 33 million registered students and 2.2 million annual paid subscriptions. With an average time of 64 minutes being spent by a student on the app every day from 1700+ cities, the BYJU'S app is making learning enjoyable and effective.

Delivering world class learning experiences, BYJU'S is making learning contextual and visual, and not just theoretical. The app has been designed to adapt itself to the unique learning style of every student, as per the pace, size and style of learning. The learning app is paving the way for new-age, geography-agnostic learning tools that sit at the cross section of mobile, interactive content and personalised learning methodologies.

Till date BYJU'S has raised over USD 700 million from a strong and diverse investor set like - Chan-Zuckerberg initiative, Naspers, CPPIB, General Atlantic, Tencent, Sequoia Capital, Sofina, Verinvest, IFC, Aarin Capital, TimesInternet and Lightspeed ventures.

At BYJU'S, we are driven by the motto to encourage students to learn on their own and keep their child-like curiosity alive. So get ready to be a part of the growing family at BYJU'S and be a **BYJUite** officially. We hope your journey with us takes you to greater heights creating the best of memories and milestones along the way.

Please visit <https://youtu.be/2XnGI5RHypIQ> for a better insight into the job.

**Registration Details:** As an initial step of on-boarding formalities, you are required to fill the registration form using the link below. Please follow the below steps to complete registration and to view the offer letter (post offer release).

Step1: Register using the below-mentioned link

Step2: Complete your details in 'Application Page'

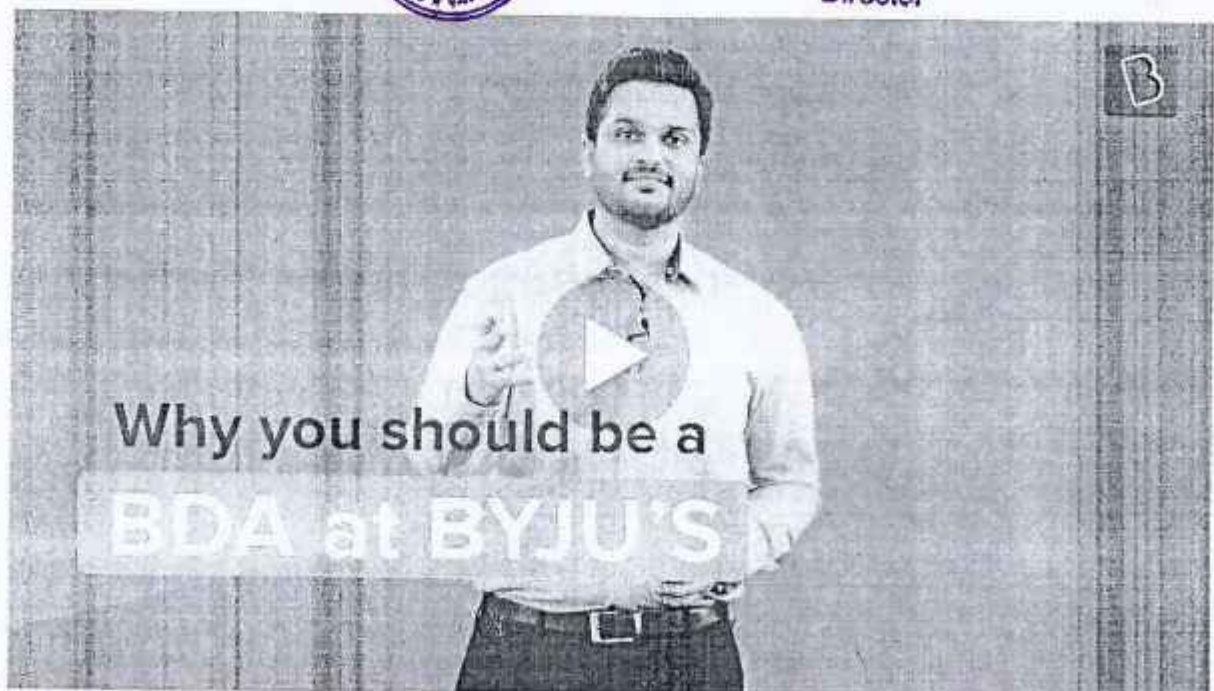
Step3: Complete the 'My Candidate Profile' page with education details with documents and previous employment information.

Step4: After filling please 'SAVE' the page and Click 'I am Done' and you will be receiving your Offer Letter.

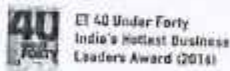
**Registration Link:** Please click here to register:

Regards,

Team BYJU'S







Anant Digaskar <anantdigaskar@srbs.edu.in>  
 To: Vivek Sharma <viveksharma@srbs.edu.in>  
 Cc: Rajesh Chouksey <rajeshchouksey@srbs.edu.in>

Fri, Jun 18, 2021 at 1:34 PM

Dear Prof. Vivek,

The offer letter of Nikhil patil is in the trailing mail as informed via earlier mail.  
 regards,

Anant Digaskar  
 Asst. Professor/Head-Placement  
 Sheila Raheja School of Business Management And Research  
 Raheja Education Complex,  
 Kher Nagar, Bandra(East),  
 Mumbai 400 051.  
 Mob:9921521400

[Quoted text hidden]

For Sheila Raheja School of Business Management & Research



*[Signature]*  
 Director

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5487142/1079069.

02/02/2022,  
Shruti Vasant Shetty.

203 Snow Flake CHS Limited, Mira Bhayandar road, Opp old petrol pump, Queens park Mira-Bhayander  
Mira road, Thane, Maharashtra

Confidential

Dear Shruti Vasant Shetty,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 02/15/2022 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Senior Analyst/A5.
- B) You will be required to work at the Company's offices in Mumbai.
- C) You have to report by 8:30 am at Mumbai office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
CAPGEMINI Knowledge Park, IT 1 / IT 2, TTC Industrial Area, Thane-Belapur Road,  
Airoli, Navi Mumbai, Maharashtra - 400708

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 380,006.00 (Rupees Three Lakh Eighty Thousand And Six Only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis. In arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

Senior Analyst

Total Cost to Company (CTC).

Rs.380,006.00

| Monthly Components                         | Per Month    | Annualized     |
|--|--------------|----------------|
| Basic                                      | Rs.15,000.00 | Rs.180,000.00  |
| House Rent Allowance                       | Rs.9,000.00  | Rs.108,000.00  |
| Other Allowances and Reimbursements - 1 #  | Rs.1,199.00  | Rs.14,388.00   |
| Other Allowances and Reimbursements - 2 +  | Rs.147.00    | Rs.1,764.00    |
| Advance Statutory Bonus ++                 | Rs.3,149.00  | Rs.37,788.00   |
| Gross monthly salary                       | Rs.28,495.00 | Rs.341,940.00  |
| Employee's contribution to PF *            | Rs.1,800.00  | Rs.21,600.00   |
| Gratuity (accrual only)                    |              | Rs.8,664.00    |
| Total Fixed Compensation                   |              | Rs.372,204.00  |
| Total Cash Compensation                    |              | Rs.372,204.00  |
| Benefits                                   |              |                |
| Medical, Accident & Life Insurance Premium |              | Rs.7,802.00    |
| Total Cost to Company                      |              | Rs. 380,006.00 |

# You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

| Other Allowance & Reimbursements - 1 | Annualized |
|--------------------------------------|------------|
| Remote Working Allowance             | 19,800.00  |
| Books and Journals                   | 24,000.00  |
| Professional Pursuit                 | 180,000.00 |
| Conveyance Allowance                 | 63,600.00  |

For Sheila Raheja School of Business  
Management & Research



  
Director

INTERNSHIP OFFER

Ref.:4400032/ 741283,  
Date:04/07/2021,

Dear Divya Raju Kesavan,

As per our discussion with you, we are pleased to inform you that you have been provided the opportunity to pursue your internship with Capgemini Technology Services India Limited ("Company" or "Capgemini") during the period 04/09/2021 till 10/08/2021

You have to report by 8:30 am at office, for joining formalities and contact security at the main gate for your entry pass at

Address  
Capgemini knowledge Park(SEZ),IT3/IT4, Airoli knowledge Park,Thane Belapur Rd,  
Airoli, Navi Mumbai, Maharashtra - 400708

During the period of your internship, you will be entitled to an internship stipend of Rs. 15,000.00 /month. Please note aside from the stipend amount, you will not be entitled to any other re-imbursments or allowances.

Please note that your internship will not imply any kind of employment regular or contractual and the purpose is solely to facilitate your learning. We reserve the right to cancel/terminate the internship without notice and assigning any reason thereto.

Private Information Policy — You will be bound by the Capgemini Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

Intellectual Properties — Additionally, you will also be bound by the Capgemini policy with respect to Intellectual Property as described in Annex 2

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

Note:

|    |  |
|----|--|
| 1. | The stipend processing will be as per Company policy notified from time to time.   |
| 2. | You must provide a valid bank account no, where you wish your stipend to be remitted and Permanent Account Number (PAN)/ AADHAR as identity and address proof. You are expected to provide accurate and correct information failing which Company shall not be responsible for any issue arising out of supplying of erroneous remittance information. |
| 3. | During your internship in the Company, you are expected to adhere to the applicable Company policies and processes, failing which the Company has liberty to take appropriate steps.   |

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all its interns the hands-on experience of its business operations, processes and services. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As acceptance of this internship with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter.

Our internship opportunity shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

Yours sincerely,  
For Caggemini Technology Services India Limited



Anil Kumar Singh  
Head - Talent Acquisition & Resourcing

I accept the above offer on the terms indicated

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Sheila Raheja School of Business  
Management & Research

  
Director

ANNEX 1

PRIVATE INFORMATION

You agree with Capgemini that:

the work to which I am assigned is and will be of a private nature, and in connection with the performance of my assignment on behalf of Capgemini, its subsidiaries and affiliates (together with their predecessors and successors, the "Company"), the Company may make available to me information of a private nature as to the Company and the Company's clients' and prospective clients' business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties ("Private Information"). I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

I further agree that:

- I. I will neither copy nor distribute any material, or other information constituting Private Information which comes into my possession as result of my assignment with the Company, other than for the Company use;
- II. I will not during the period of my assignment with the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my assignment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an Intern of the Company;
- III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled;
- IV. Upon termination of my internship with the Company, I will return to the Company or to the client or prospective client all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company or to the client or prospective client.
- V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time.

For Sheila Raheja School of Business  
Management & Research



  
Director

ANNEX 2

INTELLECTUAL PROPERTY

I agree that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of the Company. I hereby agree to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the Company was used and which was developed entirely on the my own time, unless (a) the invention relates (i) directly to the business of the Company or (ii) to the Company's actual or demonstrably anticipated research or development or (b) the invention results from any work performed for the Company. I agree that all services performed for the Company shall be the original work and shall not incorporate any third party materials or work in any third party asserts an ownership interest without the express written consent of the Company

For Sheila Raheja School of Business  
Management & Research



  
Director

Cappgemini

UNDERTAKING & ACKNOWLEDGEMENT ("Undertaking")

I the undersigned, with reference to my acceptance of the Internship opportunity with Cappgemini do hereby unequivocally agree to abide by the Company's policy and further undertake as follows and execute this Undertaking & Acknowledgement ("Acknowledgment"):

1. I have been explained and provided an understanding of the company policies, and I do hereby undertake and state that during my internship with Cappgemini, I shall adhere to the company policies, included but not limited to knowledge sharing, safeguarding of Company's and Client's intellectual property and copyright, code of conduct, ISMS etc. .

2. I agree to act in accordance with all of the provisions of the policies of the Company, and to safeguard all of the knowledge and information I receive in the course of my internship with the company, whether it is the property of Cappgemini, its client, or some other entity which makes such knowledge or information available.

3. I will not use any knowledge, trade secrets or other information of the company or its clients including, except for the purpose of the work I am allotted in the course of my duties or as otherwise permitted by the company. Confidential Information does not extend to information already in the public domain unless such information arrived there by unauthorized means.

4. Without limiting the previous clause I undertake that I will not, nor will I attempt to:

- a. Remove or take any such Confidential Information; or
- b. Disclose Confidential Information to any third party other than in the proper course of my duties or as otherwise permitted by the company; or
- c. Gain personal advantage from trading in or on the basis of Confidential Information; or
- d. Cause or procure any other person to deal in the securities of any company on the basis of Confidential Information
- e. Obtain nor claim any ownership interest in any knowledge or information obtained from Cappgemini and its Clients.

5. Post termination of my internship with the Company, I recognize that I cannot disclose to any future employer, or use for my own purposes any Confidential Information I may have access to during my internship tenure with the Company.

6. I undertake to duly return all the assets received by me from the Company on the last day of my internship with the Company as may be identified. In the event I fail to return any of the Company assets, the Company is at liberty to take appropriate steps to recover the same including but not limited to withholding my stipend and deducting the suitable amount as may be recoverable.

7. Subject to Clause 8 below, I agree that any dispute arising out of this undertaking & acknowledgment ("Acknowledgment"), the Company and myself will make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Cappgemini. The award of the Arbitrator shall be final and binding on the Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

8. Notwithstanding the provisions of Clause 4, I agree that damages or an account of profits may be inadequate compensation for breach of this Acknowledgment and the company may seek an injunction or similar remedy to restrain any conduct or threatened conduct which is or may be a breach of this Acknowledgment.

9. This Acknowledgment is governed by the laws of Maharashtra, India. Each party submits to the non-exclusive jurisdiction of courts exercising jurisdiction there in connection with matters concerning this Acknowledgment.


I HAVE READ & UNDERSTOOD THE ABOVE ACKNOWLEDGEMENT AND AGREE TO BE BOUND BY ITS TERMS

Signature

Date

For Sheila Raheja School of Business  
Management & Research



  
Director



CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to the Company Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) stipend processing
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi judicial order,
  - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - f) service providers providing services for biometric access to office premises for monitoring attendance.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a. affiliates of the Company for administrative purposes and/or audit;
  - b. clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature:  
Date:

**For Sheila Raheja School of Business  
Management & Research**



  
Director

15

INTERNSHIP OFFER

Ref. 4400038/ 741166,  
Date:04/06/2021.

Dear UNNATI BHARAT BHARMANI,

As per our discussion with you, we are pleased to inform you that you have been provided the opportunity to pursue your internship with Caggemini Technology Services India Limited ("Company" or "Caggemini") during the period 04/09/2021 till 10/08/2021

You have to report by 8:30 am at office, for joining formalities and contact security at the main gate for your entry pass at

Address  
Caggemini knowledge Park(SEZ) IT3/IT4, Airoli knowledge Park, Thane Belapur Rd,  
Airoli, Navi Mumbai, Maharashtra - 400708

During the period of your internship, you will be entitled to an internship stipend of Rs. 15,000.00 /month. Please note aside from the stipend amount, you will not be entitled to any other re-imbursements or allowances.

Please note that your internship will not imply any kind of employment regular or contractual and the purpose is solely to facilitate your learning. We reserve the right to cancel/terminate the internship without notice and assigning any reason thereto.

Private Information Policy — You will be bound by the Caggemini Private Information Policy as described in Annex 1 for holding in confidence any trade secrets or confidential business and technical information of the Company or its clients.

Intellectual Properties — Additionally, you will also be bound by the Caggemini policy with respect to Intellectual Property as described in Annex 2.

For Sheila Raheja School of Business  
Management & Research



  
Director

Note:

|    |  |
|----|--|
| 1. | The stipend processing will be as per Company policy notified from time to time.   |
| 2. | You must provide a valid bank account no. where you wish your stipend to be remitted and Permanent Account Number (PAN)/ AADHAR as identity and address proof. You are expected to provide accurate and correct information failing which Company shall not be responsible for any issue arising out of supplying of erroneous remittance information. |
| 3. | During your internship in the Company, you are expected to adhere to the applicable Company policies and processes, failing which the Company has liberty to take appropriate steps.   |

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all its interns the hands-on experience of its business operations, processes and services. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As acceptance of this internship with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter.

Our internship opportunity shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed time.

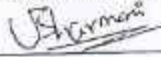
Yours sincerely,

Caggemini Technology Services India Limited.



Anil Kumar Singh  
Head - Talent Acquisition & Resourcing

I accept the above offer on the terms indicated

  
Signature

07/04/2021  
Date

For Sheila Raheja School of Business  
Management & Research



  
Director

ANNEX 1

PRIVATE INFORMATION

You agree with Cappemini that:

the work to which I am assigned is and will be of a private nature, and in connection with the performance of my assignment on behalf of Cappemini, its subsidiaries and affiliates (together with their predecessors and successors, the "Company"), the Company may make available to me information of a private nature as to the Company and the Company's clients' and prospective clients' business, strategies, methodologies, operations, technologies (including computer software), financial affairs, organizational and personnel matters, policies, procedures, trade secrets, programs, operations, clients, prospective clients, employees and other non-public matters, including those concerning third parties ("Private Information"). I agree that I will receive in strict confidence all such Private Information belonging to the Company or to its clients or prospective clients. I further agree to use my best efforts to maintain and to assist the Company in maintaining the confidentiality of all such Private Information, and to prevent it from coming into unauthorized hands.

I further agree that:

- I. I will neither copy nor distribute any material, or other information constituting Private Information which comes into my possession as result of my assignment with the Company, other than for the Company use;
- II. I will not during the period of my assignment with the Company nor at any time thereafter, directly or indirectly, disclose to others and/or use for my own benefit or for the benefit of others, Private Information acquired by me during the period of my assignment, except to the extent as may be reasonably necessary in the ordinary course of performing my duties as an intern of the Company;
- III. I will not disclose to the Company or attempt to induce the Company to use any Private Information or material to which the Company is not entitled;
- IV. Upon termination of my internship with the Company, I will return to the Company or to the client or prospective client all materials and information that constitutes Private Information and any copies thereof and certify to the Company that I no longer have any rights to such materials or information, and I will represent that the original and all copies of such materials and information have been returned to the Company or to the client or prospective client.
- V. I agree to abide by the ISMS policies and procedures as published by the organization from time to time.

For Sheila Raheja School of Business  
Management & Research



  
Director

ANNEX 2

INTELLECTUAL PROPERTY

I agree that all such inventions, software, manuscripts, documentation, improvement or other Intellectual property shall be and remain the sole and exclusive property of the Company. I hereby agree to execute such assignments and other documents as the Company may consider appropriate to vest all right, title and interest therein to the Company. This provision does not apply to an invention for which no equipment, supplies, facility, or trade secret information of the Company was used and which was developed entirely on the my own time, unless (a) the invention relates (i) directly to the business of the Company or (ii) to the Company's actual or demonstrably anticipated research or development or (b) the invention results from any work performed for the Company. I agree that all services performed for the Company shall be the original work and shall not incorporate any third party materials or work in any third party assets an ownership interest without the express written consent of the Company

For Sheila Raheja School of Business  
Management & Research



  
Director

Cappemini

UNDERTAKING & ACKNOWLEDGEMENT ("Undertaking")

I the undersigned, with reference to my acceptance of the Internship opportunity with Cappemini do hereby unequivocally agree to abide by the Company's policy and further undertake as follows and execute this Undertaking & Acknowledgment ("Acknowledgment"):

1. I have been explained and provided an understanding of the company policies, and I do hereby undertake and state that during my Internship with Cappemini, I shall adhere to the company policies, included but not limited to knowledge sharing, safeguarding of Company's and Client's Intellectual property and copyright, code of conduct, ISMS etc.,

2. I agree to act in accordance with all of the provisions of the policies of the Company, and to safeguard all of the knowledge and information I receive in the course of my Internship with the company, whether it is the property of Cappemini, its client, or some other entity which makes such knowledge or information available.

3. I will not use any knowledge, trade secrets or other information of the company or its clients including, except for the purpose of the work I am allotted in the course of my duties or as otherwise permitted by the company. Confidential information does not extend to information already in the public domain unless such information arrived there by unauthorized means.

Without limiting the previous clause I undertake that I will not, nor will I attempt to:

- Remove or take any such Confidential Information; or
- Disclose Confidential Information to any third party other than in the proper course of my duties or as otherwise permitted by the company; or
- Gain personal advantage from trading in or on the basis of Confidential Information; or
- Cause or procure any other person to deal in the securities of any company on the basis of Confidential Information
- Obtain nor claim any ownership interest in any knowledge or information obtained from Cappemini and its Clients.

5. Post termination of my internship with the Company, I recognize that I cannot disclose to any future employer, or use for my own purposes any Confidential Information I may have access to during my Internship tenure with the Company.

6. I undertake to duly return all the assets received by me from the Company on the last day of my Internship with the Company as may be identified. In the event I fail to return any of the Company assets, the Company is at liberty to take appropriate steps to recover the same including but not limited to withholding my stipend and deducting the suitable amount as may be recoverable.

7. Subject to Clause 8 below, I agree that any dispute arising out of this undertaking & acknowledgment ("Acknowledgment"), the Company and myself will make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Cappemini. The award of the Arbitrator shall be final and binding on the Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

8. Notwithstanding the provisions of Clause 4, I agree that damages or an account of profits may be inadequate compensation for breach of this Acknowledgment and the company may seek an injunction or similar remedy to restrain any conduct or threatened conduct which is or may be a breach of this Acknowledgment.

9. This Acknowledgment is governed by the laws of Maharashtra, India. Each party submits to the non-exclusive jurisdiction of courts exercising jurisdiction there in connection with matters concerning this Acknowledgment.

I HAVE READ & UNDERSTOOD THE ABOVE ACKNOWLEDGEMENT AND AGREE TO BE BOUND BY ITS TERMS

U Sharma  
Signature

07/04/2021  
Date

For Sheila Raheja School of Business  
Management & Research



[Signature]  
Director

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

Urvashi Bhanman residing at Mumbai do hereby provide my express consent to the Company Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC - SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) slip and processing
  - c) law enforcement agencies.
  - d) to comply with a judicial/quasi judicial order.
  - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
  - insurance companies for the purpose of group insurance, personal accident insurance etc.
  - service providers providing services for biometric access to office premises for monitoring attendance.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a. affiliates of the Company for administrative purposes and/or audit,
  - b. clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Signed: Urvashi Bhanman  
Signature: U. Bhanman  
Date: 07/04/2021

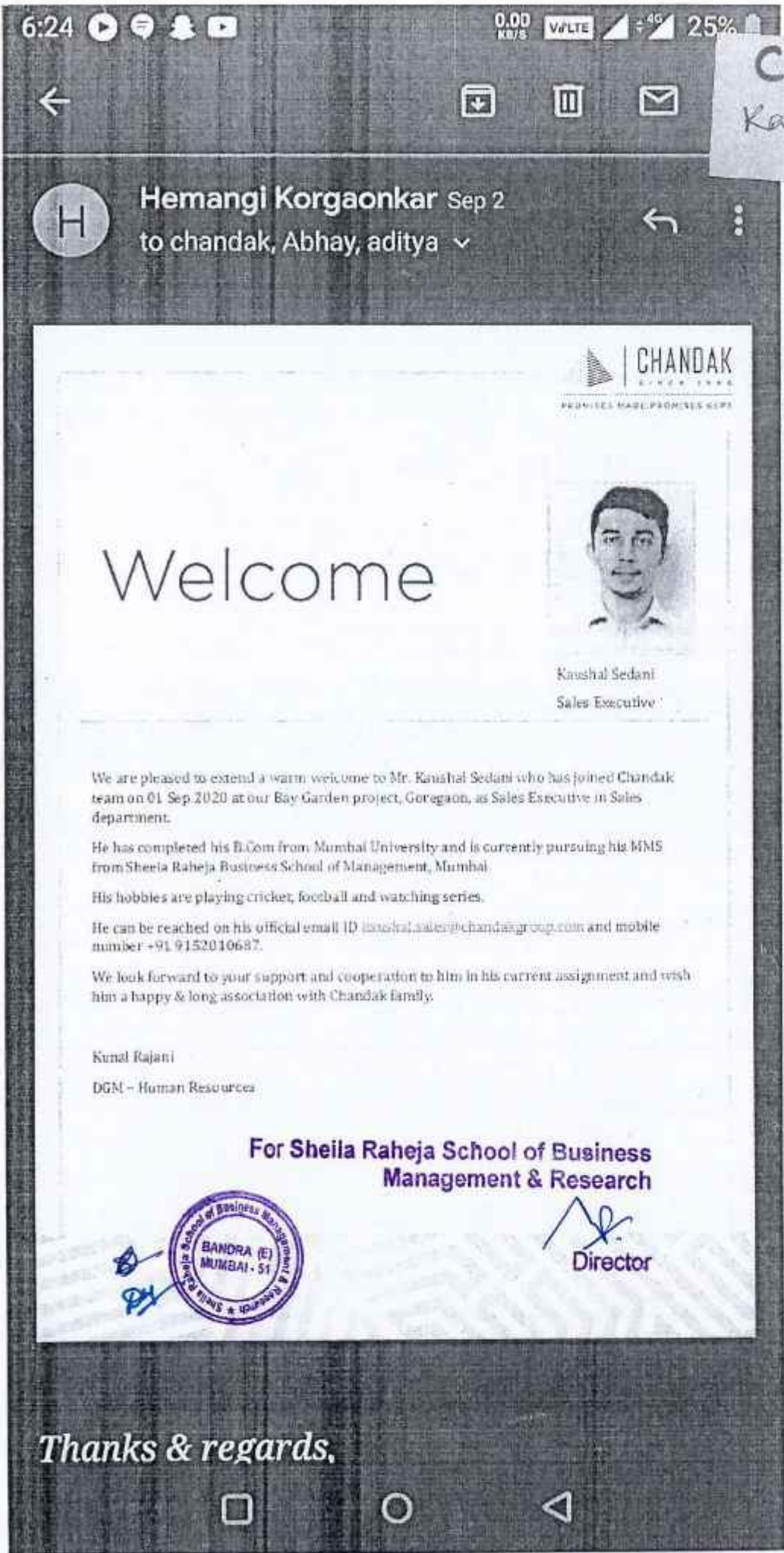
**For Sheila Raheja School of Business  
Management & Research**



  
Director

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CHANDAK  
Kaushal Sedani







2022

## Fwd: Additional Openings at Colgate Palmolive - Please go through JD before applying

1 message

Vivek Sharma <viveksharma@srbs.edu.in>  
To: SRBS Placement <placement@srbs.edu.in>

Mon, Feb 7, 2022 at 11:37 AM

Dear Sushil  
Greetings  
PFA - Colgate Palmolive  
Warm regards  
Vivek

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

From: **Vivek Sharma** <viveksharma@srbs.edu.in>  
Date: Sun, Feb 6, 2022 at 10:19 PM  
Subject: Fwd: Additional Openings at Colgate Palmolive - Please go through JD before applying  
To: <viveksharma@srbs.edu.in>

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

From: **Vivek Sharma** <viveksharma@srbs.edu.in>  
Date: Tue, Aug 24, 2021, 4:28 PM  
Subject: Fwd: Additional Openings at Colgate Palmolive - Please go through JD before applying  
To: <adaashish32@gmail.com>, <bhargavic21@gmail.com>, <divyakesavan07@gmail.com>, <kinnariagohil@gmail.com>, <manasisawant8796@gmail.com>, <mrugal0807@gmail.com>, <Navitashinde001@gmail.com>, <pallaviguhaneogi@gmail.com>, <sanikaac161@gmail.com>, <sayalimaitrani10@gmail.com>, <shettyshruti220@gmail.com>, <shruti9761@gmail.com>, <sushmitadikshit6@gmail.com>, <unnatibharmani@gmail.com>

Dear students,  
PFA

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

From: **Vivek Sharma** <viveksharma@srbs.edu.in>  
Date: Tue, Aug 24, 2021 at 11:22 AM  
Subject: Additional Openings at Colgate Palmolive - Please go through JD before applying  
To: <sushmitadikshit6@gmail.com>, <pallaviguhaneogi@gmail.com>

Dear Students,

Kindly circulate among all HR students of your batch.



For Sheila Raheja School of Business  
Management & Research

Director

There are 2 more **Temporary/Contractual** positions. Colgate Palmolive is looking to hire employees on third party payroll. Let us know if any HR students of your batch are interested in this.

### 1. Below is the JD for the Temp Role which we are looking at for Learning Systems

#### Job Summary:

As part of the **CBS Learning Systems Team**, this position is responsible for updating and maintaining all learning objects and courses within the Learning Management System. The role will also act as the first point of contact for all Learning System related queries.

#### Principal Duties & Responsibilities:

1. Oversee and manage the training deployment process (eg: new course launch)
2. Responsible for creation of Courses, Curricula, Programs, Assignment Profiles, Classes, Track Registration, Capture Record Learning & Closing Classes in LMS.
3. Maintain and update and improve existing attributes in the LMS.
4. Research and resolve LMS issues
5. Maintain update portfolio database and training records (eg: make sure all the LMS records such as items and curricula are correct)

5. Responsible for ensuring all learner data and information in the LMS meets regulatory requirements, good documentation practices, and is stored in a manner that can be retrieved quickly and efficiently when needed during daily operations.
7. Conduct progress reports by tracking and communicating both attendance and performance concerns!
8. Serve as an escalation contact for support issues for the HR team
9. Create, manage, and enforce LMS standards, policies, and procedures.
10. Serves as a consultant in LMS products, functionality development methodology and application (eg: validation).
11. Analyze reports
12. Troubleshooting technical issues in courses/LMS/Degreed/EdApp.
13. E-learning Responsibilities
  - Loading content – receive SCORM zip files and load into content management system, versioning, modify item and content object attributes in LMS Staging, Push to Production
  - Testing in Desktop (Chrome Browser) & Mobile (Android and iOS)
  - Ability to assign digital assets in development to participants in Online Reviews and/or Real World Test.
  - Ability to troubleshoot why a course is not working for employees if the current FAQs do not support the fix
14. Ability to test digital assets for new Colgate equipment/software requirements eg. browser upgrades, etc.,
15. Work with GIT and HR Solutions to evaluate and test new functionality in Learning Systems

**2 - Position Title: HR Officer - EDM**

Contract Tenure: 6 months (Based on performance will be extended to a year and more)

Renewable / Non-renewable: Renewable

Working days: Monday to Friday

Office timing: 8:30 to 4:45

Experience : Preferred : 1-year experience in HR Data Management in SAP. Freshers are also welcome

**Detailed Job Description:**

- Entering employee data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Providing first level support for issues reported for online tools

**Skill sets required:**

- Computer (Knowledge of MS office/ equivalent tools) and technical skills (preferred SAP HR knowledge)
- Organisational and time management abilities
- Communication (written and verbal)
- Customer service skills
- Accuracy and attention to detail
- Multi-tasking
- Confidentiality
- Ability to work independently
- Teamwork skills
- A positive attitude when working under the pressure
- Being detail-oriented
- Handling data entry items and duties with care
- Work closely with the HR community, with diverse language and culture background.
- Working with People in different Time Zone and Geography.
- Balancing customer service with quality and Service Level.

**Apply Before 3:00 PM today if you are interested in these profiles.**

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
Director



Vivek Sharma <viveksharma@srbs.edu.in>

### Thank You !!

2 messages

Vivek Sharma <viveksharma@srbs.edu.in>  
To: Nisha Prabhat <nisha\_prabhat@colpal.com>

Tue, Sep 7, 2021 at 9:23 AM

Dear Ma'am,

Good morning to you !!

Thank you very much for considering Pallavi Guhaneogi for further process.

It would be very kind of you to help Sushmita Dikshit and Sayali Maitrani with their interview process for the other team.

Warm regards  
Prof. Vivek Sharma

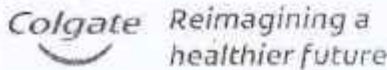
Nisha Prabhat <nisha\_prabhat@colpal.com>  
To: Vivek Sharma <viveksharma@srbs.edu.in>

Wed, Sep 22, 2021 at 2:19 PM

Hi Prof Vivek,

We have offered Pallavi and have also selected Sushmita. This is to keep you updated.  
Thank you !

Regards,  
**Nisha Prabhat**  
**Colgate Global Business Services Pvt Ltd**  
Total Rewards Manager | CBS - Mumbai  
Mobile - +919320502601, VOIP - 87023013  
Mumbai



[Quoted text hidden]

For Sheila Raheja School of Business  
Management & Research



  
Director

September 15, 2021

Ms. Pallavi Guhaneogi  
Mumbai.

Dear Pallavi,

With reference to our discussion, we are pleased to offer you the position of "Compensation Analyst", at Hinduja Global Solutions Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be **₹445060.00/-** per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth, and any other checks as deemed fit by the organisation). As mutually agreed you would be based at **Mumbai** and join duties on or before **October 1, 2021**.

The tenure of this employment is for the period of **12 months** ending on **September 30, 2022**.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.  
Thanking you,

Yours faithfully,  
For Hinduja Global Solutions Limited,

Signature Not Verified

Digitally signed by SHIRUDE PRAJAKTA  
MADHUKAR  
Date: 2021.09.16 00:12:25 +05:30  
Reason: Offer

(Prajakta Shirude)  
Head- Human Resources  
Business Services

This is a digitally signed document and does not require physical signature

For Sheila Raheja School of Business  
Management & Research



  
Director

| ANNEXURE                                  |   |  |                 |
|---|---|--|-----------------|
| Name                                      | Pallavi Guhaneogi                       | Salary Details   |                 |
| Location                                  | Mumbai                                  | Monthly CTC  | Annual CTC      |
| Effective Date                            | 01-Oct-21                               |  |                 |
| Position                                  | Compensation Analyst                    |  |                 |
| <b>"A" Fixed</b>                          |   |  |                 |
| 1   | Basic                                   | 14,833   | 1,78,000        |
| 2   | HRA                                     | 7,417  | 89,000          |
| 3   | Statutory Bonus                         | 2,667  | 32,000          |
| 4   | Variable Pay                            | 10,222   | 1,22,660        |
| <b>"A" Sub total Fixed / Gross Salary</b> |   | <b>35,138</b>  | <b>4,21,660</b> |
| <b>"B" Retirals</b>                       |   |  |                 |
| 5   | Provident Fund (Employers Contribution) | 1,950  | 23,400          |
| 6   | Gratuity (@4.81% of Basic)              | -  | -               |
| 7   | ESIC (@ 3.25% of Gross)                 | -  | -               |
| <b>"B" Sub total Retiral Benefits</b>     |   | <b>1,950</b>   | <b>23,400</b>   |
| <b>"C" Others</b>                         |   |  |                 |
| 8   | Medical Insurance Premium               | -  | -               |
| <b>"C" Sub total Others</b>               |   | <b>-</b>   | <b>-</b>        |
| <b>Total Cost to Company [A]+[B]+[C]</b>  |   | <b>37,088</b>  | <b>4,45,060</b> |
| <b>NET TAKE HOME SALARY</b>               |   |  |                 |
| <b>GROSS SALARY</b>                       |   | <b>35,138</b>  | <b>4,21,660</b> |
| <b>Add : REIMBURSEMENTS</b>               |   |  |                 |
| <b>Less :</b>                             |   |  |                 |
| PF - EMPLOYEES CONTRIBUTION               |   | 1,800  | 21,600          |
| ESIC - EMPLOYEES CONTRIBUTION             |   | -  | -               |
| MEDICLAIM INSURANCE PREMIUM               |   | 138  | 1,656           |
| PT  |   | 200  | 2,500           |
| Income Tax*                               |   | -  | -               |
| <b>TOTAL DEDUCTIONS</b>                   |   | <b>2,138</b>   | <b>25,756</b>   |
| <b>NET SALARY</b>                         |   | <b>33,000</b>  | <b>3,95,904</b> |
| <i>Income Tax*</i>                        |   | <i>Appropriate Income Tax would be deducted in the payroll every month</i> |                 |

For Sheila Raheja School of Business  
Management & Research



*[Signature]*  
Director

HINDUJA GLOBAL SOLUTIONS LIMITED  
7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92199MH1995PLC084610  
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: www.teamhgs.com  
Registered in England No: 3017799

September 16, 2021

Ms.Sushmita Jayantakumar Dikshit  
Mumbai.

Dear Sushmita,

With reference to our discussion, we are pleased to offer you the position of "HR Officer - EDM", at Hinduja Global Solutions Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be ₹409060.00/- per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth, and any other checks as deemed fit by the organisation). As mutually agreed you would be based at Mumbai and join duties on or before **September 27, 2021**.

The tenure of this employment is for the period of **6 months** ending on **March 26, 2022**.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.  
Thanking you,

Yours faithfully,  
For Hinduja Global Solutions Limited,

Signature Not Verified

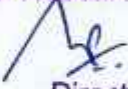
Digitally signed by SHIRUDE PRAJAKTA  
MADHUKAR  
Date: 2021.09.17 11:52:05 +05:30  
Reason: Offer

(Prajakta Shirude)  
Head- Human Resources  
Business Services

This is a digitally signed document and does not require physical signature

For Sheila Raheja School of Business  
Management & Research



  
Director

i-Process Services (India) Pvt. Ltd.

Corporate Office:

Plot No. 313, Udyog Vihar Phase-IV, Gurugram, Haryana - 122015

Ph. 0124 - 4763400

Date: 26-Dec-2020  
Offer Letter No: 184071  
RRF. No: JRECRUITMENTWESTINP000061

To,  
Ms. Navita Umesh Shinde  
R23, flat no-001, A-wing, akash, gen. arun Kumar vidya marg, near gokuldharm shopping center, gokuldharm Goregaon  
Mumbai 400063

Letter of Offer

Dear Navita Shinde,

We are pleased to offer you the job in the grade L2 in RECRUITMENT department with a basic salary of Rs.6000 & gross salary of Rs 18167 with i-Process Services (India) Private Limited. Your total emoluments shall be as per Annexure 'A' attached hereto. Your date of joining shall be 28-Dec-2020 and you are required to report at i-Process Services (India) Private Limited Unit No 602, 6th Floor, "CentrePoint", Andheri Kurla Road, JB Nagar, Andheri (East), Mumbai- 400059, Maharashtra, Maharashtra, Maharashtra at 9.30 am. Please bring the self-attested copies of following documents at the time of joining.

1. 4 Passport size photograph of self (with name & address on the backside of photograph)
2. Photo I.D. Proof
3. Residence Proof (Present & Permanent)
4. Date of Birth Proof (self attested)
5. Experience Certificate, if applicable (self attested) or Copy of resignation acceptance from previous employer.
6. Qualification certificates and marks sheets (self attested) (Graduation Proof is Must)
7. Medical Fitness certificate.
8. Copy of Relieving letter from immediate previous employer.

A detailed letter of appointment shall be issued to you on your joining subject to verification of your references and other details provided by you. This letter of offer is issued to you based on the representations made by you and this offer of appointment/subsequent appointment is subject to:

- Satisfactory results of verifications and reference checks to be carried out by us. In case the Company considers that your verification/reference checks are not up to the desired level, the letter of offer/subsequent appointment letter shall automatically stand withdrawn and, even if you have joined duty, your services shall be terminated with immediate effect without any compensation notice or salary in lieu thereof.
- You would be providing to the Company with self attested copies of the documents in support of your qualifications/experience and other details provided by you.
- If you fail to join on the date specified hereinabove, the offer shall stand withdrawn.

Please note that we will not be able to process your joining formalities in absence of above documents. You are requested to sign a copy of this offer letter in token of your acceptance.

Yours sincerely,

i - Process Services (India) Private Limited

Authorized Signatory



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

I have read all the terms and conditions of the offer and would like to confirm my acceptance. I further understand that this letter of offer is conditional and my appointment is subject to successful completion of induction training and also satisfactory results of my verification and reference checks. I further agree that I am bound by the contents of this letter, my undertaking and indemnities to the Company as well as by the service conditions of the Company. I have understood all such terms and conditions and my appointment shall be subject to all such terms and conditions.

Signature of candidate

Date:

20



i-Process Services (India) Pvt. Ltd.

Corporate Office:

Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana - 122015

Ph. 0124 - 4763400

Annexure to Letter dated 26-Dec-2020

For Sheila Raheja School of Business  
Management & Research

*SR* *DR*



*[Signature]*  
Director

|                      |                     |
|----------------------|---------------------|
| Name of the Employee | Navita Umesh Shinde |
| Date Of Joining      | 28-Dec-2020         |
| Grade                | L2                  |
| Department           | RECRUITMENT         |
| Branch /Location     | MUMBAI              |

| Remuneration Details            | Per Month     |
|---------------------------------|---------------|
| Basic                           | 6000          |
| House Rent Allowance            | 6350          |
| Conveyance Allowance            | 1000          |
| Superannuation Allowance *      | 900           |
| Canteen Subsidy                 | 1000          |
| Reimbursements                  |               |
| Medical                         | 1250          |
| Telephone                       | 0             |
| Leave Travel Allowance          | 1667          |
| <b>Gross Monthly Salary</b>     | <b>18167</b>  |
| Retirement Benefits             |               |
| Company's Contribution to PF ** | 1418          |
| Company's Contribution to ESIC  | 591           |
| Gratuity ***                    | 289           |
| <b>Med claim Benefits</b>       |               |
| GPA & GHMI                      | 0             |
| <b>CTC Per Month</b>            | <b>20465</b>  |
| <b>Performance Bonus ****</b>   | <b>24000</b>  |
| <b>CTC Per Annum</b>            | <b>269580</b> |

\* Superannuation is 15% of basic

\*\* Company contribution towards PF is 12% of eligible salary as per EPF rules.

\*\*\* Company contribution toward Gratuity 4.81% of Basic which shall be paid as per applicable Law.

\*\*\*\* Please note that there is no minimum guaranteed Bonus.

i - Process Services (India) Private Limited

Signature of employee

Authorized Signatory

Date:

(21)





PRIVATE AND CONFIDENTIAL

Reference No. - 1384076945  
Applicant ID - 4568280

02-Aug-2021

Ashwin Mathew

Dear Ashwin,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

**For Sheila Raheja School of Business  
Management & Research**

ICICI Bank HR Team



*[Signature]*  
Director

Ashwin

**ICICI Bank Limited**  
ICICI Bank Towers  
Essaura-Kurta Complex  
Mumbai 400 051, India

Tel : (91-22) 2853 1414  
Fax: (91-22) 2853 1122  
Website: www.icicibank.com  
CIN : L55190GJ1894PLC021012

Regd. Office - ICICI Bank Tower  
Near Chakli Chowk  
Old Padra Road,  
Vadodra 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384076945

Applicant ID - 4568280

02-Aug-2021

Ashwin Mathew

Dear Ashwin,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at BHAYANDER EAST-MUMBAI\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 11-Aug-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurta Complex  
Mumbai 400 051, India.

Tel: +91-221 2653 1414  
Fax: +91-221 2653 1122  
Website: www.icicibank.com  
CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
Near Chakli Circus,  
Old Pandra Road,  
Vadodara 390 007, India.

For Sheila Raheja School of Business  
Management & Research



  
Director

**Reference No. - 1384076945**

Ashwin Mathew

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65100GJ1994PLC021012

Regd. Office: ICICI Bank Tower  
Near Chhatrapati Shivaji  
Old Pandra Road  
Vadodra 390 022, India

**Reference No. - 1384076945**

Ashwin Mathew

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: +91 22 2853 1414  
Fax: +91 22 2853 1122  
Website: www.icici.bank.com  
CIN: L58196GJ1994PL0021012

Regd. Office: ICICI Bank Tower,  
Near Chhatrapati Shivaji  
Old Pedra Road,  
Vadodra 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384076945**

Ashwin Mathew

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Prakash

Digitally signed by AMIT PRAKASH  
Date: 2021.08.03 01:49:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

**For Sheila Raheja School of Business  
Management & Research**

Signature of Applicant

  
Director

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051 India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: www.icici.bank.com  
CIN: L65190GJ1994PL0021012

Regd. Office: ICICI Bank Tower  
Near Chakli Circle  
Old Patra Road,  
Vadorera 390 012, India

**Reference No. - 1384076945**

Ashwin Mathew

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees [[HRAAmount]] only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees [[SAToWord]] only) per annum.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2853 1414  
Fax: (91-22) 2853 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L85190GJ1894PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384076945**

Ashwin Mathew

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT PRAKASH  
Date: 2021.08.03 01:49:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurta Complex  
Mumbai 400 051, India

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Towers  
Near Chetli Circle  
Old Pandra Road,  
Vadodara 390 037, India

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

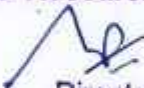
Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel.: (91-22) 2853 1414  
Fax: (91-22) 2853 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65106G16994PLC02M172

Regd. Office: ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Mumbai 400 017, India



**Remuneration Details**

Name : Ashwin Mathew

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

|   | Deputy Manager (Band I) |                 |
|---|-------------------------|-----------------|
|   | Monthly                 | Annual          |
| Basic   | 9,000                   | 1,08,000        |
| HRA   | 4,500                   | 54,000          |
| Supplementary Allowance*  | 13,175                  | 1,58,100        |
| Superannuation Allowance **   | 1,350                   | 16,200          |
| <b>Total</b>  | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>   |                         |                 |
| Retrials (PF, Gratuity) ***   | 2,550                   | 30,600          |
| <b>Total CTC</b>  | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay #  | 4,500                   | 54,000          |
| <b>Total (incl PLRP)</b>  | <b>35,075</b>           | <b>4,20,900</b> |
| * Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance                                |                         |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                         |                 |
| #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.             |                         |                 |

Date : 02-Aug-2021

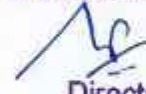
Digitally signed by AMIT PRAKASH

Date: 2021.08.03 01:49:54 +05:30

Reason: Offer Letter

Location: Mumbai

**For Sheila Raheja School of Business  
Management & Research**



**Director**

 ICICI Bank Limited  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai - 400 051, India

 Tel: 91-22-2642 1414  
 Fax: 91-22-2652 1422  
 Website: www.icicibank.com  
 CRN: 252206334949200112

 Regd. Office: 170, Naraina P  
 Sector: Conak 1 Centre  
 Ukt. Regd. Road  
 New Delhi - 110028

Reference No. - 1384080526  
Applicant ID - 4567413  
03-Aug-2021

Vaishnavi Sankhe

Dear Vaishnavi,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at MUMBAI - NARIMAN POINT\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join the Bank on or before 11-Aug-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

For Sheila Raheja School of Business  
Management & Research



  
Director

Reference No. - 1384080526  
Vaishnavi Sankhe

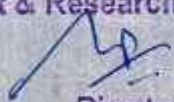
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

For Sheila Raheja School of Business  
Management & Research



  
Director

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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1384080526

Vaishnavi Sankhe

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
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Mumbai 400 051, India.

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Website www.icicibank.com  
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Vadodara 390 007, India.

For Sheila Raheja School of Business  
Management & Research

  
Director

Reference No. - 1384080526

Vaishnavi Sankhe

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Kiran Reddy

ASSISTANT GENERAL MANAGER  
Digitally signed by YERUVA KIRAN

KUMAR REDDY

Date: 2021.08.03 10:52:56 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.



Signature of Applicant

**For Sheila Raheja School of Business  
Management & Research**



Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1384080526  
Vaishnavi Sankhe

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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For Sheila Raheja School of Business  
Management & Research



Director

Reference No. - 1384080526  
Vaishnavi Sankhe

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by YERUVA KIRAN  
KUMAR REDDY  
Date: 2021.08.03 10:52:56 +05:30  
Reason: Offer Letter  
Location: Mumbai

**For Sheila Raheja School of Business  
Management & Research**



Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India

Reference No. - 1384068477

Applicant ID - 4567785

02-Sep-2021

Shravanl Deshmukh

Dear Shravani,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**For Sheila Raheja School of Business  
Management & Research**

  
Director



Reference No. - 138406B477  
Applicant ID - 4567785  
02-Sep-2021

Shravani Deshmukh

Dear Shravani,

We are pleased to make you an offer of appointment as Deputy Manager (Band 1) in ICICI Bank. You will be placed in WEALTH MANAGEMENT at MUMBAI-ANDHERI (W) LOKHANDWALA.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join the Bank on or before 15-Sep-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Bandra-Kurla Complex  
Mumbai 400 051, India.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director



Reference No. - 1384068477  
Shravani Deshmukh

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.  
  
After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director



Reference No. - 1384068477  
Shravani Deshmukh

131

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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**For Sheila Raheja School of Business  
Management & Research**



  
**Director**



Reference No. - 1384068477  
Shravani Deshmukh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Prakash

Digitally signed by AMIT PRAKASH  
Date: 2021.09.02 20:24:48 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.



Signature of Applicant


**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Scanned with CamScanner

Reference No. - 1384068477  
Shravani Deshmukh

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include -Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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**For Sheila Raheja School of Business  
Management & Research**



  
**Director**



Reference No. - 1384068477  
Shravani Deshmukh

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by AMIT PRAKASH  
Date: 2021.09.02 20:24:49 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter Id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



**Remuneration Details**

Name : Shravani Deshmukh  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

|   | Deputy Manager (Band I) |                 |
|---|-------------------------|-----------------|
|   | Monthly                 | Annual          |
| Basic   | 9,000                   | 1,08,000        |
| HRA   | 4,500                   | 54,000          |
| Supplementary Allowance*  | 13,175                  | 1,58,100        |
| Superannuation Allowance **   | 1,350                   | 16,200          |
| <b>Total</b>  | <b>28,025</b>           | <b>3,36,300</b> |
| Retrials  |                         |                 |
| Retrials (PF, Gratuity) ***   | 2,550                   | 30,600          |
| <b>Total CTC</b>  | <b>30,575</b>           | <b>3,66,900</b> |
| Performance Linked Retention Pay #  | 4,500                   | 54,000          |
| <b>Total (incl PLRP)</b>  | <b>35,075</b>           | <b>4,20,900</b> |
| * Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance                                |                         |                 |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                         |                 |
| #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.             |                         |                 |

Date : 02-Sep-2021

Digitally signed by AMIT PRAKASH  
 Date: 2021.09.02 20:24:49 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com  
 CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
 Near Chakli Circle,  
 Old Padra Road,  
 Vadodara 390 007, India.

**For Sheila Raheja School of Business  
 Management & Research**



  
 Director







Private and Confidential

June 25, 2021

Fanny Gala  
By Mail

Dear Fanny:

Confirming our discussions, we are pleased to extend to you a formal offer of employment at Institutional Shareholder Services India Private Limited (the "Firm"). Those who have had the opportunity to meet with you look forward to your joining the Firm. Your position will be that of a "Jr. Analyst" for the Data Operations ESG - Mumbai.

For fiscal year 2021, your annual base salary will be INR 507,000 paid in monthly installments, pro-rated from your date of hire through the end of the fiscal year. Your monthly base salary will be one-twelfth of your annualized amount, and will be paid in INR.

You may be eligible to receive an annual discretionary bonus. Any bonus would be at ISS' sole discretion, would generally be contingent on both individual and Company performance and would also be pro-rated from the date you commence employment. Any bonus would only be earned if you remain employed through, and do not give notice of termination of your employment prior to, the date of payment of the bonus. All payments are subject to applicable withholdings and deductions.

For the fiscal year 2021, your CTC (cost to company) consists of your base salary (in the components shown below) plus employer's contribution to Provident Fund and Gratuity accrual (Defined Benefit):

| Components  | Amount         |                 |
|---|----------------|-----------------|
| A. Basic Salary   | 253,500        | INR p.a.        |
| B. Housing Allowance (includes optional Leave Travel Allowance) | 192,900        | INR p.a.        |
| C. Other Allowance  | 34,200         | INR p.a.        |
| D. Meal Allowance   | 26,400         | INR p.a.        |
| <b>E. Base Salary</b>   | <b>507,000</b> | <b>INR p.a.</b> |
| F. Firm's contribution to Provident Fund                        | 30,420         | INR p.a.        |
| G. Gratuity accrual (Defined Benefit)                           | 12,188         | INR p.a.        |
| <b>Cost to Company</b>  | <b>549,608</b> | <b>INR p.a.</b> |

Your Basic salary is calculated as 1/2 of your Base salary. Housing Allowance is calculated as Base salary minus the sum of Basic salary, Meal allowance and Other Allowance. All components of base salary will be paid in monthly installments.

For Sheila Raheja School of Business Management & Research



*[Signature]*  
Director

INSTITUTIONAL SHAREHOLDER SERVICES INC.

7th & 8th Floor, Central B wing, Nesco IT Park - Tower 04,  
Western Express Highway, Goregaon East, Mumbai - 400063

ISSGOVERNANCE.COM

Name: Fanny Durgesh Gala  
Signature: *Fanny*  
Date of Acceptance: 26th June, 2021  
Date of Joining: 02nd August, 2021

  
Director

Your annual base salary and your discretionary year-end bonus, if any, will be prorated from your date of hire through the end of ISS's 2021 fiscal year.

As mentioned above, consistent with the Firm's philosophy regarding employee equity ownership, under certain circumstances in the sole discretion of a committee of the Board of Directors (the "Committee"), you may receive part of any year-end bonus in the form of a long-term incentive award (such as ISS restricted stock units and/or stock options or other incentive or equity-based awards in effect at the time) under one of the Firm's compensation plans. From time to time, we review the form and terms of the long-term incentive compensation and the percentage component that it constitutes of Total Reward with the Committee. Your actual award in any year, if any, will be consistent with the terms and conditions of the relevant long-term incentive compensation program at the time of the award and will be subject to certain restrictions and cancellation provisions (for example, your long-term incentive award, even if vested, is subject to cancellation under specified circumstances). All long-term incentive awards assume satisfactory performance and conduct and that you remained employed through the vesting dates of the award.

### Benefits

You will be entitled to the following benefits:

- Provident Fund contributions of 12% of your basic salary, as shown in the CTC chart above.
- Gratuity and other benefits in accordance with legal requirements and the Firm's policies in effect, and as may be amended from time to time.
- Expenses incurred by you, your spouse and children (up to 21 years) for treatment of an illness, disease or injury while confined to a hospital or nursing home, for any illness, disease or injury which in the normal course would require care and treatment at a hospital or nursing home for a minimum of 24 hours, will be paid for in accordance with the Firm's Group Medical claim program, subject to a total annual limit of Rs.600,000 per family under family floater scheme or such other limit established from time to time.
- Personal Accident Insurance for a sum which equals three times (or such multiple determined by the Firm from time to time) your annual base salary.
- Life insurance which, in the event of your death due to any cause whilst an employee of ISS, pays to your dependents a lump sum benefit amount of three times your annual base salary (subject to successful clearance of medical underwriting if applicable as per the insurance company's guidelines).

Other benefits include annual leave of 23 working days in any calendar year (January 1 to December 31). Please refer to Annexure I for details on other benefits.

Nothing in this letter should be construed as a guarantee of any particular level of benefits or of your participation in any benefit plan. The Firm and its affiliates reserve the right to amend, modify or terminate, in its sole discretion, all benefit and compensation plans in effect from time to time.

### Obligation to Observe Rules and Policies

Regular office hours at the Firm are 9:00 am to 6:00 pm. However, the Firm reserves its right from time to time to assign you to work in such shifts as required for business reasons. Additionally, your services are subject to transfer from one establishment to another, from one department to another, from one section to another, in existence as of today and that may come into existence any time in future anywhere in India or abroad.

Please note that as a condition of your employment with the Firm you will be bound by the India Employee Handbook, the ISS Code of Conduct, and such other policies relating to your employment as may exist, be issued, updated, varied and supplemented by the Firm. In the event of any conflict between those policies and this letter, this letter shall take precedence, unless the policy has been introduced or modified after this letter was issued. Any violation of the rules contained in the India Employee Handbook, the Code of Conduct or related policies and procedures may subject you to disciplinary action, up to and including dismissal. A copy of Code of Conduct is enclosed herewith. In addition you will be required to read the Employee Handbook electronically after you commence your employment and will be expected to return an acknowledgement form to Human Resources that you will find on the final page.

Name: Fanny Durgesh Gala

Signature: *Fanny*

Date of Acceptance: 26th June, 2021

Date of Joining: 02nd August, 2021

  
Director

In accordance with the Firm's Code of Conduct, you acknowledge that in the course of your employment with the Firm or after termination of your employment, you are not permitted to make any unauthorized use of documents or other information, which are confidential or proprietary information of Firm or its clients or employees. Likewise, you may not bring onto Firm premises any confidential documents/information relating to your prior employers' business. You understand and agree that as a condition of employment, unless you are granted a waiver in writing by the Legal and Compliance Department you may be required, upon the commencement of employment, to transfer any brokerage/securities accounts that you may influence or control to a designated institution for surveillance and review by the ISS Legal and Compliance Department.

#### Data privacy

The Firm may disclose personal data relating to you to (i) any of its affiliates, subsidiaries and to its parent company; or (ii) any potential purchasers of any of the Firm's business; or (iii) any party to whom the Firm proposes to transfer any of its rights and/or responsibilities under any agreement it may have with you; or (iv) to any other third party, for any of the purposes set out below.

Such personal data may be collected and processed by the Firm and the abovementioned third parties for several purposes as may be determined by the Firm, including but not limited to, administration of employment, wages and benefits, performance assessment, reference to third parties, general administration, any other purposes as may be required by applicable law or for any other legitimate business purpose. The particulars of the same will be communicated to you from time to time.

#### Probation and other Contingencies

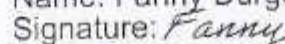
Your employment will be probationary for the first 3 months. Either the Firm or you may at any time during the period of probation or at its conclusion terminate your employment, upon fourteen days written notice. The Company shall have the option to terminate your services by paying you fourteen days of base salary in lieu of notice. In the event that you do not serve the required notice period of fourteen days without prior written approval / consent of the Firm, you shall be in breach of this Agreement and the Firm shall be entitled (in addition to a claim for damages and without prejudice to all other remedies in law or equity available to it) to equitable relief by way of an order of specific performance, injunction or other order to enforce this clause. This probation may be extended for an additional 3 months at the discretion of the management. The relevant notice period in the event of any extension shall be 30 days. Your continued service with the Firm will be confirmed in writing on the successful completion of the probation period.

After the probationary period, either you or the Firm may terminate your employment for any reason with 60 days' written notice. The Firm shall have the option to terminate your services by paying you 60 days base salary in lieu of notice. In the event that you do not serve the required notice period of 60 days without prior written approval / consent of the Firm, you shall be in breach of this Agreement and the Firm shall be entitled (in addition to a claim for damages and without prejudice to all other remedies in law or equity available to it) to equitable relief by way of an order of specific performance, injunction or other order to enforce this clause. The Firm reserves the right to change the abovementioned notice period at any time during your employment and upon its communication you will be required to serve such notice period. The Firm reserves the right to require you, for part or all of the notice of termination period, not to perform any duties and remain away from the Firm's premises, although the Firm will continue to maintain your salary and other contractual benefits for this period. You may not commence or prepare to commence employment with or provide services to any company or other business during this period.

#### Additional steps

This offer is contingent upon a number of additional steps in the employment process including, but not limited to:

- Any registration or licensing required by the relevant regulatory authority.
- Appropriate proof of successful completion of your present level of education.
- Successful completion of a background check of your employment history and references.
- Credit and criminal check

Name: Fanny Durgesh Gala  
Signature:   
Date of Acceptance: 26th June, 2021  
Date of Joining: 02nd August, 2021

E E 1512

- Appropriate proof of citizenship and/or the appropriate right-to-work documentation. If you require a visa/work permit and do not currently have one, you are responsible to obtain one before you will be permitted to commence work. Please contact local Human Resources in case you require a visa/work permit.

**Execution and Contract Formation**

This offer, as to its subject matter, contains a complete statement of all agreements between you and the Firm, constitutes the entire understanding between you and the Firm, and supersedes all prior or contemporaneous verbal or written agreements, understandings or communications (including, without limitation, any term sheet or other summary writing relating to your employment). You acknowledge that you have not relied on any assurance or representation not expressly stated in this offer letter. If there is any conflict with the benefit information included in this letter or any verbal representation and the Plan documents or insurance contracts, the Plan documents or insurance documents control.

Your employment is governed by the laws of India.

We are looking forward to your joining the Firm. We ask that you confirm your acceptance by signing and dating this offer letter in the places designated below and returning this letter to the HR Department, retaining the additional copy for your reference. In the event that we do not receive your acceptance within 5 business days of the date of this letter we will assume that you have declined the position. Accordingly, on that date this offer will lapse and will no longer be capable of acceptance by you. Your signature below confirms that you are not subject to any contractual or other restriction or obligation (including a non-competition agreement) that is inconsistent with you accepting this offer of employment and performing your duties other than what you have already disclosed.

If you have questions regarding the above, please feel free to call Shweta Lazarus in the Human Resources Department at 022 - 62688618.

Sincerely,  
For and behalf of Institutional Shareholder Services India Private Limited

*S. S. M. S.*

on behalf of  
**Shweta Lazarus**  
**Vice President**  
**Human Resources for Mumbai**

I hereby accept employment on the terms and conditions stated above.

FANNY DURGESH GALA *Fanny* Date: 26th June, 2021

Subject to the agreement of the Firm, my proposed start date: August 2, 2021

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

# JPMORGAN CHASE & CO.

03-May-2021

Athira Unnikrishnan

Dear Athira,

## Your Employment by J.P. Morgan

We are pleased to confirm our offer of employment with **J.P. Morgan Services India Private Limited** (the "**Company**"). As part of the J.P. Morgan family, you may be required to provide services for other members of the J.P. Morgan group of companies which includes but is not limited to affiliates, subsidiaries and holding companies ("**J.P. Morgan**"). You also may be required to travel and work in different locations within and outside your hiring country during your employment. You expressly agree that at any time during your employment with the Company, you may be transferred or re – assigned to another service or function of the Company or J.P. Morgan, in accordance with the Company's need.

Please review the contents of this offer letter carefully to confirm our understanding of your employment with the Company. This offer letter supersedes all previous communications including verbal and/or in writing.

Please read this document to understand your employment package. In addition to the information on the following pages, you will also be required to abide by JPMorgan Chase internal policies that are in force and amended periodically. These include our HR Policies, the Code of Conduct, relevant personal trading policies, and other policies and regulations implemented by the Company or the J.P. Morgan listed on the Company's intranet, which will be accessible to you upon commencement of your employment with the Company. Please carefully review all applicable policies and guidelines.

Please treat your employment terms with the strictest confidence.

- If you have questions about them, please contact your HR representative.
- For questions on benefits or policies, please contact our accessHR hotline at 0008004405210 (local toll free) or +1 212-552-5100 (international).
- To accept this offer of employment, please click on the "Accept" button at the bottom of this page on or before 10-May-2021. If you do not accept this employment offer by then, it will be automatically be withdrawn unless we extend it in writing.

Welcome to J.P. Morgan. We wish you every success here.

\* This is a computer generated communication and does not have a signature.

### Employment

Your employment will begin on 31-May-2021 and you will carry out your role while physically present in the JPMC offices in Mumbai, India.

### Probationary Period

Your probation period will be 3 Months. We will duly notify you if you have not successfully completed your probationary period or extension thereof. Your probation period will serve, among

**For Sheila Raheja School of Business Management & Research**

  
**Director**



12th July, 2021

**Saloni Bhoir**  
08, Bhoir House, Vazira Village,  
Borivali(west), Mumbai- 400091 India

Re: Employment Offer

Dear Saloni,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **14th July, 2021**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **14th July, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

GlobeOp Financial Services Technologies (India) Private Limited

Unit 2, 3th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai-400 768  
t: +91-22-6813-4000 | f: +91-22-6813-4001 | [careers@glbop.com](mailto:careers@glbop.com) | [hr@glbop.com](mailto:hr@glbop.com) | [www.globeop.com](http://www.globeop.com)  
CIN - U72300MH2011FTC216781

Regd. Office: Unit 2 & 3, 4th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400768  
t: +91-22-4117-5000 | f: +91-22-4117-5001 | [careers@glbop.com](mailto:careers@glbop.com) | [hr@glbop.com](mailto:hr@glbop.com) | [www.globeop.com](http://www.globeop.com)

501/502, 5th Floor, Interfice Building No.16, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [careers@glbop.com](mailto:careers@glbop.com) | [hr@glbop.com](mailto:hr@glbop.com) | [www.globeop.com](http://www.globeop.com)

801/802, 8th Floor, Interfice Building No.11, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-4094-9600 | f: +91-22-4094-8400

4<sup>th</sup> Floor, North Wing, Rajra Corporate Park, Plot No. 187, Phase 1, Udyog Vihar, Gurgaon 122 016, Haryana, India  
t: +91-124-3356000 | f: +91-124-3356001 | [careers@glbop.com](mailto:careers@glbop.com) | [hr@glbop.com](mailto:hr@glbop.com) | [www.globeop.com](http://www.globeop.com)

For Sheila Raheja School of Business  
Management & Research



Director

# jaro education

3<sup>rd</sup> May, 2021

To,

Ms. Divyakshi Mahendra More

Dear Divyakshi,

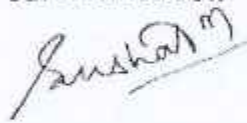
This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Management Trainee" effective 3<sup>rd</sup> May 2021. You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive".

**Find below compensation details:**

During the first 90 days (including training) you would be paid remuneration of **Rs.30,000/-pm**. If target of first 90 days is achieved (100%) then your salary will be revised to **Rs.50,000/-pm** (As per below table) effective from fourth month.

| Particulars  | (Amount in Rupees.)         |                                      |
|--|-----------------------------|--------------------------------------|
|  | For 1 <sup>st</sup> 90 days | Effective from 4 <sup>th</sup> Month |
| Basic Salary   | 16,500                      | 20,000                               |
| House Rent Allowance   | 1,650                       | 10,000                               |
| Transport Reimbursement  | 1,600                       | 1,600                                |
| Telephone Reimbursement  | 500                         | 500                                  |
| Statutory Bonus (Paid Monthly)   | 1,374                       | 1,700                                |
| Special Allowance  | 8,376                       | 16,200                               |
| <b>Total</b>   | <b>30,000</b>               | <b>50,000</b>                        |
| Daily Travel Reimbursement   | 3,000                       | 3,000                                |
| Performance Incentive<br>(Payable based on the achievement of Monthly targets)   | 15,000                      | 15,000                               |
| Performance cum Continuity Bonus (Annual)<br>(Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year) | 2,500                       | 2,500                                |
| <b>Total</b>   | <b>50,500</b>               | <b>70,500</b>                        |

Regards,  
Jaro Education



Sushant Mallya  
General Manager – Human Resource

For Sheila Raheja School of Business  
Management & Research

  
Director

I agree to the above terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

ANNEXURE  
TERMS AND CONDITIONS



Director

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.
- You will be on probation initially up to one year; however, your probation period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation.
- During the probation or after confirmation, the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period.
- Full and final payment of dues and other formalities would be completed within 45 days after your last working date.
- In case of a resignation without notice, recovery will be done for the shortfall in notice period. On the contrary amount for notice period shall be recovered from the dues (if any) payable to you. In case there are no dues payable to you then an independent recovery proceeding shall be initiated against you at your cost. Relieving letter will be issued only thereafter.
- In case you do not report to office without prior permission from your reporting manager for 3 consecutive days you will be tagged as absconding from services. If you are declared absconding, the shortfall of notice period will be recovered from the dues payable to you.
- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.
- In case of non-performance by you, the Company is not be liable to pay you fixed salary which was agreed at the time of employment and instead you shall be entitled only for a pay proportionate to the percentage of performance during the month.
- In case of Force Majeure like floods, fire, natural calamity, pandemic situation, and imposition of any restrictions at place of work by the government, the Company shall be at liberty to modify all/any terms and conditions of appointment contained herein and you shall not claim any relief from the Company on the basis of the terms and conditions which are put in abeyance.
- The Company shall issue offer letter in the first instance followed by an appointment letter. In the intervening period between an offer and actual appointment the Company at its discretion shall be entitled to withdraw the said offer without assigning any reasons thereto.
- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc. In case of failure to return the





  
Director

aforsaid items despite notice from the Company to that effect, you shall be liable for the offences under the Indian Penal Code, 1860. In case of any damage to the said items necessary charges will be recovered from you. In case any mechanical item is found to be non-functional when received from you the actual cost of the said item shall be recovered from you.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.
- Though you have been engaged for a specific position, the Company reserves the right to determine type of range of work you may be subsequently called upon to perform, as also the place where you may be posted. Your services can also be transferred to any concern within the group/associate Companies across India.
- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year to the effect that you shall not leave the Company within 1 year after return to India.
- You shall always inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.
- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.
- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tends to tarnish the brand image of the Group.
- You are not allowed to float your CV (be active) on any job portal during your tenure of service with the Company without the knowledge or consent of the reporting manager in writing. In case your CV is found active on any job portal without prior sanction, you would be asked to explain the reasons for the same & strict action would be taken against you including termination of services.
- You are not entitled to avail paid leaves during the notice period. As we do not have a leave encashment policy the un-availed paid leaves will get lapsed at the end of your service with the company.
- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance, or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter. This clause is perpetual in nature and survives even after you cease to be an employee of the Organization.
- You shall not indulge in any malpractices such as false commitments, giving of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. Even if giving false commitments/ information results in sales, still you shall be liable for necessary actions including penalty of Rs. One Lakh or more/-.
- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.
- You shall always update the Company about your change of address, mobile numbers and about any other important information.

- Please submit copy of your photo, address, and signature identification proof viz., Pan Card, Passport, Aadhar Card, along with the name & address of your guardian who should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.
- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms and conditions.

Thanking you,

Yours sincerely,  
**Jaro Education**



**Sushant Mallya**  
**General Manager-Human Resources**

I agree to the above terms and conditions \_\_\_\_\_ dated \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



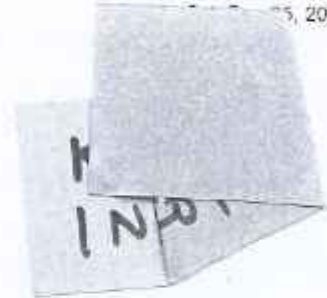
Ritu Chakraborty &lt;rituchakraborty@srbs.edu.in&gt;

**Fwd: Offer Confirmation Mail - Sayali Kishor Maitrani**

1 message

Anant Digaskar <anantdigaskar@srbs.edu.in>  
To: Ritu Chakraborty <rituchakraborty@srbs.edu.in>

May 25, 2021 at 10:47 AM



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

From: Sayali Maitrani <sayalimaitrani10@gmail.com>  
Date: Thu, 27 May 2021, 13:07  
Subject: Fwd: Offer Confirmation Mail - Sayali Kishor Maitrani  
To: Anant Digaskar <anantdigaskar@srbs.edu.in>

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

From: HR@KUDZU <hr@kudzuinfotech.com>  
Date: Tue, May 25, 2021, 7:44 PM  
Subject: Offer Confirmation Mail - Sayali Kishor Maitrani  
To: Sayali Maitrani <sayalimaitrani10@gmail.com>  
Cc: Banibrata Sarkar <sarkar.b@kudzuinfotech.com>, Kiran Kumar R <kiran.r@kudzuinfotech.com>

Hello Sayali,

Good Afternoon!

Congratulations &amp; Welcome to the family of Kudzu InfoTech!

In continuation to our earlier communication related to your offer, we are delighted to extend you the offer of "Associate Consultant - TA". Details are given below:

Work Location : Bangalore  
Date of Joining : 26-May-2021  
Annual Compensation : 1.8 Lakhs (All Inclusive)

We wish you a successful journey with Kudzu InfoTech Pvt Ltd. Your role is critical to us and we look forward to a positive working relationship

**Salary Structure:-**

| MONTHLY COMPONENTS               | PER MONTH    | ANNUALISED    |
|----------------------------------|--------------|---------------|
| BASIC PAY                        | 7500         | 90000         |
| SPECIAL PAY                      | 2410         | 28920         |
| HOUSE RENT ALLOWANCES            | 3750         | 45000         |
| <b>GROSS SALARY</b>              | <b>13660</b> | <b>163920</b> |
| EMPLOYER'S CONTRIBUTION FOR EPFO | 900          | 10800         |
| EMPLOYER'S CONTRIBUTION FOR ESI  | 440          | 5280          |
| <b>TOTAL COMPENSATION</b>        | <b>15000</b> | <b>180000</b> |
| ESI                              | 102          | 1218          |
| EMPLOYER'S CONTRIBUTION FOR ESI  | 440          | 5280          |
| P. TAX                           | 200          | 2400          |



For Sheila Raheja School of Business  
Management & Research

Director

25/09/2021, 11:55

Sheila Raheja School of Business Management And Research Mail - Fwd: Offer Confirmation Mail - Sayali Kishor Maitrani

|                                  |                  |        |
|----------------------------------|------------------|--------|
| MEDICLAIM INSURANCE              | 0                | 0      |
| EMPLOYER'S CONTRIBUTION FOR EPFO | 900              | 10800  |
| EMPLOYEE'S CONTRIBUTION FOR EPFO | 900              | 10800  |
| TDS                              | ( AS APPLICABLE) |        |
| NET SALARY                       | 12458            | 149502 |

**Note:** For this specific role there will be a 7days of observation period and Payroll will start post this 7days of observation period .From 26<sup>th</sup> May 2021 to 2<sup>nd</sup> June 2021 will be under observation period .Upon Successful completion of observation period .your payroll will start from 3<sup>rd</sup> June 2021

**Annual Leave/Public Holidays** - You are eligible for 12 working days of leaves and 12 public holidays per annum. An employee will be eligible for Maternity Leave only after completion on 12 months with the organization. Maternity Leave will be provided for 6 months. For this period of Maternity Leave Employee is eligible for a Monthly Remuneration which is equal to your Basic Pay. The employee is not eligible for other components of the Salary in this period (i.e. Maternity leave Period).

**Salary Payment**- The First salary payment for those who join after the 15th will be processed along with the following month's payroll cycle.

**Notice Period**

This contract of employment between you and the Company may ended by either party by giving 30 days' notice. However release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you. He/ she will not be entitled for any leaves or will not acquire any leave while serving notice period. Earned Leaves cannot be encashed. The Full and Final Settlement will be done in 45 days from the last working day. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.

**Termination**

In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.

We are here to extend all support to you to join our company. For any queries please write us at hr@kudzuinfotech.com. Kindly acknowledge the mail and we look forward to receive your acceptance of this email.

Thanks & Regards,

Nandini Narayan  
HR Team

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cid:image006.png@01D4EA34.67F2C770

cid:image001.png@01D397DB.12943090

KUDZU INFOTECH PVT LTD

Ground Floor, Beta Block, || Landline: +9180 – 49524573

Sigma Tech Park, Varthur Kodi || Phone: +91-9008341949@

Whiefield, Bangalore – 560066 || URL: <http://www.kudzuinfotech.com>

cid:image018.png@01D5E17A5.FF7D9CDD

Please consider the environment before printing.

**For Sheila Raheja School of Business Management & Research**



Director

" Action is the foundational key to all success "

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and are hereby notified that any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited. When addressed to our clients any opinions or advice contained in this email are subject to the terms and conditions expressed in the governing client engagement letter.

9 attachments

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For Sheila Raheja School of Business Management & Research



Director

February 11, 2019

Mr. Pritam Shinde  
29/1103, Khernagar,  
Bandra (East)  
Mumbai - 400051

Dear Pritam,

Welcome to Lumina Datamatics, among the 5 largest service providers in the eContent and eCommerce space worldwide with operations spread over three geographies, viz. India, Europe and USA. Lumina Datamatics is a trusted partner to several Fortune 500 companies in the global publishing and retail industries, addressing their needs in content, technology and commerce.

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of "SR, Executive" in the grade "M02" at our Mumbai location.

On Joining, your all-inclusive Cost to the Company (CTC) will be Rs.3,50,000/-(subject to deduction of tax and other statutory payments as may be applicable) as per Annexure A.

This employment is subject to professional reference checks and documentary evidences of your previous employments. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

You are required to join the services of the Company at the earliest, but in any case not later than February 11, 2019.

You shall be given a detailed letter of appointment on the date of joining. Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,

For Lumina Datamatics Ltd.

Anita Joshi  
Senior Manager - HR

For Sheila Raheja School of Business  
Management & Research

  
Director

I agree and accept employment and will report for duty on 11/2/2019

Signature:

Date: 11/2/2019

**Lumina Datamatics Ltd.**

Unit No.117-120, SDF IV, SEEPZ - SE2, Andheri (E),

Mumbai - 400 096, Maharashtra, INDIA

Tel.: + 91 (22) 6102 0501-3, Fax:- +91 (22) 2829 1673, www.luminadatamatics.com

Regd. Office: 12<sup>th</sup> Floor, Phase II (Crest), International Tech Park, CSIR Road, Taramani, Chennai - 600 113, Tamil Nadu, INDIA. CIN: U22220TN2007PLC065507

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OFFER LETTER

Friday, Dec 24 2021

To,

Rajas Arun Damle,

Haygot Services Private Limited ("Company") is delighted to offer you employment on the following terms:

**1 Position and Date of joining:**

Your position in the Company will be of "Program Associate". Your date of joining shall be Tuesday, Dec 21 2021.

**2 Reporting and Employment Location:**

You will initially report to Shreyams Shivkant Shetty and your initial employment location will be Mumbai. The Company reserves the right to change your reporting manager or your location, based on business requirements.

**3 Compensation:**

Your remuneration will have a fixed component of INR 4,00,000 per annum, paid monthly and you can earn performance based annual bonus upto INR 40,000.

**4 Employment Relationship:**

- a. You will be under probation for a period of 3 months from your date of joining. During the period of probation, either you or the Company may terminate your employment at any time and for any reason, with or without cause by giving 7 days' notice in writing. Alternatively, the Company may terminate your employment with immediate effect, upon giving you 7 days' salary.
- b. On confirmation of your appointment, your employment with the Company will be "at will" and for no specific period of time, meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause by giving 30 days' notice in writing. Alternatively, the Company may terminate your employment with immediate effect, upon giving you 30 days' salary.
- c. The Company reserves its legal right to terminate you immediately in case of deviation or non-adherence to Company's policies and rules as communicated via this letter and also in other physical or digital documents provided to you pursuant to your signing of this letter. The Company may also terminate you with immediate effect for any dishonest and malicious practices, involvement in criminal act or non-performance for prolonged period of time.
- d. In case of termination due to aforementioned reasons, the Company, at its sole discretion, will recover any amount, as the case may be, in lieu of Notice Period pay, incentives, reimbursements or financial loss faced by the Company against the full and final settlement upon your separation. In such a case, the Company will also not be liable to pay you any pending salary, incentives and reimbursements.
- e. Furthermore, the Company is at liberty to recover any amount in relation to the performance bonus and sign-on bonus, if any, earned by you, in case your employment relationship gets terminated before completion of one year upon joining.

**5 Laptop Policy:**

As a condition of employment, you are required to utilize your own laptop and Android smartphone (with a working voice and data connection) for the duration of your employment with the Company. The laptop and smartphone will have to meet the specifications as laid out by the Company's IT team. You are also required to have a fast and stable internet connection for periods when you are required to work from home. (Refer the Bring Your Own Device (BYOD) policy to check if you are eligible for any reimbursement).

**For Sheila Raheja School of Business  
Management & Research**



  
Director

  
Doc ID: 73f070a2e0e89fd47ed80688700807344a44

**6 Reimbursement for Expenses:**

You will be reimbursed for reasonable expenses incurred by you in performance of your duties, in accordance with the Company's Expense Policy.

**7 Absence/Leave:**

Your annual leaves will be as per the Company's Attendance and Leave Policy. Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

**8 Indemnity:**

You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

**9 Acknowledgement:**

You acknowledge that the duration and scope of the undertakings above are reasonable under the circumstances in which they have been given, and your employment with the Company and the compensation payable under this letter shall be sufficient consideration for the undertakings.

**10 Understanding:**

This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to engagement with the company.

**11 Company policies:**

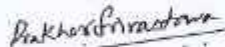
You shall be bound by any and all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.

**12 Miscellaneous:**

This Offer in the Company is valid subject to (a) you furnishing required documents as asked by the Company at the time of joining, (b) documents in proof of you having been relieved by your present employer, and (c) The Company receiving satisfactory reference check on your background.

We hope that you find the above-mentioned terms acceptable. Kindly indicate your agreement with these terms and accept this offer, by signing and dating the duplicate original of this letter and returning them to the Company. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely, on behalf of Haygot Services Private Limited,



(Prakhar Srivastava)  
Vice President, Human Resources  
Friday, Dec 24 2021

I have read and hereby accept this letter and terms thereof:

  
**For Sheila Raheja School of Business  
Management & Research**



  
Director



Registered Office:  
9th Floor, Platinum Technopark  
Plot No. 17/1B, Sector 30A  
Vashi, Navi Mumbai-400 705  
Maharashtra, India

Telephone: +91-22-61217100  
Facsimile: +91-22-61217200

**Private & Confidential**

Ref. No: MSTAR20211356

February 19, 2021

Hera Jahangir Khan  
Adhiraj Gardens, Aqua B-wing, 903/904,  
sector-5, Kharghar, Navi Mumbai- 410210

**For Sheila Raheja School of Business  
Management & Research**

Dear Hera,



  
Director

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Data Research Analyst** with Morningstar Adviser Pvt. Ltd. ("the company"). It is expected that you would join us on or before **March 1, 2021**.

Your place of posting for records will be **Mumbai**. Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 406,188/- (Rupees Four lakhs six thousand one hundred and eighty eight only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer**, wherein should the company not receive a formal acceptance in writing/via an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before by **1-Mar-2021** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the aforesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which implant may then possess or have under his/her control.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

For Morningstar Adviser Private Limited  
Authorized Signatory

Pratik Pankh  
Head – Talent & Culture, India

**For Sheila Raheja School of Business  
Management & Research**



Director

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

**Appendix A  
Compensation**

|   | Amount Per Annum (Rs.) |
|---|------------------------|
| <b>Total Compensation (A+B+C+D)</b>     | <b>406,188</b>         |
| Basic Pay & Allowance (A+B)             | 345,200                |
| Performance Bonus: 14% of basic pay (C) | 32,700                 |
| Rational Offered (D)                    | 28,288                 |

**Pay Components**

|   | Amount Per Month (Rs.) | Amount Per Annum (Rs.) |
|---|------------------------|------------------------|
| <b>Base Pay (A)</b>                           | <b>19,167</b>          | <b>230,000</b>         |
| Basic Salary                                  | 9,533                  | 115,000                |
| House Rent Allowance                          | 4,767                  | 57,500                 |
| Statutory Bonus                               | 2,200                  | 26,400                 |
| Fixed Reimbursement/Gr: Computerize Allowance | 2,667                  | 32,100                 |
| <b>Total Allowance (B)</b>                    | <b>9,600</b>           | <b>115,200</b>         |
| Travel Allowance                              | 3,000                  | 36,000                 |
| Meal Allowance                                | 1,000                  | 12,000                 |
| Shift Allowance (Afternoon)                   | 5,600                  | 68,000                 |

**Flexi Reimbursements**







|   | Reimburse                                      | Max Limit Per Annum |
|---|--|---------------------|
| <b>Total</b>                                    |  |                     |
| Books & Periodicals                             | As per eligibility                             |                     |
| Telephone Bill                                  | As per Eligibility                             |                     |
| Food Coupon                                     | Rs. 1100 / 2200 / 3300                         |                     |
| LFA   | Limit of (2*Basic Pay) or (2 Lm)               |                     |
| National Pension Scheme (Employee Contribution) | EPS Contribution: 500 or 5% of basic per month |                     |

**Notes:**

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy.

1. Flexi reimbursements refer table above.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADF portal. If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax Laws.
4. Figures will be subject to change as per change in the Government's Annual Pay List.
5. Performance Bonus is a discretionary measure and is based on basic salary and calculated based on Company, Division and individual performance.
6. Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, provided in no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
8. Company transport is mandatory for female employees and they will not be eligible for travel allowances.

**Benefits Offered**

|   | Company Contribution / Eligibility Parameters |
|---|---|
|  <b>Invest in Your Retirement (DI)</b> | (INR)   |
| Investment in Retirement Fund   | 28,738  |
| Employer Provident Fund   | 21,000  |
| NPS Employer Contribution*  |   |
| Safety Provision  | 7,191   |
|  <b>Invest in Your Well-Being</b>      |   |
| Health Insurance (Self + Spouse + Parents + 2 Children)†  | 450,000                                       |
| COVID Insurance Policy (Employee only) Period (01.01.20 - 31.03.2021)   | 300,000                                       |
| Accidental Insurance (Employee only)  | 500,000                                       |
| Term Life Insurance (Employee only)   | 630,000                                       |
| Paid Holidays - Time Off + Time Working Hours   | Eligible as per policy                        |
| Connect & Heal (Self + Spouse + Parents + 2 Children)†  | Emergency health care as per policy           |
| Employee Assistance Program (Self + any 3 family members)   | "Your Well-being Coach"                       |
|  <b>Invest in Your Growth</b>          |   |
| Education Support   | Yearly eligibility as per policy              |
| CFA   | Sponsorship Support as per policy             |
| LinkedIn Learning   | Subscription as per policy                    |
| Udacity/edX   | Subscription as per policy                    |
|  <b>Invest in Great Talent</b>       |   |
| Internal Job Posting  | Internal priority process                     |
| Employee Referral Plan  | Additional priority benefit                   |
| Rewards & Recognition   | Monetary recognition to employees             |
|  <b>Invest in Ownership</b>          |   |
| Share Ownership Program   | Equity plan with company contribution         |
| Impact Awards   | Performance based equity awards               |
|  <b>Invest in Your Community</b>     |   |
| Matching Gifts Program  | Community support                             |

**For Sheila Raheja School of Business Management & Research**



*[Handwritten initials]*

*[Handwritten signature]*  
**Director**

## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**

Registered Office: Telephone: +91-22-61217100  
 9th Floor, Platinum Technopark, Fessinole: +91-22-61217700  
 Plot No. 17/10, Sector 30A,  
 Vashi, Navi Mumbai-400 705  
 Maharashtra, India

**Private & Confidential**  
 Ref. No: MSTAR20211373  
 February 23, 2021

Shivam Barchhien Pandey  
 4/170, MHB colony, Khemagar,  
 Bandra east, Mumbai 400051.

**For Shella Raheja School of Business  
 Management & Research**



*[Signature]*  
**Director**

Dear Shivam,

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Data Research Analyst with Morningstar Adviser Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **March 8, 2021**.

Your place of posting for records will be **Mumbai**. Your (referred alternatively as "Employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 406,188/- (Rupees Four Lakhs six thousand one hundred and eighty eight only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer**, wherein should the company not receive a formal acceptance in writing/via an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before by **8-Mar-2021** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

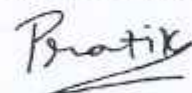
As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which incumbent may then possess or have under his/her control.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningstar Adviser Private Limited  
Authorized Signatory



Pratik Parikh  
Head – Talent & Culture, India

**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Appendix A  
Compensation**

|                                       | Amount Per Annum (INR) |
|---------------------------------------|------------------------|
| <b>Total Compensation (A+B+C+D)</b>   | <b>406,188</b>         |
| Basic Pay & Allowances (A+B)          | 345,200                |
| Performance Bonus 15% of base pay (C) | 32,200                 |
| Retials Offered (D)                   | 28,788                 |

**Pay Components**

|   | Amount Per Month (INR) | Amount Per Annum (INR) |
|---|------------------------|------------------------|
| <b>Base Pay (A)</b>                             | <b>19,167</b>          | <b>230,000</b>         |
| Basic Salary                                    | 3,033                  | 115,000                |
| House Rent Allowance                            | 4,702                  | 57,500                 |
| Statutory Bonus                                 | 2,205                  | 26,400                 |
| Flexi Reimbursement/City Compensatory Allowance | 2,592                  | 31,100                 |
| <b>Total Allowance (B)</b>                      | <b>9,600</b>           | <b>115,200</b>         |
| Travel Allowance                                | 3,000                  | 36,000                 |
| Meal Allowance                                  | 1,100                  | 13,200                 |
| Shift Allowance (As per policy)                 | 5,500                  | 66,000                 |

**Flexi Reimbursements**

|   | Reimburse                                      | Max Limit Per Annum |
|---|--|---------------------|
| <b>Total</b>                                    |  |                     |
| Books & Periodicals                             | As per eligibility                             |                     |
| Telephone Bill                                  | As per Eligibility                             |                     |
| Food Coupons                                    | PKR 1100 / 2200 / 3300                         |                     |
| LTA   | Least of (2*Basic PM) or (2*Lat)               |                     |
| National Pension Scheme (Employee Contribution) | NPS Contribution- 500 or 5% of Basic per month |                     |

**Notes:**

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy

- Flexi reimbursement (only) refer table above.
- Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal. If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
- TDS applicable as per Tax laws.
- Gratuity will be applicable on completion of 5 years in the Morningstar Adviser Pvt. Ltd.
- Performance Bonus is discretionary in nature and is given based on salary and considered based on Company's Super Cycle and individual performance.
- Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance. provided in no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
- At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
- Travel allowance will be as per policy for company production mandate.

**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
Director



## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**

Registered Office:  
30th Floor, Platinum Technopark  
Plot No. 17/1B, Sector 30A  
Vashi, New Mumbai-400 705  
Maharashtra, India

Telephone: +91 22 61217130  
Facsimile: +91 22 61217200

**Private & Confidential**  
Ref. No: MSTAR20211351  
February 15, 2021

Mansi Vinayak Manjrekar  
5, Jawahar Nagar,  
Ramdev Kadiya Chawl,  
New Deepak Wadi  
J.P. Road, Nirmal Nagar, Khar (East), Mumbai-400051

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**

Dear Mansi,

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Data Research Analyst** with **Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **February 22, 2021**.

Your place of posting for records will be **Mumbai**. Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 432,588/- (Rupees Four lakhs thirty two thousand five hundred and eight eight only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (**Appendix A** and **Appendix B**). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer**, wherein should the company not receive a formal acceptance in writing/via an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the applicant is required to join us on or before by **22-Feb-2021** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which he/she may then possess or have under his/her control.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head – Talent & Culture, India

For Sheila Raheja School of Business  
Management & Research



  
Director

## For Sheila Raheja School of Business Management & Research

### Appendix A

#### Compensation

|                                       |  |                        |
|---------------------------------------|--|------------------------|
|                                       |  | Amount Per Annum (INR) |
| <b>Total Compensation (A+B+C+D)</b>   |   | <b>432,588</b>         |
| Base Pay & Allowance (A+H)            |  | 371,000                |
| Performance Bonus 14% of Base Pay (C) |  | 32,200                 |
| Retiral Offered (D)                   |   | 29,388                 |

#### Pay Components

|   | Amount Per Month (INR) | Amount Per Annum (INR) |
|---|------------------------|------------------------|
| <b>Base Pay (A)</b>                             | <b>19,167</b>          | <b>230,000</b>         |
| Basic Salary                                    | 9,581                  | 115,000                |
| House Rent Allowance                            | 4,791                  | 57,500                 |
| Statutory Bonus                                 | 2,280                  | 26,400                 |
| Fixed Reimbursement/City Compensatory Allowance | 2,592                  | 31,100                 |
| <b>Total Allowance (B)</b>                      | <b>11,664</b>          | <b>141,600</b>         |
| Travel Allowance                                | 3,000                  | 36,000                 |
| Meal Allowance                                  | 1,100                  | 13,200                 |
| Shift Allowance (Night)                         | 1,700                  | 20,400                 |

#### Flexi Reimbursements

|   | Remarks   | Max Limit Per Annum |
|---|---|---------------------|
| <b>Total</b>                                    |   |                     |
| Brook & Parked cars                             | As per eligibility                              |                     |
| Telephone Bill                                  | As per Eligibility                              |                     |
| Fuel Coupons                                    | PM 1100 / 2200 / 3300                           |                     |
| LTA   | Least of (2 <sup>nd</sup> Basic PM) or (2 Lac)  |                     |
| National Pension Scheme (Employee Contribution) | * NPS Contribution 500 or 5% of Basic per month |                     |

#### Notes:

**At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy**

1. Flexi reimbursement kindly refer table above.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Basic salary and calculated based on Company, Scores and individual performance.
6. Shift allowance is subject to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance, provided to no. of days worked in whichever shift. General shift employees are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
8. Company transport is mandatory for female employees and they will not be eligible for travel allowance.

**Benefits Offered**


|   | Company Contribution / Eligibility - Per Annum (INR) |
|---|--|
|  Invest in Your Retirement (D) | 28,788   |
| Employer Provident Fund   | 21,600   |
| NPS Employer Contribution *   |  |
| Gratuity Provision  | 7,140  |

 **Invest in Your Well-Being**

|  |                           |
|--|---------------------------|
| Health Insurance (Self + Spouse + Parents + 2 Children's)            | 450,000                   |
| COVID Insurance Policy (Employee only) Period (00.1 to 17 June 2021) | 300,000                   |
| Accidental Insurance (Employee only)                                 | 500,000                   |
| Term Life Insurance (Employee only)                                  | 200,000                   |
| Paid Holidays, Over Time & Flexi Working Hours                       | Eligibility as per policy |
| Connect & Heal (Self + Spouse + Parents + 2 Children's)              | Emergency health services |
| Employee Assistance Program (Self + any 5 family members)            | "You Well-Being Coach"    |

 **Invest in Your Growth**

|                   |                                  |
|-------------------|----------------------------------|
| Education Stipend | Yearly eligibility as per policy |
| CFA               | Sponsored program as per policy  |
| LinkedIn Learning | Sponsored membership             |
| Librarywala.com   | Book library membership          |

 **Invest in Great Talent**

|                       |                                |
|-----------------------|--------------------------------|
| Internal Job Mobility | Internal growth program        |
| Employee Benefit Plan | Additional monetary benefits   |
| Rewards & Recognition | Monetary & non-monetary awards |

 **Invest in Ownership**

|                          |                                       |
|--------------------------|---------------------------------------|
| Shared Ownership Program | Equity plan with company contribution |
| Instant Awards           | Performance based equity awards       |

 **Invest in Your Community**

|                        |                   |
|------------------------|-------------------|
| Matching Gifts Program | Community support |
|------------------------|-------------------|

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**



## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment, terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry, if so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

**For Sheila Raheja School of Business  
Management & Research**



**Director**

**Benefits Offered**

Company Contribution / Eligibility Parameters

(INR)

28,788

**Invest in Your Retirement (D)**

Employee Provident Fund

NPS Employer Contribution \*

Gratuity Provision

21,600

7,188

**Invest in Your Well-Being**

Health Insurance (Self + Spouse + Parents + 2 Children)†

COVID Insurance Policy (Compulsory until Period (DD) to 17 June 2021)

Accidental Insurance (Employee only)

Term Life Insurance (Employee only)

Paid Holidays, Time Offs & Flex Working Hours

Cancer & Heart (Self + Spouse + Parents + 2 Children)†

Employee Assistance Program (Self + any 5 family members)

450,000

300,000

500,000

880,000

Eligibility as per policy

Emergency health services

\*Your Well-Being Coach†

**Invest in Your Growth**

Education Stipend

CFA

LinkedIn Learning

Library/online courses

Yearly eligibility as per policy

Sponsored programs as per policy

Support for online degree

† See Policy for eligibility

**Invest in Great Talent**

Internal Job Posting

Employee Referral Plan

Rewards & Recognition

Internal growth prospects

Additional monetary benefits

Monetary & non-monetary awards

**Invest in Ownership**

Shared Ownership Programs

Impact Awards

Equity plans with company contribution

Performance based equity awards

**Invest in Your Community**

Matching Gifts Program

Community support

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

Registered Office:  
9th Floor, Platinum Technopark  
Plot No. 17718, Sector 30A,  
Vashi, Navi Mumbai-400 705,  
Maharashtra, India

Telephone: +91-22-01217100  
Facsimile: +91-22-01217200

**Private & Confidential**  
Ref. No: MSTAR20211363  
February 15, 2021

Abhilasha Satyawar Nandekar  
405/ A, Gokuld Complex,  
New Gangwath CHS,  
Near Jari Man Gate,  
Tilgaon Naka, Kalyan East 421306

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Dear Abhilasha,

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Data Research Analyst** with **Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **February 22, 2021**.

Your place of posting for records will be **Mumbai**. You (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 406,188/- (Rupees Four lakhs six thousand one hundred and eighty eight only)** as detailed in **Appendix A**. Additionally, you will be eligible for benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (**Appendix A** and **Appendix B**). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu of that notice**, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.



In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. **Please note that this offer stands valid for a period of 5 working days post-issuance of offer.** wherein should the company not receive a formal acceptance in writing/via an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before **22-Feb-2021** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Sol citation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which incumbent may then possess or have under his/her control.

Please sign a copy of this letter as acceptance of our offer as your willingness to join Morningsstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningsstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head – Talent & Culture, India

**For Sheila Raheja School of Business  
Management & Research**



  
Director

## For Sheila Raheja School of Business Management & Research

### Appendix A

#### Compensation



*[Signature]*  
Director

|  |         |                        |
|--|---------|------------------------|
| Total Compensation (A+B+C+D)           | 400,188 | Amount Per Annum (INR) |
| Basic Pay & Allowance (A+B)            | 345,250 |                        |
| Performance Bonus 14% of Basic Pay (C) | 32,200  |                        |
| Ratials Offered (D)                    | 22,738  |                        |

#### Pay Components

|   | Amount Per Month (INR) | Amount Per Annum (INR) |
|---|------------------------|------------------------|
| <b>Basic Pay (A)</b>                            | <b>18,167</b>          | <b>230,000</b>         |
| Basic Salary                                    | 9,083                  | 115,000                |
| House Rent Allowance                            | 4,702                  | 57,500                 |
| Statutory Bonus                                 | 2,200                  | 26,400                 |
| Flexi Reimbursements/Other Temporary Allowances | 2,182                  | 27,100                 |
| <b>Total Allowance (B)</b>                      | <b>8,667</b>           | <b>115,200</b>         |
| Travel Allowance                                | 3,000                  | 36,000                 |
| Meal Allowance                                  | 1,100                  | 13,200                 |
| Shift Allowance (If Applicable)                 | 5,567                  | 66,800                 |

#### Flexi Reimbursements

|   | Demands                                       | Max Limit Per Annum |
|---|---|---------------------|
| <b>Total</b>                                    |   |                     |
| Books & Periodicals                             | As per eligibility                            |                     |
| Telephone Bill                                  | As per Eligibility                            |                     |
| Food Coupons                                    | INR 1100 / 2200 / 3300                        |                     |
| LTA   | Least of (2*Basic PM) or (2 Lacs)             |                     |
| National Pension Scheme (Employee Contribution) | NPS Contribution: 2% of 6% of Basic per month |                     |

#### Notes:

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts. Company Transport is mandatory for Female employees and "Shift & Transport Allowance" will be applicable as per Shift Policy

1. Flexi reimbursements (only refer table above).
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applied as per Fin Laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is never and above basic salary and calculated based on Company, Business unit and individual performance.
6. Shift allowance is applicable to working in shifts. Employees working in Early Morning, Afternoon & Night shift are eligible for shift allowance. Employees working in day/evening shifts (General shift employees) are not eligible for shift allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.
8. Company Transport is mandatory for female employees and they will not be eligible for travel allowance.

**Benefits Offered**

Company Contribution (1% of Salary Per Annum)

**Invest in Your Retirement (R)**

|                             |        |
|-----------------------------|--------|
| Employer Provident Fund     | 21,600 |
| NPS Employer Contribution * |        |
| Gratuity Provision          | 2,500  |

**Invest in Your Well-Being**

|   |                           |
|---|---------------------------|
| Health Insurance (Self + Spouse + Parents + 2 Children's)           | 450,000                   |
| COVID Insurance Policy (1 employee only) Period 01.01 to 31.03.2021 | 300,000                   |
| Accidental Death Benefit (This year only)                           | 500,000                   |
| Term Life Insurance (Employee only)                                 | 100,000                   |
| Paid Holidays, Time Offs & Flex Working Hours                       | Highly as per policy      |
| Connect & Heal (Self + Spouse + Parents + 2 Children's)             | Emergency health services |
| Employee Assistance Program (Self + any 5 family members)           | "Your Well-Being Credit"  |

**Invest in Your Growth**

|                   |                                 |
|-------------------|---------------------------------|
| Educator Stipend  | Yearly stipend as per policy    |
| CFA               | Sponsored program as per policy |
| LinkedIn Learning | Company membership              |
| Librarywala.com   | Book library membership         |

**Invest in Great Talent**

|                        |                                  |
|------------------------|----------------------------------|
| Internal Job Posting   | Internal growth program          |
| Employee Referral Plan | Additional one-time bonus        |
| Rewards & Recognition  | Monthly Performance based awards |

**Invest in Ownership**

|                          |                                       |
|--------------------------|---------------------------------------|
| Shared Ownership Program | Equity plan with company grants/bonus |
| Impact Awards            | Performance based equity awards       |

**Invest in Your Community**

|                        |                 |
|------------------------|-----------------|
| Matching Gifts Program | Company support |
|------------------------|-----------------|

**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
**Director**

## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document—Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings, some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of their notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain, whether or not any such data/ confidential information is later disclosed by you.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 078, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

**Annexure A**

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

**Name:** Mayuresh Dagadu Sangale

**Corporate Title:** Analyst

**Functional Title:** Analyst

**Division:** Finance

**Start Date:** 19 July 2021

|                   |  | <b>Annun<br/>(INR)</b> | <b>Month<br/>(INR)</b> |
|-------------------|--|------------------------|------------------------|
| <b>Fixed Pay</b>  | Basic Salary                             | 142,500                | 11,875                 |
|                   | House Rent Allowance                     | 71,250                 | 5,938                  |
|                   | Special Allowance*                       | 71,250                 | 5,938                  |
|                   | <b>Total Fixed Pay</b>                   | <b>285,000</b>         | <b>23,750</b>          |
| <b>Retirement</b> | Company's Contribution to Provident Fund | 21,600                 | 1,800                  |
|                   | <b>Total Fixed Pay + Retirement</b>      | <b>306,600</b>         | <b>25,550</b>          |

\* As part of the Special Allowance, you will be able to declare Leave Travel Allowance (LTA) amount of up to 8.33% of your basic salary. Such expenses will be exempt from taxes and paid to you upon submission of documentary evidence of incurring these expenses in accordance with Nomura's policies.

\*As part of Special Allowance, employees who are "blind or orthopedically handicapped with disability of lower extremities are eligible for an allowance exemption of INR 3,200 per month, subject to submission of requisite documentary evidence.

\*You may also contribute up to 10% of your basic salary towards "Corporate National Pension System" which will be deducted from your Special Allowance

**Other Benefits:**

- Eligibility for Gratuity as per the Payment of Gratuity Act.
- Medical Insurance for self, spouse, children and any two persons amongst your parents or parents-in-law up to INR 600,000/- per year.
- Personal Accident Insurance (up to 5 times of Total Fixed Pay + Retirement in case of permanent disability/ death).
- Life Insurance for self (5 times of Total Fixed Pay + Retirement), contingent upon medical clearance, if applicable

Nomura Services India Private Limited  
Registered in India No. U72200MH2004PTC147813  
A member of the Nomura group of companies

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

*[Handwritten initials]*

Nomura Services India Private Limited  
10th Floor, Nomura, Hirawardeni Business Park, Rowel,  
Mumbai - 400 076, India

Telephone +91 22 3053 4526  
Facsimile +91 22 3053 2111  
Website www.nomura.com

**Annexure B**

**Documents Required:**

1. Signed copy of Offer Letter along with signed Annexure A;
2. 2 passport size photographs;
3. Forms, statements and agreements:
  - a. Employment Application Form;
  - b. Letter of Authorization;
  - c. Confidentiality Undertaking;
  - d. Compensation Information Confidentiality Form;
  - e. Intellectual Property Agreement;
  - f. Questionnaire – New Employees Form; and
  - g. Personal Information Collection Statement.

Please carry the relieving letter from your current employer (if applicable) on your date of joining.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Job Description for Enterprise Data Management – KYC- Analyst/ Sr Analyst**

**Nomura Overview:**

Nomura is an Asia-headquartered financial services group with an integrated global network spanning over 30 countries. By connecting markets East & West, Nomura services the needs of individuals, institutions, corporates and governments through its four business divisions: Retail, Asset Management, Wholesale (Global Markets and Investment Banking), and Merchant Banking. Founded in 1925, the firm is built on a tradition of disciplined entrepreneurship, serving clients with creative solutions and considered thought leadership. For further information about Nomura, visit [www.nomura.com](http://www.nomura.com). Nomura Services India, (Powai) supports Nomura's businesses around the world. Powai's world class capabilities in trading support, research, information technology, financial control, operations, risk management and legal support have played a key role in facilitating Nomura's global operations and are an integral part of Nomura's global expansion plans. The Powai operation is a critical part of the platform to support the growth of Nomura's global business.

**Divisional Overview :**

The Operations division provides the support and control infrastructure that enables the Firm to develop and deliver financial products throughout the world. Working with the Sales, Trading and Information Technology Divisions, Operations professionals are responsible for the management and execution of transactions in a manner which maximizes profitability and minimizes risk. Our division is responsible for the management and execution of millions of securities transactions on a daily basis. Our responsibilities include trade processing, confirmation, settlement, fails management, margin, asset servicing, risk management, reference data management and various other client services. In partnership with sales, trading, prime services, information technology and other teams from across the bank, we apply a continual focus on improving productivity and efficiency, while seeking new and innovative ways to support our clients' changing needs.

**Business Unit Overview:**

The KYC team in Powai is part of the EDM function and plays an extremely key role in the firm supporting AEJ, EMEA and US businesses with a current team size of 80+ team members which includes 5-6 Associates / Managers. The team supports KYC On-boarding & Rolling Reviews for low, medium and high risk clients, including private clients, especially for AEJ business. Along with KYC, the responsibility of the team is also to provide solution on the potential issues identified by the various stakeholders in the firm and provide a turnaround time to be able to resolve the issues associated to KYC. The team works with the business and acts as an AML/KYC governance enabling function ensuring that all relevant AML/ KYC risks and regulations are properly managed. The team also closely works with the regional partners on audit and data quality associated tasks. There are plans to expand Powai footprint and

**Position Specifications:**

|                  |                         |
|------------------|-------------------------|
| Corporate Title  | Analyst                 |
| Functional Title | Analyst                 |
| Experience       | 1-3 years               |
| Qualification    | Graduate/ MBA           |
| Requisition No   | 18POPR1189 / 18POPR0682 |

**For Sheila Raheja School of Business  
Management & Research**



**Director**

**Job description:**

Responsible for performing Client onboarding / Client Review functions

- Evaluating and Approving new customer account documentations and supporting information in order to determine whether they satisfy the client on-boarding identification requirements as per Nomura policies and procedures
- Conduct the background screening on the Client name & other officials' names using tools such as World Check / DJX / Factiva.
- Interact with the front office/client integration to ensure that proper account documentation is obtained from the customer prior to approving client on boarding
- Interface with and provide support to Client on-boarding, FCT and Compliance teams
- Reviews and Approvals of Static Data Amendments for existing customer accounts
- Conduct reviews of existing clients for status, data veracity and amendments, status, country of incorporation and assign appropriate risk classification

|               | <b>Mandatory</b>  | <b>Desired</b>  |
|---------------|---|---|
| <b>Domain</b> | Strong understanding of AML and Client Onboarding regulations for India/AEJ<br>-                            | Ability to think strategically, along with the business and compliance. Ability to work independently and perform complex AML surveillance reviews and investigations analysis. Experience in working with virtual teams is a plus<br>- |
|               | Attention to detail and commitment to quality. Strong writing and verbal communication skills.              | Bachelor's degree and expertise in CDD/AML<br>-   |
|               | Strong time management skills and ability to multi-task. Outstanding analytical and problem solving skills. | Strong desire to learn each task and ensure completion in a timely manner<br>-  |

**For Sheila Raheja School of Business  
Management & Research**



  
Director





**Nomura Core Competencies (Soft Skills):**

| Competencies   | Behavioral Indicators   |
|--|---|
| <b>Culture &amp; Conduct</b><br>Building Nomura's Culture<br>Diversity & Inclusion Professional<br>Integrity Self-Awareness  | Aware of own impact<br>Respectful attitude<br>Professionalism<br>Gets involved  |
| <b>Client-Centricity &amp; Business Acumen</b><br>Commerciality Client-Centricity<br>Analytical Thinking & Problem Solving   | Product / service knowledge<br>Responsive, accountable<br>Detail orientated<br>Offers options/solutions   |
| <b>Strategy &amp; Innovation</b><br>Strategic Thinking & Change<br>Decision Making & Judgement<br>Agility  | Stays up to date<br>Thinks differently<br>Demonstrates entrepreneurial thinking<br>Translates strategies into plans<br>Stays one step ahead<br>Open to new ways of thinking                       |
| <b>Leadership &amp; Collaboration</b><br>Managing Talent<br>Recognising and Motivating Supporting,<br>Developing<br>& Collaborating with others<br>Managing Conflict | Stays up to date<br>Open to new ways of thinking<br>Sees when to escalate<br>Provides logical rationales<br>Shows initiative to develop<br>Leverages resources                                    |
| <b>Communication &amp; Connectivity</b><br>Articulation & Receptiveness Impact Connectivity  | Recognises others' efforts<br>Offers to assist<br>Willing team participant<br>Shows interest  |
| <b>Communication &amp; Influence</b><br>Articulation and Receptiveness<br>Impact Connectivity  | Speaks/writes clearly<br>Aware of non-verbal behaviour<br>Demonstrates active listening<br>Conveys a positive image<br>Shares information<br>keeps people informed<br>Builds strong relationships |
| <b>Execution &amp; Delivery</b><br>Driving Performance<br>Execution-Focus<br>Planning & Organising Adaptability  | Maintains can-do attitude<br>Sees tasks to completion<br>Manages day-to day work<br>Prioritises/meets deadlines<br>Asks questions to gain understanding<br>Responds positively to feedback        |

**For Sheila Raheja School of Business  
Management & Research**



**Director**

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 075, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

RESHMA KHANNA  
VICE PRESIDENT – HUMAN RESOURCES

12 July 2021

Santosh Suresh Dasgaonkar  
B-2-72, BMC Colony,  
Gen Arun Kumar Vaidya Marg, Near BMC School,  
Goregaon (East), Mumbai – 400 065

Dear Santosh,

We are pleased to extend to you this conditional offer of employment to join Nomura Services India Private Limited (the "Company", which together with Nomura Holdings, Inc. and certain of its subsidiaries is referred to as "Nomura"), on the terms and conditions set out in this Agreement.

Your title and start date will be as indicated in **Annexure A**. You will be based in Mumbai and will be reporting to such person as may be indicated by the Company from time to time. You are required to work exclusively for the Company unless you obtain prior written consent from the Company with respect to outside employment or business activities. Although your employment will be with the Company, you may be seconded to other companies within Nomura from time to time at Nomura's discretion. During your employment, you may be also required to work in any other office Nomura may have or establish in India, and to work on a temporary basis in any of Nomura's international offices for training or other purposes. In such circumstances, Nomura will provide you travel assistance in accordance with applicable travel policies.

So long as you remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay is set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with Nomura's normal payroll practice.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.
- All payments described in this letter and **Annexure A** will be made less taxes and other applicable payroll deductions.
- You will also be eligible to participate in the Company's discretionary bonus award program in effect from time to time. Please note that bonus awards are determined at the Company's sole discretion, based on numerous factors as determined by the Company from time to time. These factors may include, but are not limited to, Nomura's performance and profitability, business unit performance and profitability, individual performance and contribution and other factors, which Nomura deems relevant in a given year and for each business. To be eligible for a bonus award under this program you must be employed with the Company and must not have given or received notice of termination of your employment, at the time the bonus awards are made. Entitlement to a bonus payment is, therefore, not automatic and no single award or series of awards, creates an entitlement for further bonus awards. In addition, the entitlement to be considered for the payment of a discretionary bonus award does not confer any entitlement to a payment which accrues on a daily basis.

For Sheila Raheja School of Business  
Management & Research



Director

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- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.
- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

In addition to the total compensation indicated above, you will also be eligible for Company contributions to the Provident Fund as indicated in Annexure A.

You would be on probation for a period of six months following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. The notice period applicable during probation for all employees across all titles joining the Company is 1 month. The notice period after confirmation is 3 months.

If you resign from your position with the Company, you are required to provide written notice of resignation and serve a notice period as stipulated above. Further if the Company asks you to leave, it shall follow the process with regard to the notice period as stipulated in the India Employee Handbook. The Company may elect (but shall not be obliged) to terminate your employment prior to the expiry of the notice period and make a payment in lieu of notice, unless your employment is terminated for "Cause".

For purposes of this letter, "Cause" means (i) your material neglect or material failure to perform your job duties and responsibilities, (ii) your failure or refusal, after due notice, to comply with lawful policies or directives of Nomura, (iii) your material breach of any contract or agreement between you and Nomura or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to Nomura, (iv) your commission of an act of fraud, theft, embezzlement or other criminal offence against Nomura or your engaging in unprofessional, unethical or other intentional acts that materially discredit Nomura or are materially detrimental to the reputation, character or standing of Nomura, or (v) your indictment, conviction or nolo contendere or guilty plea with respect to any felony or crime of moral turpitude.

You will also be eligible for certain other discretionary benefits, as may be announced by the Company during your employment. Such discretionary benefits shall accrue to you subject to the terms and conditions of such benefit programs (which may be withdrawn or varied by the Company from time to time).

You agree that during the term of your employment with the Company and for three (3) months after the cessation thereof, regardless of the reason for the cessation of your employment, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company, to cease their employment relationship with the Company.

Please note that this offer and any subsequent employment, is conditional upon the following terms and may be withdrawn, rescinded, or terminated as applicable, without liability on our part, should any or all of them not be met.

1. You having successfully cleared the examination(s) required to meet the specified educational criterion and provision of a duly certified copy of your mark sheet to the Company, in support of the same.
2. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**

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 10th Floor, Nomura Hiranandani Business Park, Powai,  
 Mumbai - 400 070, India

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 Website: www.nomura.com

3. Your agreement to comply with and compliance with our policies, which may be amended from time to time including the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing" and the "Code of Ethics" (collectively referred to as the "Policies").
4. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
5. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
6. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
7. Proof of entitlement to work in India.

Please note that, in the event of your failure to meet the aforementioned educational criterion and/or provide a certified copy of the mark sheet pertaining to the same to the Company within 6 months of the date hereof, this offer and any employment pursuant to it, shall automatically stand revoked or terminated, without the Company being required to provide you any further notice for the same.

Please note that employment is for no fixed term and either you or the Company may terminate the employment relationship at any time for any reason, in accordance with applicable Company policy and law. Any payments that may be due to the Company by you may, upon the termination of your employment with the Company, be reduced from any amount payable to you by the Company, at the Company's discretion.

The Company's normal working hours will apply to your employment. Due to business requirements, working hours may vary in different teams or departments which will be informed to the employees from time to time by the reporting manager as required. You agree to provide services exclusively to the Company and not to enter into any form of employment or contract with other organizations. You may also be required to perform services not only for the Company, but also for any company affiliated with the Company without further remuneration.

You are required to comply with the India Employee Handbook and any other rules, policies or procedures of the Company as issued and/or amended from time to time. Application of such rules, policies or procedures is at the Company's discretion and is not a contractual entitlement unless otherwise specified in the India Employee Handbook. The Company reserves the right to supplement, change, amend, withdraw or discontinue its policies, guidelines and procedures at its discretion and in accordance with applicable law. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.

**For Sheila Raheja School of Business  
 Management & Research**



*(Signature)*  
 Director

Nomura Services India Private Limited  
 10th Floor, Nomura, Hiranandani Business Park, Powai,  
 Mumbai - 400 076, India

Telephone: +91 22 3053 4620  
 Facsimile: +91 22 3053 2111  
 Website: www.nomura.co.in

You will keep in strictest confidence the existence, all past and present discussions or correspondence relating to your candidature, this letter, as well as and the terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, parents, attorney or accountant, without the Company's consent. This agreement constitutes the entire agreement between the parties and supersedes any previous written or oral agreement or understanding between them in relation to the matters dealt with in it (including any statements made during your interviews or other recruitment process). You acknowledge that you have not been induced to enter into this agreement by any representation, warranty or undertaking not expressly incorporated into it. No variations to the terms will be valid unless they are authorized in writing by Human Resources.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Mumbai, pursuant to the Rules of Arbitration of the International Chamber of Commerce. The language of the arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to Uma Pillai, Human Resources, 10th Floor, Nomura, Off High Street, Hiranandani Business Park, Powai, Mumbai – 400 076, within such time as requested by the Company. All additional pre-employment documentation provided to you must be completed and returned on or before your start date. An additional copy of this letter is enclosed for your files.

Please note that you need to meet Sameeksha Dhyani in Human Resources, on your first day, to complete your joining formalities.

We look forward to your joining the Company.

Sincerely,

RESHMA  
 NANDKISHO  
 RE KHANNA

Digitally signed by  
 RESHMA  
 NANDKISHORE  
 KHANNA  
 Date: 2021.07.14  
 14:37:43 +05'30'

**For Sheila Raheja School of Business  
 Management & Research**



  
 Director

Reshma Khanna  
 Vice President – Human Resources

Accepted by:

Santosh Suresh Dasgaonkar

Date

Nomura Services India Private Limited  
10th Floor, Nomura, Hiracondani Business Park, Powai  
Mumbai - 400 076, India

Telephone +91 22 3053 6626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

**Annexure A**

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

Name: Santosh Suresh Dasgaonkar

Corporate Title: Analyst

Functional Title: Analyst

Division: Finance

Start Date: 19 July 2021

**For Sheila Raheja School of Business  
Management & Research**



  
Director

|            |  | Annun<br>(INR) | Month<br>(INR) |
|------------|--|----------------|----------------|
| Fixed Pay  | Basic Salary                             | 150,000        | 12,500         |
|            | House Rent Allowance                     | 75,000         | 6,250          |
|            | Special Allowance*                       | 75,000         | 6,250          |
|            | <b>Total Fixed Pay</b>                   | <b>300,000</b> | <b>25,000</b>  |
| Retirement | Company's Contribution to Provident Fund | 21,600         | 1,800          |
|            | <b>Total Fixed Pay + Retirement</b>      | <b>321,600</b> | <b>26,800</b>  |

\* As part of the Special Allowance, you will be able to declare Leave Travel Allowance (LTA) amount of up to 8.33% of your basic salary. Such expenses will be exempt from taxes and paid to you upon submission of documentary evidence of incurring these expenses in accordance with Nomura's policies.

\*As part of Special Allowance, employees who are "blind or orthopedically handicapped with disability of lower extremities are eligible for an allowance exemption of INR 3,200 per month, subject to submission of requisite documentary evidence.

\*You may also contribute up to 10% of your basic salary towards "Corporate National Pension System" which will be deducted from your Special Allowance.

**Other Benefits:**

- Eligibility for Gratuity as per the Payment of Gratuity Act.
- Medical Insurance for self, spouse, children and any two persons amongst your parents or parents-in-law up to INR 600,000/- per year.
- Personal Accident Insurance (up to 5 times of Total Fixed Pay + Retirement in case of permanent disability/ death).
- Life Insurance for self (5 times of Total Fixed Pay + Retirement), contingent upon medical clearance, if applicable

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 075, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

### Annexure B

#### Documents Required:

1. Signed copy of Offer Letter along with signed Annexure A.
2. 2 passport size photographs.
3. Forms, statements and agreements :
  - a. Employment Application Form;
  - b. Letter of Authorization;
  - c. Confidentiality Undertaking;
  - d. Compensation Information Confidentiality Form;
  - e. Intellectual Property Agreement;
  - f. Questionnaire – New Employees Form; and
  - g. Personal Information Collection Statement.

Please carry the relieving letter from your current employer (if applicable) on your date of joining.

For Sheila Raheja School of Business  
Management & Research



  
Director





Nomura Services India Private Limited  
 10th Floor, Nomura, Hiranandani Business Park, Powai,  
 Mumbai - 400 070, India

Telephone +91 22 3053 4626  
 Facsimile +91 22 3053 2111  
 Website www.nomura.com

RESHMA KHANNA  
 VICE PRESIDENT - HUMAN RESOURCES

12 July 2021

Mayuresh Dagadu Sangale  
 A - 1204, 12th Floor,  
 United CHSL, Behind Agripada Police Station,  
 Agripada, Mumbai - 400 011

Dear Mayuresh,

We are pleased to extend to you this conditional offer of employment to join Nomura Services India Private Limited (the "Company", which together with Nomura Holdings, Inc. and certain of its subsidiaries is referred to as "Nomura"), on the terms and conditions set out in this Agreement.

Your title and start date will be as indicated in **Annexure A**. You will be based in Mumbai and will be reporting to such person as may be indicated by the Company from time to time. You are required to work exclusively for the Company unless you obtain prior written consent from the Company with respect to outside employment or business activities. Although your employment will be with the Company, you may be seconded to other companies within Nomura from time to time at Nomura's discretion. During your employment, you may be also required to work in any other office Nomura may have or establish in India, and to work on a temporary basis in any of Nomura's international offices for training or other purposes. In such circumstances, Nomura will provide you travel assistance in accordance with applicable travel policies.

So long as you remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A**, subject to the following terms and conditions:

- The fixed pay is set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with Nomura's normal payroll practice.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.
- All payments described in this letter and **Annexure A** will be made less taxes and other applicable payroll deductions.
- You will also be eligible to participate in the Company's discretionary bonus award program in effect from time to time. Please note that bonus awards are determined at the Company's sole discretion, based on numerous factors as determined by the Company from time to time. These factors may include, but are not limited to, Nomura's performance and profitability, business unit performance and profitability, individual performance and contribution and other factors, which Nomura deems relevant in a given year and for each business. To be eligible for a bonus award under this program you must be employed with the Company and must not have given or received notice of termination of your employment, at the time the bonus awards are made. Entitlement to a bonus payment is, therefore, not automatic and no single award or series of awards, creates an entitlement for further bonus awards. In addition, the entitlement to be considered for the payment of a discretionary bonus award does not confer any entitlement to a payment which accrues on a daily basis.

For Sheila Raheja School of Business  
 Management & Research

Nomura Services India Private Limited  
 Registered in India No. U72200MH2004PTC147813  
 A member of the Nomura group of companies



  
 Director

B 24



Nomura Services India Private Limited  
10th Floor, Nomura, Miranandani Business Park, Powai,  
Mumbai - 400 075, India

Telephone +91 22 3063 4028  
Facsimile +91 22 3063 2111  
Website www.nomura.com

- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.
- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

In addition to the total compensation indicated above, you will also be eligible for Company contributions to the Provident Fund as indicated in Annexure A.

You would be on probation for a period of six months following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. The notice period applicable during probation for all employees across all titles joining the Company is 1 month. The notice period after confirmation is 3 months.

If you resign from your position with the Company, you are required to provide written notice of resignation and serve a notice period as stipulated above. Further if the Company asks you to leave, it shall follow the process with regard to the notice period as stipulated in the India Employee Handbook. The Company may elect (but shall not be obliged) to terminate your employment prior to the expiry of the notice period and make a payment in lieu of notice, unless your employment is terminated for "Cause".

For purposes of this letter, "Cause" means (i) your material neglect or material failure to perform your job duties and responsibilities, (ii) your failure or refusal, after due notice, to comply with lawful policies or directives of Nomura, (iii) your material breach of any contract or agreement between you and Nomura or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to Nomura, (iv) your commission of an act of fraud, theft, embezzlement or other criminal offence against Nomura or your engaging in unprofessional, unethical or other intentional acts that materially discredit Nomura or are materially detrimental to the reputation, character or standing of Nomura, or (v) your indictment, conviction or nolo contendere or guilty plea with respect to any felony or crime of moral turpitude.

You will also be eligible for certain other discretionary benefits, as may be announced by the Company during your employment. Such discretionary benefits shall accrue to you subject to the terms and conditions of such benefit programs (which may be withdrawn or varied by the Company from time to time).

You agree that during the term of your employment with the Company and for three (3) months after the cessation thereof, regardless of the reason for the cessation of your employment, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company, to cease their employment relationship with the Company.

Please note that this offer and any subsequent employment, is conditional upon the following terms and may be withdrawn, rescinded, or terminated as applicable, without liability on our part, should any or all of them not be met.

1. You having successfully cleared the examination(s) required to meet the specified educational criterion and provision of a duly certified copy of your mark sheet to the Company, in support of the same.
2. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for disciplinary action against you including termination of employment.

Nomura Services India Private Limited  
Registered in India No. U72200MH2004PTC147833  
A member of the Nomura group of companies

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Nomura Services India Private Limited  
 10th Floor, Nomura, Hirantankari Business Park, Powai,  
 Mumbai - 400 076, India

Telephone +91 22 3053 4626  
 Facsimile +91 22 3053 2111  
 Website www.nomura.com

3. Your agreement to comply with and compliance with our policies, which may be amended from time to time, including the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing" and the "Code of Ethics" (collectively referred to as the "Policies").
4. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
5. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
6. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
7. Proof of entitlement to work in India.

Please note that, in the event of your failure to meet the aforementioned educational criterion and/or provide a certified copy of the mark sheet pertaining to the same to the Company within 6 months of the date hereof, this offer and any employment pursuant to it, shall automatically stand revoked or terminated, without the Company being required to provide you any further notice for the same.

Please note that employment is for no fixed term and either you or the Company may terminate the employment relationship at any time for any reason, in accordance with applicable Company policy and law. Any payments that may be due to the Company by you may, upon the termination of your employment with the Company, be reduced from any amount payable to you by the Company, at the Company's discretion.

The Company's normal working hours will apply to your employment. Due to business requirements, working hours may vary in different teams or departments which will be informed to the employees from time to time by the reporting manager as required. You agree to provide services exclusively to the Company and not to enter into any form of employment or contract with other organizations. You may also be required to perform services not only for the Company, but also for any company affiliated with the Company without further remuneration.

You are required to comply with the India Employee Handbook and any other rules, policies or procedures of the Company as issued and/or amended from time to time. Application of such rules, policies or procedures is at the Company's discretion and is not a contractual entitlement unless otherwise specified in the India Employee Handbook. The Company reserves the right to supplement, change, amend, withdraw or discontinue its policies, guidelines and procedures at its discretion and in accordance with applicable law. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.

**For Sheila Raheja School of Business  
 Management & Research**



*[Signature]*  
 Director

*[Handwritten initials]*

Nomura Services India Private Limited  
 10th Floor, Nomura, Hiranandani Business Park, Powai,  
 Mumbai - 400 076, India

Telephone +91 22 3053 4629  
 Facsimile +91 22 3053 2111  
 Website www.nomura.com

You will keep in strictest confidence the existence, all past and present discussions or correspondence relating to your candidature, this letter, as well as and the terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, parents, attorney or accountant, without the Company's consent. This agreement constitutes the entire agreement between the parties and supersedes any previous written or oral agreement or understanding between them in relation to the matters dealt with in it (including any statements made during your interviews or other recruitment process). You acknowledge that you have not been induced to enter into this agreement by any representation, warranty or undertaking not expressly incorporated into it. No variations to the terms will be valid unless they are authorized in writing by Human Resources.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Mumbai, pursuant to the Rules of Arbitration of the International Chamber of Commerce. The language of the arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to Uma Pillai, Human Resources, 10th Floor, Nomura, Off High Street, Hiranandani Business Park, Powai, Mumbai – 400 076, within such time as requested by the Company. All additional pre-employment documentation provided to you must be completed and returned on or before your start date. An additional copy of this letter is enclosed for your files.

Please note that you need to meet Sameeksha Dhyani in Human Resources, on your first day, to complete your joining formalities.

We look forward to your joining the Company.

Sincerely,

RESHMA Digitally signed  
 by RESHMA  
 NANDKISH NANKISHORE  
 ORE KHANNA  
 KHANNA Date: 2021.07.14  
 14:39:28 +05'30'

Reshma Khanna  
 Vice President – Human Resources

Accepted by:

\_\_\_\_\_  
 Mayuresh Dagadu Sangale

For Sheila Raheja School of Business  
 Management & Research



  
 Director

\_\_\_\_\_  
 Date

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4525  
Facsimile +91 22 3053 2111  
Website www.nomura.com

RESHMA KHANNA  
VICE PRESIDENT – HUMAN RESOURCES

30 July 2021

Dhananjay Dagdu Chaudhari  
Chaudhari Building, Talao Road, Wani,  
Dist -Yavatmal, - 445 304

Dear Dhananjay,

We are pleased to extend to you this conditional offer of employment to join Nomura Services India Private Limited (the "Company", which together with Nomura Holdings, Inc. and certain of its subsidiaries is referred to as "Nomura"), on the terms and conditions set out in this Agreement.

Your title and start date will be as indicated in Annexure A. You will be based in Mumbai and will be reporting to such person as may be indicated by the Company from time to time. You are required to work exclusively for the Company unless you obtain prior written consent from the Company with respect to outside employment or business activities. Although your employment will be with the Company, you may be seconded to other companies within Nomura from time to time at Nomura's discretion. During your employment, you may be also required to work in any other office Nomura may have or establish in India, and to work on a temporary basis in any of Nomura's international offices for training or other purposes. In such circumstances, Nomura will provide you travel assistance in accordance with applicable travel policies.

So long as you remain actively employed by the Company, you will be eligible for the compensation indicated in the attached Annexure A, subject to the following terms and conditions:

- The fixed pay is set out in Annexure A hereto. Your fixed pay less applicable deductions will be paid in accordance with Nomura's normal payroll practice.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in Annexure A. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.
- All payments described in this letter and Annexure A will be made less taxes and other applicable payroll deductions.
- You will also be eligible to participate in the Company's discretionary bonus award program in effect from time to time. Please note that bonus awards are determined at the Company's sole discretion, based on numerous factors as determined by the Company from time to time. These factors may include, but are not limited to, Nomura's performance and profitability, business unit performance and profitability, individual performance and contribution and other factors, which Nomura deems relevant in a given year and for each business. To be eligible for a bonus award under this program you must be employed with the Company and must not have given or received notice of termination of your employment, at the time the bonus awards are made. Entitlement to a bonus payment is, therefore, not automatic and no single award or series of awards, creates an entitlement for further bonus awards. In addition, the entitlement to be considered for the payment of a discretionary bonus award does not confer any entitlement to a payment which accrues on a daily basis.

For Sheila Raheja School of Business  
Management & Research



Director

**Nomura Services India Private Limited**

10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4626

Facsimile +91 22 3053 2111

Website [www.nomura.com](http://www.nomura.com)

- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.
- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

In addition to the total compensation indicated above, you will also be eligible for Company contributions to the Provident Fund as indicated in Annexure A.

You would be on probation for a period of six months following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. The notice period applicable during probation for all employees across all titles joining the Company is 1 month. The notice period after confirmation is 3 months.

If you resign from your position with the Company, you are required to provide written notice of resignation and serve a notice period as stipulated above. Further if the Company asks you to leave, it shall follow the process with regard to the notice period as stipulated in the India Employee Handbook. The Company may elect (but shall not be obliged) to terminate your employment prior to the expiry of the notice period and make a payment in lieu of notice, unless your employment is terminated for "Cause".

For purposes of this letter, "Cause" means (i) your material neglect or material failure to perform your job duties and responsibilities, (ii) your failure or refusal, after due notice, to comply with lawful policies or directives of Nomura, (iii) your material breach of any contract or agreement between you and Nomura or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to Nomura, (iv) your commission of an act of fraud, theft, embezzlement or other criminal offence against Nomura or your engaging in unprofessional, unethical or other intentional acts that materially discredit Nomura or are materially detrimental to the reputation, character or standing of Nomura, or (v) your indictment, conviction or nolo contendere or guilty plea with respect to any felony or crime of moral turpitude.

You will also be eligible for certain other discretionary benefits, as may be announced by the Company during your employment. Such discretionary benefits shall accrue to you subject to the terms and conditions of such benefit programs (which may be withdrawn or varied by the Company from time to time).

You agree that during the term of your employment with the Company and for three (3) months after the cessation thereof, regardless of the reason for the cessation of your employment, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company, to cease their employment relationship with the Company.

Please note that this offer and any subsequent employment, is conditional upon the following terms and may be withdrawn, rescinded, or terminated as applicable, without liability on our part, should any or all of them not be met.

1. You having successfully cleared the examination(s) required to meet the specified educational criterion and provision of a duly certified copy of your mark sheet to the Company, in support of the same.
2. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Director

NOMURA

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

3. Your agreement to comply with and compliance with our policies, which may be amended from time to time, including the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing" and the "Code of Ethics" (collectively referred to as the "Policies").
4. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
5. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
6. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
7. Proof of entitlement to work in India.

Please note that, in the event of your failure to meet the aforementioned educational criterion and/or provide a certified copy of the mark sheet pertaining to the same to the Company within 6 months of the date hereof, this offer and any employment pursuant to it, shall automatically stand revoked or terminated, without the Company being required to provide you any further notice for the same.

Please note that employment is for no fixed term and either you or the Company may terminate the employment relationship at any time for any reason, in accordance with applicable Company policy and law. Any payments that may be due to the Company by you may, upon the termination of your employment with the Company, be reduced from any amount payable to you by the Company, at the Company's discretion.

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You are required to comply with the India Employee Handbook and any other rules, policies or procedures of the Company as issued and/or amended from time to time. Application of such rules, policies or procedures is at the Company's discretion and is not a contractual entitlement unless otherwise specified in the India Employee Handbook. The Company reserves the right to supplement, change, amend, withdraw or discontinue its policies, guidelines and procedures at its discretion and in accordance with applicable law. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.

You will keep in strictest confidence the existence, all past and present discussions or correspondence relating to your candidature, this letter, as well as and the terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, parents, attorney or accountant, without the Company's consent. This agreement constitutes the entire agreement between the parties and supersedes any previous written or oral agreement or understanding between them in relation to the matters dealt with in it (including any statements made during your interviews or other recruitment process). You acknowledge that you have not been induced to enter into this agreement by any representation, warranty or undertaking not expressly incorporated into it. No variations to the terms will be valid unless they are published in writing by Human Resources.

Nomura Services India Private Limited  
 10th Floor, Nomura, Hiranandani Business Park, Powai,  
 Mumbai - 400 076, India

Telephone +91 22 3053 4028  
 Facsimile +91 22 3053 2111  
 Website www.nomura.com

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Mumbai, pursuant to the Rules of Arbitration of the International Chamber of Commerce. The language of the arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to Uma Pillai, Human Resources, 10th Floor, Nomura, Off High Street, Hiranandani Business Park, Powai, Mumbai – 400 076, within such time as requested by the Company. All additional pre-employment documentation provided to you must be completed and returned on or before your start date. An additional copy of this letter is enclosed for your files.

Please note that you need to meet Sameeksha Dhyani in Human Resources, on your first day, to complete your joining formalities.

We look forward to your joining the Company.

Sincerely,

RESHMA  
 NANDKISHO  
 RE KHANNA

Digitally signed by  
 RESHMA  
 NANDKISHORE  
 KHANNA  
 Date: 2021.08.03  
 13:53:43 +05'30'

Reshma Khanna  
 Vice President – Human Resources

Accepted by:





**For Sheila Raheja School of Business  
 Management & Research**

  
 Director

\_\_\_\_\_  
 Dhananjay Dagdu Chaudhari

\_\_\_\_\_  
 Date

Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone: +91 22 3053 4626  
Facsimile: +91 22 3053 2111  
Website: www.nomura.com

**Annexure A**

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

**Name:** Dhananjay Dagdu Chaudhari

**Corporate Title:** Analyst

**Functional Title:** Analyst

**Division:** Finance

**Start Date:** 09 August 2021

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

|                   |  | Annum<br>(INR) | Month<br>(INR) |
|-------------------|--|----------------|----------------|
| <b>Fixed Pay</b>  | Basic Salary                             | 142,500        | 11,875         |
|                   | House Rent Allowance                     | 71,250         | 5,938          |
|                   | Special Allowance*                       | 71,250         | 5,938          |
|                   | <b>Total Fixed Pay</b>                   | <b>285,000</b> | <b>23,750</b>  |
| <b>Retirement</b> | Company's Contribution to Provident Fund | 21,600         | 1,800          |
|                   | <b>Total Fixed Pay + Retirement</b>      | <b>306,600</b> | <b>25,550</b>  |

\* As part of the Special Allowance, you will be able to declare Leave Travel Allowance (LTA) amount of up to 8.33% of your basic salary. Such expenses will be exempt from taxes and paid to you upon submission of documentary evidence of incurring these expenses in accordance with Nomura's policies.

\*As part of Special Allowance, employees who are "blind or orthopedically handicapped with disability of lower extremities are eligible for an allowance exemption of INR 3,200 per month, subject to submission of requisite documentary evidence.

\*You may also contribute up to 10% of your basic salary towards "Corporate National Pension System" which will be deducted from your Special Allowance

**Other Benefits:**

- Eligibility for Gratuity as per the Payment of Gratuity Act.
- Medical Insurance for self, spouse, children and any two persons amongst your parents or parents-in-law up to INR 600,000/- per year.
- Personal Accident Insurance (up to 5 times of Total Fixed Pay + Retirement in case of permanent disability/ death).
- Life Insurance for self (5 times of Total Fixed Pay + Retirement), contingent upon medical clearance, if applicable



Nomura Services India Private Limited  
10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4026  
Facsimile +91 22 3053 2111  
Website www.nomura.com

## Annexure B

### Documents Required:

1. Signed copy of Offer Letter along with signed Annexure A;
2. 2 passport size photographs;
3. Forms, statements and agreements :
  - a. Employment Application Form;
  - b. Letter of Authorization;
  - c. Confidentiality Undertaking;
  - d. Compensation Information Confidentiality Form;
  - e. Intellectual Property Agreement;
  - f. Questionnaire – New Employees Form, and
  - g. Personal Information Collection Statement.

Please carry the relieving letter from your current employer (if applicable) on your date of joining.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

40241



Mrs Geeta Chauhan <admin@srbs.edu.in>

**Fwd: Job Description from pinclick**

Anant Digaskar <anantdigaskar@srbs.edu.in>  
To: SRBS Admin <admin@srbs.edu.in>

Tue, Feb 23, 2021 at 3:19 PM

----- Forwarded message -----  
From: nikita . <nikita@pinclick.in>  
Date: Wed, Nov 18, 2020 at 6:13 PM  
Subject: Re: Job Description from pinclick  
To: Anant Digaskar <anantdigaskar@srbs.edu.in>

Good Evening Sir,

PFA of the selected candidates and revert with there signature and date of joining in pdf format

List of selected students

- 1. Akshit Mehta
- 2. Vikesh ravindra Manjareksr
- 3. Yogesh P chiplunkar

Thank you for your support

Thank you  
Regards  
Nikita  
HR Executive  
+919019914769  
Pinclick Property Management pvt ltd  
Bangalore

On Tuesday, November 17, 2020, 11:03:39 AM GMT+5:30, nikita . <nikita@pinclick.in> wrote:

Good Morning Sir,

We have scheduled the interview tommorow i.e. on 18th Nov. Students can expect the call between 3pm to 6pm.

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

Thank you  
Regards  
Nikita  
HR Executive  
+919019914769

*[Handwritten initials]*

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Pinclick Property Management pvt ltd  
Bangalore

On Tuesday, November 17, 2020, 10:55:57 AM GMT+5:30, Anant Digaskar <anantdigaskar@srbs.edu.in> wrote:

Dear Nikita,

We spoke.

As informed the interviews are scheduled tomorrow.(8 students-CVs attached)

Kindly confirm the timings.

regards,

Anant Digaskar  
Asst.Professor/Head-Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandra(East),  
Mumbai 400 051.  
Mob:9921521400

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

From: Anant Digaskar <anantdigaskar@srbs.edu.in>  
Date: Wed, Nov 11, 2020 at 11:35 AM  
Subject: Re: Job Description from pinclick  
To: nikita . <nikita@pinclick.in>  
Cc: Dr Vijay Wagh <director@srbs.edu.in>, Vaibhav Kulkarni <vaibhavkulkarni@srbs.edu.in>

Dear Nikita,

The CVs of interested students are attached herewith.

Kindly update us about the recruitment process.

As discussed, the students can join from 1st January 2021.

regards,

Anant Digaskar  
Asst.Professor/Head Placement  
Sheila Raheja School of Business Management And Research  
Raheja Education Complex,  
Kher Nagar, Bandara(East),  
Mumbai 400 051.

For Sheila Raheja School of Business  
Management & Research



  
Director

On Tue, Nov 10, 2020 at 12:10 PM nikita . <nikita@pinclick.in> wrote

Dear Ma'am\Sir,

Greetings for the day!

We would like to have a placement drive for PG (Post Graduation) students:

Area Property Advisor(2 years Experience)  
CTC: 6.36 LPA ( 4.56 Fixed + 1.8 Variable)  
Location: Bangalore,Thane,Gurgaon,Pune

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Sr.Property Advisor (1 year Experience)  
CTC: 5.76 LPA ( 3.96 Fixed + 1.8 Variable)  
Location:Bangalore,Thane,Gurgaon,Pune

Property Advisor(Fresher MBA)  
CTC: 5.16 LPA ( 3.36 Fixed + 1.8 Variable)  
Location:Bangalore,Thane,Gurgaon,Pune

**About Pinclick:**

Pin Click is a technology platform with strong offline integration providing property advisory solutions. Pin Click is one among the largest property advisory firm in the residential segment with offices in Bangalore, Pune, Delhi and Mumbai. They advise clients on investing in residential properties of Tier 1 Developers like Kolte, Patil, Hiranandani, Godrej, Lodha, L&T, Shapoorji, Prestige, Sobha, Brigade, Purvankara among others.

Please find below the Job Description for each of the above role:

We are looking for highly motivated individuals with a sales orientation. The ideal candidate is a hands-on, growth-focused individual responsible. We have an in-house training program for people who do not have a real estate background. There will be a training of 7-10 days (classroom and field training ) followed by a written test and presentation.

**1.Area Property Manager**

Area Manager will drive a team of 5 Property Advisors/ Senior Property Advisor. The role of Senior Property Advisor involves showcasing and advising clients to invest in various residential projects of Tier 1 developers.

Location: Pune, Gurgaon, Thane and Bangalore  
Experience: 2 years

**DESIRED CANDIDATE PROFILE:**

- Only Male Candidates
- With a experience of 0-5 years
- Must have 2 Wheeler and willing to travel Locally
- Should be a Graduate / Post Graduate
- Strong relationship building skills and ability to network
- Strong Communication Skills
- High on Energy and Committed Individual

**Benefits:**

- In House training on provided by company
- Attractive incentives from 25% on revenue generation post base target per month

**2.Senior Property Advisor:**

The role of Senior Property Advisor involves showcasing and advising clients to invest in various residential projects of Tier 1 developers.

Location: Pune, Gurgaon, Thane and Bangalore  
Experience: 1 year

**DESIRED CANDIDATE PROFILE:**

- Only Male Candidates

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**

(B)

- With a experience of 0-1 year
- Must have 2 Wheeler and willing to travel Locally
- Should be a Graduate / Post Graduate
- Strong relationship building skills and ability to network
- Strong Communication Skills
- High on Energy and Committed Individual

**Benefits:**

- In House training on provided by company
- Attractive incentives from 25% on revenue generation post base target per month

3. Property Advisor: The roles involves showcasing and advising cilents to invest in various residential projects of Tier 1 developers. This involves cilents management i.e he need to get in touch with the cilents which company provides and suggest the properties which suits their requirement.

CTC: 5.16 LPA (3.36 Fixed + 1.8 Variable)

The variable pay/Incentives: Start at 15,000 INR Per month.

Incentives increases based on performances.

Location: Bangalore, Mumbai, Delhi

**Desried Candidate profile**

1. Degree: MBA/PGDM/PGPM (Marketing Specialization)
2. Male Candidates Only
3. Excellent Communication Skills.
4. Should be proficient in Hindi and English language.
5. Should be comfortable to work on weekends, with a week off either Monday or Tuesday.
6. Two Wheeler Mandatory and DL.

The first 6 months during probation period the fixed salary will be 3,00,000 INR

Thank you  
Regards  
Nikita  
HR Executive  
+919019914769  
Pinclick Property Management pvt ltd  
Bangalore

**For Sheila Raheja School of Business  
Management & Research**



  
Director





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Anant Digaskar  
Asst. Professor/Head-Placement

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18<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

Dear Akshit Mehta,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Property Advisor", with effect from 16<sup>th</sup> December 2020.

The terms of our offer are as follows:

1. The details of your attached earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at Thane office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance.
4. You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

**For Sheila Raheja School of Business Management & Research**



*M.*  
Director

*PS*

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The details of your annual earnings are as Annexure A.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

|   |  |                                      |                     |
|---|--|--------------------------------------|---------------------|
|   | <b>Name</b>                            | <b>Akshit Mehta</b>                  |                     |
|   | <b>Designation</b>                     | <b>Property Advisor</b>              |                     |
|   | <b>Department</b>                      | <b>Sales</b>                         |                     |
|   | <b>Date of Joining</b>                 | <b>16<sup>th</sup> December 2020</b> |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>                 | <b>INR – Annual</b> |
| <b>A</b>  | <b>Fixed Compensation</b>              |                                      |                     |
|   | Basic Salary                           | 7,350                                | 88,200              |
|   | House Rent Allowance                   | 6,125                                | 73,500              |
|   | Conveyance Allowance                   | 800                                  | 9,600               |
|   | Medical Reimbursement                  | 1,250                                | 15,000              |
|   | LTC                                    | 2,400                                | 28,800              |
|   | Children Education Allowance           | 2,000                                | 24,000              |
|   | Special Allowance                      | 3,340                                | 40,080              |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>23,265</b>                        | <b>2,79,180</b>     |
| <b>Benefits</b>   |  |                                      |                     |
| <b>B</b>  | PF Employee                            | 882                                  | 10,584              |
|   | Gratuity                               | 353                                  | 4,236               |
|   | Mobile Sim Provided by Company         | 500                                  | 6,000               |
|   | <b>Sub Total II</b>                    | <b>1,735</b>                         | <b>20,820</b>       |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>25,000</b>                        | <b>3,00,000</b>     |
| <b>C</b>  | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>                       | <b>1,80,000*</b>    |
| <p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |  |                                      |                     |

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**





ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK

|   |  |                                |                     |
|---|--|--------------------------------|---------------------|
|   | Name                                   | Akshit Mehta                   |                     |
|   | Designation                            | Property Advisor               |                     |
|   | Department                             | Sales                          |                     |
|   | Date of Joining                        | 15 <sup>th</sup> December 2020 |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>           | <b>INR – Annual</b> |
| A   | <b>Fixed Compensation</b>              |                                |                     |
|   | Basic Salary                           | 8,400                          | 1,00,800            |
|   | House Rent Allowance                   | 7,000                          | 84,000              |
|   | Conveyance Allowance                   | 800                            | 9,600               |
|   | Medical Reimbursement                  | 1,250                          | 15,000              |
|   | LTC                                    | 2,400                          | 28,800              |
|   | Children Education Allowance           | 2,000                          | 24,000              |
|   | Special Allowance                      | 4,739                          | 56,868              |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>26,589</b>                  | <b>3,19,068</b>     |
|   | <b>Benefits</b>                        |                                |                     |
| B   | PF Employee                            | 1,008                          | 12,096              |
|   | Gratuity                               | 403                            | 4,836               |
|   | <b>Sub Total II</b>                    | <b>1,411</b>                   | <b>16,932</b>       |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>28,000</b>                  | <b>3,36,000</b>     |
| C   | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>                 | <b>1,80,000*</b>    |
|   |  | <b>43,000</b>                  | <b>5,16,000</b>     |
| <p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/>         * The Offer/ Salary Is Subjective to Completion of Training<br/>         *Two-wheeler is mandatory with valid driving license.</p> |  |                                |                     |
| <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary tax and Employee contribution towards PF,ESICas applicable.</li> </ul>  |  |                                |                     |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at

PinClick Property Management PvtLtd.,

**For Sheila Raheja School of Business Management & Research**

Mr. Manik Kinra Co  
Founder

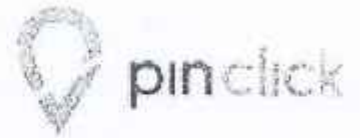


  
Director



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## Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same, in accepting employment with PinClick undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**

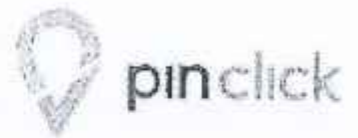


  
Director





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18<sup>th</sup> November 2020

Sub: Offer of employment by Pin Click

Dear Vikesh Ravindra Manjarekar,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as **"Property Advisor"**, with effect from 16<sup>th</sup> December 2020.

The terms of our offer are as follows:

1. The details of your attached earnings are attached here with Annexure A. Once the PPO is confirmed 5.16 LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such a clearance.
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

For Sheila Raheja School of Business  
Management & Research



Director

The details of your annual earnings are as Annexure A.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

|   |  |                                      |                     |
|---|--|--------------------------------------|---------------------|
|   | <b>Name</b>                            | <b>Vikesh Ravindra Manjarekar</b>    |                     |
|   | <b>Designation</b>                     | <b>Property Advisor</b>              |                     |
|   | <b>Department</b>                      | <b>Sales</b>                         |                     |
|   | <b>Date of Joining</b>                 | <b>16<sup>th</sup> December 2020</b> |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>                 | <b>INR – Annual</b> |
| <b>A</b>  | <b>Fixed Compensation</b>              |                                      |                     |
|   | Basic Salary                           | 7,350                                | 88,200              |
|   | House Rent Allowance                   | 6,125                                | 73,500              |
|   | Conveyance Allowance                   | 800                                  | 9,600               |
|   | Medical Reimbursement                  | 1,250                                | 15,000              |
|   | LTC                                    | 2,400                                | 28,800              |
|   | Children Education Allowance           | 2,000                                | 24,000              |
|   | Special Allowance                      | 3,340                                | 40,080              |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>23,265</b>                        | <b>2,79,180</b>     |
|   | <b>Benefits</b>                        |                                      |                     |
| <b>B</b>  | PF Employee                            | 882                                  | 10,584              |
|   | Gratuity                               | 353                                  | 4,236               |
|   | Mobile Sim Provided by Company         | 500                                  | 6,000               |
|   | <b>Sub Total II</b>                    | <b>1,735</b>                         | <b>20,820</b>       |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>25,000</b>                        | <b>3,00,000</b>     |
| <b>C</b>  | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>                       | <b>1,80,000*</b>    |
| <p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |  |                                      |                     |

**For Sheila Raheja School of Business Management & Research**



  
Director



**ANNEXURE - B**

| COMPENSATION & BENEFITS STATEMENT - PIN CLICK  |                                 |                                |                     |
|--|---------------------------------|--------------------------------|---------------------|
|  | Name                            | Vikesh Ravindra Manjarekar     |                     |
|  | Designation                     | Property Advisor               |                     |
|  | Department                      | Sales                          |                     |
|  | Date of Joining                 | 16 <sup>th</sup> December 2020 |                     |
|  | <b>C &amp; B CATEGORY</b>       | <b>INR - Monthly</b>           | <b>INR - Annual</b> |
| A  | Fixed Compensation              |                                |                     |
|  | Basic Salary                    | 8,400                          | 1,00,800            |
|  | House Rent Allowance            | 7,000                          | 84,000              |
|  | Conveyance Allowance            | 800                            | 9,600               |
|  | Medical Reimbursement           | 1,250                          | 15,000              |
|  | LTC                             | 2,400                          | 28,800              |
|  | Children Education Allowance    | 2,000                          | 24,000              |
|  | Special Allowance               | 4,739                          | 56,868              |
|  | <b>Sub-Total I / Gross Pay</b>  | <b>26,589</b>                  | <b>3,19,068</b>     |
| <b>Benefits</b>  |                                 |                                |                     |
| B  | PF Employee                     | 1,008                          | 12,096              |
|  | Gratuity                        | 403                            | 4,836               |
|  | <b>Sub Total II</b>             | <b>1,411</b>                   | <b>16,932</b>       |
| <b>Total A + B</b>   | <b>Cost to the Company</b>      | <b>28,000</b>                  | <b>3,36,000</b>     |
| C  | Performance Enhanced Incentives | 15,000*                        | 1,80,000*           |
|  |                                 | 43,000                         | 5,16,000            |
| <b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br>* The Offer/ Salary Is Subjective to Completion of Training<br>*Two-wheeler is mandatory with valid driving license. |                                 |                                |                     |
| • Gross Pay is prior to tax being deducted at Source from the salary tax and Employee contribution towards PF,ESICas applicable.   |                                 |                                |                     |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at

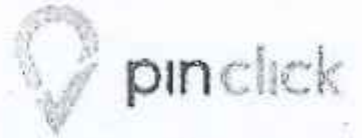
PinClick Property Management Pvt.Ltd.,

**For Sheila Raheja School of Business  
Management & Research**

Mr.ManikKinraCo  
Founder



  
Director



## Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with PinClick undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

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

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

Anticipated StartDate: \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**



  
Director





Date :12/05/2021

To  
Aditya Deepak Kharade  
(Code: CAN318887)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Rep, Client Processing**. Your services are being deputed to **BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED** on the following terms and conditions:

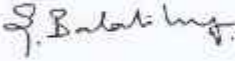
- Your employment will be valid from **17/05/2021 To 16/11/2021** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 195,660.00 per Annum** (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,  
For Randstad India Pvt Ltd.

  
Authorized Signatory  
Balakrishnan S  
Head - HRSSC

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Ref. No: SPA/21-22/3476  
Date: 26/02/2021

SPA Global Private Limited

CIN: U67120MH1998PTC104655

Regd. Off.:  
101 A, 10th Floor, Mittal Court  
Nariman Point, Mumbai - 40002  
Tel.: 2280 1240 / 4043 900  
Fax: 2280 1247 / 4289 567  
Email: info@spaglobeops.com

Dixali Lad  
C-906, Bachraj Landmark,  
Opposite Club one,  
Near Yazoo Park  
Global City, Vihar West  
Mumbai 401303

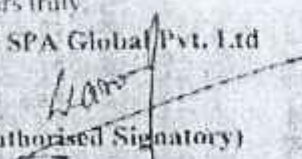
Sub :- Offer Letter.

This has reference to your application and subsequent interview you have had with us, we are pleased to offer you the position of "Executive" in our "SPA Global Pvt. Ltd" based at Mumbai. We are pleased to offer you employment on the following terms and conditions:

1. You will be reporting to **Authorised Person** of the Company or any person authorized by him. We trust that your knowledge, skills and experience will be among our most valuable assets.
2. As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:
3. Annual gross starting salary (CTC) would be **Rs. 3,60,000/-** subject to tax and other statutory deductions.
4. You will be on probation for a period of 6 months from your date of appointment. Your performance will be reviewed during this period and a confirmation letter shall be issued to you separately, on the successful completion of your probation period.
5. This offer letter is valid till **10.03.2021**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.
6. Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **Mumbai office**.
7. You will be required to submit the following documents to HR at the time of your joining:
  - a. All testimonials and educational certificates
  - b. 2 Photographs
  - c. Proof of residence
  - d. Copy of PAN card
8. We look forward to welcome you aboard to a long and mutually beneficial association with us.

Yours truly

For SPA Global Pvt. Ltd

  
(Authorised Signatory)

ACCEPTANCE:


I have read the terms of employment set out in this letter and confirm my acceptance for the same.

Name: Dixali Lad

Signature: Dixali

For Sheila Raheja School of Business  
Management & Research



  
Director



Ref. No: SPA/21/22/005  
Date: 26.02.2021

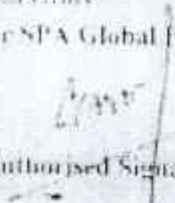
Shelcy Gonsalves  
Sonia House, Chokate, V. Dange  
Near Court House, Erandvadi  
Vandri, E-4  
Mumbai - 400079

**Sub: Offer Letter.**

In view of your application and subsequent interview you have had with us, we are pleased to offer you the position of "Executive" in our "SPA Global Pvt. Ltd" based in Mumbai. We are pleased to offer you employment on the following terms and conditions:

- You will be reporting to **Authorised Person** of the Company or any person authorized by him. We trust that your knowledge, skills and experience will be among our most valuable assets.
- As discussed and agreed with you, you will be eligible to receive the following benefits on your joining date:
  - Annual gross starting salary (CTC) would be Rs. 3,60,000/ subject to tax and other statutory deductions.
- You will be on probation for a period of 6 months from your date of appointment. Your performance will be reviewed during this period and a confirmation letter shall be issued to you separately on the successful completion of your probation period.
- This offer letter is valid till **10.03.2021**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.
- Your Appointment Letter will be issued on the date of joining. The joining formalities and instructions will be issued to you from Mumbai office.
- You will be required to submit the following documents to HR at the time of your joining:
  - All your original and educational certificates
  - 3 Passport photos
  - Proof of residence
  - Copy of PAN card
- We look forward to welcome you aboard to a long and mutually beneficial association with us.

Yours truly  
For SPA Global Pvt. Ltd

  
(Authorised Signatory)

**For Sheila Raheja School of Business Management & Research**



  
Director

**ACCEPTANCE:**

I have read the terms of employment set out in this letter and confirm my acceptance for the same.

Name: Shelcy Allan Gonsalves

Signature: 



## SHRIRAM GENERAL INSURANCE COMPANY LIMITED

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.  
Email: chd@shriramgi.com, Website: www.shriramgi.com



BE INSURED... REST ASSURED  
associated with Sanlam group

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302 022  
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

HRD/APL/SGI/2021/14335

Dated: 4<sup>th</sup> March, 2021

To,  
Mr. Yogesh Prakash Chiplunkar  
Kolke Wadi  
Ratnagiri  
Maharashtra - 415603  
Mobile: 7219277911

Dear Mr. Chiplunkar,

Offer Cum Appointment Letter

With reference to the interview you had with us, we are pleased to appoint you as Relationship Executive – Marketing on the following terms and conditions:

1. Your Compensation will be Rs. 4,17,300/- (Total Cost to Company - TCIC) per annum and the structure is as detailed in Annexure 1 to this letter.
2. **POSTING & DATE OF JOINING:** You will be posted at our Thane, Mumbai Branch the address which is "Shriram General Insurance Co.Ltd. Office No. 106, Road No. 22, Exclensia, Lodha Suprumus - 2, Wagale Estate, Thane -400604" You are required to report at our branch on or before 8<sup>th</sup> March, 2021 at 09:30 hrs. and submit the joining report duly signed by you to the HR Department. The date mentioned in the joining report shall be recorded as your date of joining in our records.
3. **REPORTING:** For Functional, Operational and Administrative Purposes, you will report to Mr. Kishore Ambadas Erande – Branch Manager, Thane, Mumbai Branch.
4. **NOTICE PERIOD:** You will be on probation for a period of Six Months and your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company after completion of service bond; you will have to give the company a notice of three months. In case of failure to give such notice you shall be liable to pay the Company three months' salary in lieu of notice period. If the notice period is shorter than the three month notice period, the same will be deducted from the three month period and the salary has to be paid by you for the residual period of the notice period.
5. **DRESS CODE:** You are required to attend the office in the decent & formal attire.
6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the first Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature. On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave.
7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.
8. This appointment letter is made on the understanding that the information and relevant documents provided by you are correct, true and complete. If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.

For Sheila Raheja School of Business  
Management & Research



Director

Contd. On page 2

Signature of Candidate

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.

Email: chd@shriramgi.com, Website: www.shriramgi.com

E-8, EPIP, RIICO, Sitapura, JAIPUR (Ra.) 302 022

Phone: 0141-3270900/2/4, 3928400 Fax: 0141-2770693

BE INSURED... REST ASSURED  
associated with Sanlam group

Continuation Page

((2))

HRD/APL/SGI/2021/14335

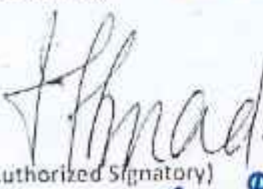
Dated: 4<sup>th</sup> March, 2021

9. This appointment letter is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.
10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and he/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon termination of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Employee will be charged, and subject to legal actions in case of information breach during his/her term of employment even upon termination of his/her service.
11. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.
12. At any point of time if it is revealed that any of your /activities /conduct /negligence of work /disobedience of Management/ decision /misbehavior with any of the colleagues / use of foul language/ financial misappropriations etc., during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shriram General Insurance Company Ltd. for a period of three months from the date of leaving the Company.
13. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited though necessary training for clearing the same will be provided by SGI training center.
14. You have to clear the MY COACH certification - an In-House learning module within 90 days from your date of joining. Failure to do so within 90 days from your date of joining will lead to the entire My Coach fee (Registration + Examination) deduction from your salary till the completion of MY COACH certification.
15. You will retire from the services of the Company on attaining the age of 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier.
16. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.
17. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act, 1996, and by an arbitrator who shall solely be appointed by the Manager HR/Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.
18. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.
19. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

We welcome you to Shriram General Insurance Company Ltd. and look forward to a fruitful association.

Best Wishes,

**For Sheila Raheja School of Business  
Management & Research**

  
(Authorized Signatory)

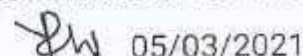


  
Director

I, Mr./Ms. Yogesh Prakash Chiplunkar

\_\_\_\_\_, S/O, D/O Shri

\_\_\_\_\_, do hereby accept the terms and conditions of the Appointment Letter issued to me.

  
05/03/2021

(SIGNATURE &amp; DATE)

## SHRIRAM GENERAL INSURANCE COMPANY LIMITED

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.  
Email: chd@shriramgi.com, Website: www.shriramgi.comE-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302 022  
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

HRD/APL/SGI/2021/14335

Dated: 4<sup>th</sup> March, 2021

## Annexure - 1

|   |   |        |           |
|---|---|--------|-----------|
| Employee Name : Yogesh Prakash Chiplunkar |   |        |           |
| Designation : Relationship Executive      |   |        |           |
| Branch: Thane, Mumbai                     |   |        |           |
| BASIC                                     | : | 11647  | Per Month |
| HRA                                       | : | 5823   | Per Month |
| GROSS (Rs.)                               | : | 17470  | Per Month |
| BONUS / EXGRATIA ( to be paid annually)   | : | 1400   | Per Month |
| PF (Company Contribution)                 | : | 1397   | Per Month |
| ESIC (Company Contribution)               | : | 567    | Per Month |
| CTC (Rs.)                                 | : | 20834  | Per Month |
| ANNUAL CTC (Rs.)                          | : | 250008 |           |
| Gratuity                                  | : | 6720   | Per Annum |
| PA insurance                              | : | 840    | Per Annum |
| Mediclaime                                | : | 0      | Per Annum |
| EDLI                                      | : | 732    | Per Annum |
| Mobile*                                   | : | 6000   | Per Annum |
| Petrol**                                  | : | 27000  | Per Annum |
| Incentive***                              | : | 126000 | Per Annum |
| TCTC (Rs.)                                | : | 417300 |           |

## Note:-

\*\* Mobile Bill Expense Entitlement As per the company's prevailing policy.

\*\* Petrol Reimbursement: Maximum 40 Ltr. per month (Subject to production of Bill/Log Book) as per the prevailing rate on monthly basis.

\*\*\* You shall be eligible for payment of the incentive in the financial year based on Company's performance and your performance subject to you being in the services of the company and not serving notice period at the time of disbursement. The other terms will be as per your appointment letter.

Annual Appraisal will be on the annual CTC as mentioned in the appointment letter.



(Authorized Signatory)

For Sheila Raheja School of Business  
Management & Research


Director



Signature of Candidate

E-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302 022  
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

HRD/APL/SGI/2021/14336  
Dated: 4<sup>th</sup> March, 2021

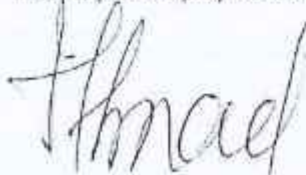
To,  
Mr. Ravindra Pandit Kamble  
Building 177/B  
Govt. Colony  
Bandra (East)  
Mumbai - 400051  
Mobile: 7718088801

Dear Mr. Kamble,

Offer Cum Appointment Letter

With reference to the interview you had with us, we are pleased to appoint you as **Relationship Executive – Marketing** on the following terms and conditions:

1. Your Compensation will be Rs. 4,17,300/- (Total Cost to Company - TCIC) per annum and the structure is as detailed in Annexure 1 to this letter.
2. **POSTING & DATE OF JOINING:** You will be posted at our Andheri Branch, the address which is "Shriram General Insurance Co. Ltd Unit No. 708, The Summit-Business Bay, Off Andheri-Kurla Road, Near W.E.H. Metro Station, Behind Guru Nanak Petrol, Pump, Opp. PVR Cinema, Andheri, East Mumbai-400093" You are required to report at our branch on or before 8<sup>th</sup> March, 2021 at 09:30 hrs. and submit the joining report duly signed by you to the HR Department. The date mentioned in the joining report shall be recorded as your date of joining in our records.
3. **REPORTING:** For Functional, Operational and Administrative Purposes, you will report to Mr. Parth Kunder – Branch In-Charge, Andheri Branch.
4. **NOTICE PERIOD:** You will be on probation for a period of Six Months and your confirmation will depend upon the satisfactory performance during this period. Your services may be terminated without giving any notice and assigning any reason during the probation period. On confirmation, your services may be terminated with advance notice of three months. In any case you intend to leave the company after completion of service bond; you will have to give the company a notice of three months. In case of failure to give such notice you shall be liable to pay the Company three months' salary in lieu of notice period. If the notice period is shorter than the three month notice period, the same will be deducted from the three month period and the salary has to be paid by you for the residual period of the notice period.
5. **DRESS CODE:** You are required to attend the office in the decent & formal attire.
6. **LEAVE ELIGIBILITY:** You will be eligible for 12 Casual Leaves only on Pro-Rata basis in the First Calendar Year of service and thereafter every calendar year, which are non-cumulative in nature. On completion of One Year of service you will be eligible for 12 Sick Leave and 12 Privilege Leave.
7. Your services are liable to be transferred to any office of the company whether in India or abroad at the sole discretion of the Management.
8. This appointment letter is made on the understanding that the information and relevant documents provided by you are correct, true and complete. If it is found at any point of time that the same provided by you is not true, incorrect, incomplete or fraudulent in nature, your employment shall be liable to be terminated without assigning any reasons thereof or without giving any notice.

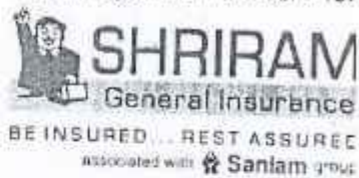


**For Sheila Raheja School of Business  
Management & Research**



  
Director

  
Mr. Kamble  
Date: 04/03/2021

**SHRIRAM GENERAL INSURANCE COMPANY LIMITED**E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA.  
Email: chd@shriramgi.com, Website : www.shriramgi.comE-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302 022  
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693

HRD/APL/SGI/2021/14336

Dated: 4<sup>th</sup> March, 2021

((?))

9. This appointment letter is made on the understanding that, beside the above, delay in submission of your document will debar you from being eligible for confirmation/ increment/ promotion and any incidental benefits.
10. You are debarred to discuss or to disclose by any means any matters, policies, transactions, accounts or any other information pertaining to the Company with outsiders. Further during the course of employment employee shall keep all the information of the company confidential, which may be known to him/her by any means and shall use it in officially authorized manner. Employee shall not share any of his password, security token or any information which is authorized to him/her and He/ She will be responsible and accountable for maintaining those authentications during his/her service period with the company. Upon termination of his/her service for any reason employee will return all records and other information of the company which have been given to him/her in the course of his/her employment or may have come into his/her possession by any means, employee will not attempt to make or retain copies of any data, information or records of company by any means. Employee will be charged and subject to legal actions in case of information breach during his/her term of employment even upon termination of his/her service.
11. You are also debarred, by virtue of your employment in this Organization, to get involved in any other employment or assignment, be it temporary or permanent in nature, without an explicit written permission from this Organization.
12. At any point of time if it is revealed that any of your /activities /conduct /negligence of work /disobedience of Management/ decision /misbehavior with any of the colleagues / use of foul language/ financial misappropriations etc., during office hours or beyond is prejudicial to the interests of the Company, your services will be terminated summarily without any Notice. You will not join any of the competitors of Shriram General Insurance Company Ltd. for a period of three months from the date of leaving the Company.
13. You will have to undergo the Licentiate exam at your own cost as an employee of Shriram General Insurance Company Limited, though necessary training for clearing the same will be provided by SGI training center.
14. You have to clear the MY COACH certification - an In-House learning module within 90 days from your date of joining. Failure to do so within 90 days from your date of joining will lead to the entire My Coach fee (Registration + Examination) deduction from your salary till the completion of MY COACH certification.
15. You will retire from the services of the Company on attaining the age of 60 years or on completion of 35 years of continuous service with the Company, whichever is earlier.
16. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies which may be required for violating any of the provisions of this appointment letter / agreement etc. and the Courts at Jaipur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.
17. All the disputes and differences between SGI and you, shall be resolved under the Arbitration and Conciliation Act, 1996, and by an arbitrator who shall solely be appointed by the Manager HR/Authorized Representative and whose decision shall be binding upon the parties. Further, the place of jurisdiction in all matters, including arbitration shall be confined to Jaipur only.
18. Only if you agree with all the clauses, place your signature on required place as a token of your acceptance of this appointment letter.
19. **ACCEPTANCE:** Please return the duplicate copy of this letter, duly acknowledged as a token of your acceptance of the terms and conditions.

We welcome you to Shriram General Insurance Company Ltd. and look forward to a fruitful association.

Best Wishes, **For Shella Raheja School of Business Management & Research**

*Ahmad*  
(Authorized Signatory)



*Ahmad*  
Director

I, Mr./Ms. **RAVINDRA PANDIT KAMBLE**  
S/O. **Dr. Shri PANDIT KISAN KAMBLE**  
, do hereby accept the terms and conditions of  
the Appointment Letter issued to me.

*Ravindra Kamble*  
(SIGNATURE & DATE)

## SHRIRAM GENERAL INSURANCE COMPANY LIMITED

E-8, EPIP, RIICO Industrial Area, Sitapura, Jaipur, Rajasthan-302022, INDIA,  
Email: chd@shriramgi.com, Website: www.shriramgi.comBE INSURED... REST ASSURED  
associated with Saniam groupE-8, EPIP, RIICO, Sitapura, JAIPUR (Raj.) 302 022  
Phone: 0141-3220900/2/4, 3928400 Fax: 0141-2770693IRD/APL/SGI/2021/14336  
dated: 4<sup>th</sup> March, 2021

## Annexure - 1

|   |   |        |           |
|---|---|--------|-----------|
| Employee Name : Ravindra Pandit Kamble  |   |        |           |
| Designation : Relationship Executive    |   |        |           |
| Branch: Andheri                         |   |        |           |
| BASIC                                   | : | 11647  | Per Month |
| HRA                                     | : | 5823   | Per Month |
| GROSS (Rs.)                             | : | 17470  | Per Month |
| BONUS / EXGRATIA ( to be paid annually) | : | 1400   | Per Month |
| PF (Company Contribution)               | : | 1397   | Per Month |
| ESIC (Company Contribution)             | : | 567    | Per Month |
| CTC (Rs.)                               | : | 20834  | Per Month |
| ANNUAL CTC (Rs.)                        | : | 250008 |           |
| Gratuity                                | : | 6720   | Per Annum |
| PA Insurance                            | : | 840    | Per Annum |
| Mediclaime                              | : | 0      | Per Annum |
| EDLI                                    | : | 732    | Per Annum |
| Mobile*                                 | : | 6000   | Per Annum |
| Petrol**                                | : | 27000  | Per Annum |
| Incentive***                            | : | 126000 | Per Annum |
| TCTC (Rs.)                              | : | 417300 |           |

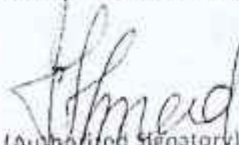
## Note:-

\*Mobile Bill Expense Entitlement - As per the company's prevailing policy.

\*\* Petrol Reimbursement: Maximum 40 Ltr. per month (Subject to production of Bill/Log Book) as per the prevailing rate on monthly basis.

\*\*\* You shall be eligible for payment of the incentive in the financial year based on Company's performance and your performance subject to you being in the services of the company and not serving notice period at the time of disbursement. The other terms will be as per your appointment letter.

Annual Appraisal will be on the annual CTC as mentioned in the appointment letter.



(Authorized Signatory)

For Sheila Raheja School of Business  
Management & Research


Director



Signature of Candidate



20th July, 2021

Pratik Nagda  
E/102,vasant mandir, ambadi road,  
vasai(w),mumbai- 401202 India

Re: Employment Offer

Dear Pratik,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Senior Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **21st July, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **21st July, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application forms as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

GlobeOp Financial Services Technologies (India) Private Limited  
Unit 2, 8th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400 708  
t: +91-22-6813-4000 | e: +91-22-6813-4001 | [careers@ssfc.com](mailto:careers@ssfc.com) | [www.ssfcglobeop.com](http://www.ssfcglobeop.com)  
CIN - U72300MH2011FTC216781

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**For Sheila Raheja School of Business Management & Research**



Director



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services Technologies (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

GlobeOp Financial Services Technologies (India) Private Limited  
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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



SSC  
JURCP

27th July, 2021

**Leena Parab**  
Ekta Chs, Bldg no 9, B - 501, Chandivali mahada colony,  
Powai., Mumbai-400072 India

Re: Employment Offer

Dear Leena,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **28th July, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **28th July, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

- GlobeOp Financial Services Technologies - Global Private Limited  
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t: +91-124-3356000 | +91-124-3356001

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

For **Sheila Raheja School of Business  
Management & Research**



  
Director

GlobeOp Financial Services Technologies (India) Private Limited  
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Ref No: SPA/21-22/3474  
Date: 26.02.2021

SPA Form No: 1 (2017)

12

**Harshik Shah**  
Sheela Raheja School of Business  
No. 17, Cross Road No. 101, Sakinaka Road,  
Andheri East  
Mumbai - 400059

**Sub: Offer Letter**

This has reference to your application and subsequent interview you have had with us. We are pleased to offer you the position of "Executive" in our "SPA Global Pvt. Ltd" based in Mumbai. We are pleased to offer you employment on the following terms and conditions:

1. You will be reporting to Authorized Person of the Company (as specified in letter 26.02.2021). We trust that your knowledge, skills and experience will be a major asset to our valued team.
2. As discussed and agreed with you, you will be able to receive the following beginning of your joining date:
3. Annual gross starting salary of Rs. 3,60,000/- (subject to tax and other statutory deductions)
4. You will be on probation for a period of six months from the date of appointment. Your performance will be reviewed during this period and a written appraisal letter will be issued to you separately on the successful completion of the probation period.
5. This offer letter is valid till 10.03.2021. Please send a signed copy of this letter indicating your acceptance to join and registration of appointment with the account given by HR HR.
6. Your Appointment Letter will be issued on the date 10.03.2021. The appointment letter will be issued to you at the office of Mumbai office.

You will be expected to submit the following documents to HR at the time of your joining:

1. All the documents and educational certificate (if applicable)
2. Proof of residence
3. Copy of PAN card

Yours truly,  
For SPA Global Pvt. Ltd

**For Sheila Raheja School of Business  
Management & Research**

Authorized Signatory:



Director

ACCEPTANCE

Name: Harshik Magesh Shah  
Signature:

19

51



20th July, 2021

Anuj Kadam  
Kadam wadi, Carter Road no: 2nd,  
Mumbai- 400066 India

Re: Employment Offer

Dear Anuj,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **21st July, 2021**. The first three months will be treated as a probationary period.

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On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

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As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

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**For Sheila Raheja School of Business  
Management & Research**

Handwritten initials: SR, PH



Handwritten signature and the word **Director**



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

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For **Sheila Raheja School of Business  
Management & Research**

  
Director

SS-58

4 people

# SS&C Globeop - Excel Sheet and CV



**Fanny Gala** <fannygala09@gmail.com>

May 31, 2021  
9:33 AM

to me, Mayuresh, Shalcy

Greetings of the day

Kindly find the attachment of excel sheet and updated CV's of interested students for SS&C Globeop.

SS  
GL

Thanks & Regards  
Fanny Gala  
2 Attachments

**Vivek Sharma** <viveksharma@srbs.edu.in>

May 31, 2021,  
2:57 PM

to nikhil.tahilramani

Dear Nikhil

Good afternoon to you!!!

Please find the list of SRBS Students. We tried to expedite as much as I could.

We have asked them to prepare well.

It would be great if you could schedule the interview for Wednesday/ Thursday. However, your decision on the date and time is final.

Please let me know the schedule.

I am also available on 9324545442.

Best regards

**For Sheila Raheja School of Business  
Management & Research**

2 Attachments

*Handwritten initials*



*Handwritten signature*  
Director

**Vivek Sharma**

1:17 PM (0  
minutes ago)

to Ritu

Dear Ma'am  
PFA. the email to SS&C GlobeOp  
Warm regards

**2 Attachments**

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
Director

# SRBS MMS Finance - Executive Placements

External  
Inbox

**Vivek Sharma** <[viveksharma@srbs.edu.in](mailto:viveksharma@srbs.edu.in)>

Mon, May 24,  
8:20 PM

to [nikhil.tahilramani](mailto:nikhil.tahilramani)

Dear Nikhil

Good evening to you!!

I am interacting with you for the first time after I came to know that you handle Campus Hiring for your organization.

Sheila Raheja School of Business Management and Research (SRBS), Bandra East, Mumbai is proud of its association with your esteemed organization. Our first Executive Placements were done for Batxh 2011-13 and our professional association has grown from strength to strength in the last 9 years.

Our MMS Finance Students have finished their University Paper and are ready to join. It would be great if you could share the Job Description for roles currently available in your esteemed organisation.

We would like the tradition of 8-10 Finance students working with this Fortune 500 Company to get further cemented.

Kindly revert along-with Job Description to us.

Best regards

Vivek Sharma  
91 9820451544

**Nikhil Tahilramani** <[nikhil.tahilramani@sscinc.com](mailto:nikhil.tahilramani@sscinc.com)>

Sun, May 30,  
4:40 PM

to me

Hi Vivek,

**For Sheila Raheja School of Business  
Management & Research**



  
Director



As discussed, PFA the Job Descriptions for your reference, please share the list of interested students in attached format with their updated resume.  
We will like to meet interested candidates tomorrow for interview process.

Students should be willing to work in Afternoon Shift.

Job Location : Airoli/Malad

**Employment Details :**

- Ø Salary : INR 350,000 p.a. + Variable Bonus (based on the performance in interview)
- Ø 12 weeks of Remarkable On-Boarding (Probation Period), confirmation based on performance during probation
- Ø "Training Lock-in Period" – 6 months from date of confirmation - Only INR 30,000

Please ask the students to read through the enclosed 3D sheets and come fully prepared with a detailed understanding of financial concepts, markets & derivative instruments.

**Products :**

Derivatives (Options, Futures, Forwards, Swaps – Interest Rate Swaps, Credit Default Swaps), Option Strategies , FX OTC Options, Swaptions, Caps n Floors and Total Return Swaps, Bonds, Loans, Corporate Actions, Shares (Equity & Preference),  
Capital Market (Primary & Secondary), NAV Calculation, basic of .

In case of any query please feel free to call me on 9769896776

Best Regards,

Nikhil Tahilramani  
SS&C GlobeOp  
Manager - Human Resources  
SS&C GlobeOp Financial Services Technologies (India) Private Limited  
Office Unit 2 & 3 4th Floor Office Level, Building 5 & 6  
MindSpace – Airoli Serene Properties Pvt. Ltd. SEZ

Airoli Navi Mumbai 400 708  
[nikhil.tahilramani@sscinc.com](mailto:nikhil.tahilramani@sscinc.com) [www.sscinc.com](http://www.sscinc.com) [www.sscglobetop.com](http://www.sscglobetop.com)

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**For Sheila Raheja School of Business  
Management & Research**



  
Director

From: Vivek Sharma <[viveksharma@srbs.edu.in](mailto:viveksharma@srbs.edu.in)>  
Sent: Monday, May 24, 2021 8:21 PM  
To: Nikhil Tahilramani <[nikhil.tahilramani@sscinc.com](mailto:nikhil.tahilramani@sscinc.com)>  
Subject: SRBS MMS Finance - Executive Placements

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This email with all information contained herein or attached hereto may contain confidential and/or privileged information intended for the addressee(s) only. If you have received this email in error, please contact the sender and immediately delete this email in its entirety and any attachments thereto.

### 3 Attachments

Vivek Sharma <[viveksharma@srbs.edu.in](mailto:viveksharma@srbs.edu.in)>

Mon, Jun 14,  
12:33 PM

to Nikhil

Dear Nikhil

Good afternoon to you!!!

Request you kind intervention regarding Campus Hiring.  
Should I speak to Willis Sir regarding it.  
Please advice.

Warm regards

Vivek

7 Attachments

**For Shella Raheja School of Business  
Management & Research**



  
Director

ReplyForward





20th July, 2021

**Mayuresh Patil**  
309, Gautam Apt, Vishal Nagar,  
Ambadi Road., Vasai- 401202 India

Re: Employment Offer

Dear Mayuresh,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in Mumbai. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **21st July, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **21st July, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

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**For Sheila Raheja School of Business  
Management & Research**

     
**Director**



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

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19th August, 2021

**Syed Faizan Ali**  
B/505, Anurag Bldg, Ganga Complex,  
Lodha Road, Mira Road (E), Thane- 401107 India

Re: Employment Offer

Dear Syed Faizan,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **23rd August, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **23rd August, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

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t: +91-124-3356000 f: +91-124-3356001



**For Sheila Raheja School of Business Management & Research**

**Director**



As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040.

Kind regards,

**For GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
**Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services Technologies (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
 Management & Research**



  
**Director**

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17th August, 2021

Harshida Korgaonkar  
06 Giriraj CHS. R. T. Road, mumbai- 400068 India

Re: Employment Offer

Dear Harshida,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **23rd August, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **23rd August, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

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**For Sheila Raheja School of Business  
Management & Research**

*Handwritten initials*



*Handwritten signature*  
**Director**



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to your agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

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For **Sheila Raheja School of Business  
Management & Research**

  
Director



For Sheila Raheja School of Business Management & Research



Director

3rd September, 2021

Hitesh Bhandari
Nanda Mahadev Bhandari House, Near Shobha Flour Mill,
Charkop Village, Kandivali West, Mumbai- 400067 India

Re: Employment Offer

Dear Hitesh,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be Associate, reporting to your line manager. The office is located in Mumbai. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on 6th September, 2021. The first three months will be treated as a probationary period.

Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be INR 400000/- (Rupees Four Lakhs Only) per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on 6th September, 2021. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of INR 30000 (Rupees Thirty Thousand Only), towards training investment incurred by the Company.

Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

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If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with GlobeOp Financial Services Technologies (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**



**Director**

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9th September, 2021

Chandan Gorivale  
Durgamata Rahivashisangh,  
Datta Mandir Road, Mumbai- 400055 India

Re: Employment Offer

Dear Chandan,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be Associate, reporting to your line manager. The office is located in Mumbai. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on 13th September, 2021. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be INR 400000/- (Rupees Four Lakhs Only) per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on 13th September, 2021. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of INR 30000 (Rupees Thirty Thousand Only), towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

GlobeOp Financial Services Technologies (India) Private Limited  
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For Sheila Raheja School of Business  
Management & Research

*[Handwritten signature]*

*[Handwritten signature]*



*[Handwritten signature]*  
Director



As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director - Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

For **Sheila Raheja School of Business  
Management & Research**



  
Director

**GlobeOp Financial Services Technologies (India) Private Limited**  
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28th April, 2021

Ruchira Salagare  
102, Jyoti Villa, Shastri nagar,  
Vasai- 401202 India

Re: Employment Offer

Dear Ruchira,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in **Mumbai**. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **3rd May, 2021**. The first three months will be treated as a probationary period.

**Salary and Benefits**

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **3rd May, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

**Orientation**

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

**Background Investigation**

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

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**For Sheila Raheja School of Business Management & Research**

*Handwritten initials*



*Handwritten signature*  
**Director**



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

**For Sheila Raheja School of Business  
Management & Research**

*[Handwritten initials]*



*[Handwritten signature]*  
**Director**

**GlobeOp Financial Services Technologies (India) Private Limited**  
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Date: October 20, 2021

To

**Manthan Palkar,****Location: Mumbai****India Business Title: Associate - Financial Services Operations Representative****Workday Title: Financial Services Operations Representative I****Grade: S1**

Dear Manthan Palkar,

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from October 21, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guidelines may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earliest opportunity and shall be binding upon you.

**1. Designation:**

- 1.1 The Company agrees to employ you, and you agree to act as "Associate - Financial Services Operations Representative" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

- 2.1 You will be entitled for an annual cost to company (CTC) of Rs. 2,30,784 (Rupees Two Lakh Thirty Thousand Seven Hundred EightyFour Only ) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.
- 2.2 All amounts payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other

DST Worldwide Services India Private Limited Unit # 301, 3<sup>rd</sup> Floor, Building 5 & 6, Mind-space IT Park,  
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CIN # U72200TG2000PTC034128

**For Sheila Raheja School of Business  
Management & Research**  
Director



**3. Entitlement to other benefits:**

3.1 You will be entitled to provident fund, medical reimbursement, leave travel allowance, personal accident insurance, mediclaim and any other such benefits as per the Company's policies from time to time and as may be applicable to the same class of employees.

**4. Place of work and Transfer:**

4.1 Your initial place of work will be at Mumbai, India. However, your services are transferable and you may be assigned 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.

**5. Shift timings:**

5.1 As the Company functions 24 hours a day and 7 days a week, you will be required to work in shifts as per the requirements of the Company. You will be expected to attend to office except while traveling on business as assigned to you by your superiors. You will be entitled to staggered weekly offs as per the shift schedule put up from time to time.

**6. Probation:**

6.1 You would be on probation until you successfully complete your probationary period and the same is confirmed to you through a confirmation letter. The probationary period is for 90 days and may be extended in case there is a gap in performance and you would be notified on or before your probation date in such a case. At any time, during the probationary period, either you or the company may terminate your service by giving 30 days of notice or the company may at its absolute discretion make a payment or payments representing basic salary or any other contractual entitlements (except any performance based variable bonus) to which you would be otherwise be due in the notice period in lieu thereof.

**7. Termination:**

7.1 Upon completion of probation period and confirmation, either party shall have the right to terminate this letter upon 2 month(s) notice in writing to the other. The company at its discretion, may permit the termination of employment upon payment of 2 month(s) salary in lieu of the 2 month(s) notice.

7.2 Without limitation to Clause 6.1 above, the Company shall be entitled to terminate your employment by giving a written notice of 60 days, if you shall:

- (i) in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of the terms of this letter or your duties or obligations under this letter or of any policies framed by the Company or if you shall repeat or continue

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19/07/2022



**For Sheila Raheja School of Business  
Management & Research**

Director





- after warning any material breach of such obligations or policies; or
- (ii) be convicted by any court of any offence involving moral turpitude; or
  - (iii) be found to be of unsound mind by a court of competent jurisdiction; or
  - (iv) be an un-discharged insolvent; or
  - (v) have applied to be adjudicated as an insolvent and your application is pending; or
  - (vi) in the performance of your duties under this Agreement or otherwise, commit any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation or violation of the Company's policies.

If the Company terminates your employment pursuant to this Clause 6.2, you shall not be entitled to pay in lieu of notice or any other payment except for such sums as shall have accrued due at the date of termination of the Employment

- 7.3 If the Company has reasonable grounds to believe it may have a right to terminate the employment by Summary Notice, it shall be entitled (but without prejudice to its right subsequently to terminate the employment on the same or any other ground) to suspend you on full pay during the period of any enquiry or investigation into the circumstances giving rise to such belief.
- 7.4 The Company may terminate the employment forthwith by paying salary and the value of all other contractual benefits (all discounted to reflect any benefit to you which would result from early payment thereof) in lieu of the required period of notice and it is expressly agreed and declared that such payment in lieu of notice shall not constitute a repudiation of this letter. Any such payment shall be made net of tax and statutory deductions.
- 7.5 Termination of the Agreement under this Clause 6 would be without prejudice to:
- (a) The Company's right to claim the actual damages it has suffered through the breach;
  - (b) Any other relief to which the Company may be entitled under contract, law or equity; and

#### 8. Retirement:

- 8.1 You will retire on attaining the age of 60 or on being declared medically unfit for service by the competent medical authority appointed by the Company.

#### 9. Whilst employed by the Company:

- a) You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your Project Manager and others authorized by the Company to assign such duties and responsibilities to you. Your performance will be subject to annual appraisal by your Project Manager.

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For Sheila Raheja School of Business  
Management & Research

Director



- c) Except in the proper course of your employment, or thereafter you shall not divulge to any third party any information regarding the business matters of the Company or information regarding its customers. All information that comes to your knowledge by reasons of employment with the Company is deemed to be confidential.
- d) You should not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- e) You shall be subject to the rules and regulations of the Company. In addition, you shall not have any authority or the right to make any representations, contracts or commitments for or on behalf of the Company that imply or otherwise pledge the credit of the Company for your personal sake.

**10. Credentials:**

- 10.1 Your continuation in service is subject to satisfactory verification of your credentials. Your services can be terminated without any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given false information.

**11. Discipline:**

- 11.1 You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc would warrant strong disciplinary action from the Company.

**12. Upon Separation:**

- 12.1 Upon separation from the Company you will be required to immediately return to the Company all assets and property of the Company including documents, files, data and memos in your possession or custody. Further, at the time of leaving the Company you shall hand over the charge to the authorized person and obtain a NO DUE CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

**13. Address for communication:**

- 13.1 You have given your address, as it appears at the beginning of this letter. Any communication sent to that address shall be deemed to have been served upon and received by you. It is your responsibility to intimate the Company about any change in the address.

**14. Documents to be submitted at the time of Joining:**

- 14.1 At the time of reporting for duty you are required to submit the following documents:
  - a) Copy of relieving letter from the previous employer.

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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

- b) Copy of birth certificate/ school leaving certificate.
- c) Copies of all academic certificates
- d) Copy of last three months pay slips from the previous employer.
- e) If member of Provident Fund scheme, the membership number and the Universal Account Number (UAN).
- f) Form 16- (I) (pertaining to tax deduction at source) from the previous employer.
- g) 5 Passport size color photographs

**15. Non Compete:**

- 15.1 You shall not, during the term of this arrangement, directly or indirectly, by yourself or through any relative, own, manage, control, participate in, consult with, render services for, or engage in any business competing with the business of the Company or its group companies within India or abroad or undertake any professional activities other than in terms of this Agreement that may be deemed in the sole judgment of the Company, to constitute a conflict of interest with the business of the Company.
- 15.2 You hereby acknowledge and agree that the provisions of this Clause 14 are reasonable with respect to its duration, geographical area and scope, narrowly tailored and necessary to protect and preserve the legitimate business interests of the Company and that the Company would be irreparably damaged if you were to breach the covenants contained in this Clause 14.
- 15.3 The Company and you agree that if the restrictions envisaged herein are held to be void by a court of competent jurisdiction, the same would be valid and enforceable if modified or altered to the extent necessary to permit its enforcement and such restriction shall apply on you with such modification.

**16. Terms of IT System**

- 16.1 You recognize, understand and agree that your email, intranet, internet and voicemail have been provided for business use only.
- 16.2 You are aware and agree that the Company reserves the right to monitor your use of the internet, both for email and browsing, and voicemail and the intranet. This may be done without your consent or knowledge, at any time. You further agree that you are aware that violations of this policy may subject you to disciplinary action, up to and including termination of employment without any severance pay.

**17. Secrecy Declaration:**

- 17.1 Upon your accepting this appointment letter, you will be required to execute the Secrecy Declaration in the format provided in Annexure B, hereof.

**18. Assignment:**

- 18.1 Your obligations under this letter are personal in nature and shall not be assigned or transferred by

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**For Sheila Raheja School of Business Management & Research**

**Director**



**19. Non-Waiver, Amendment:**

- 19.1 No failure by the Company to exercise, nor any delay by the Company in exercising, any right, power or remedy hereunder shall operate as a waiver of that or any other right, power or remedy of the Company, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise of that or any other right, power or remedy.
- 19.2 This Agreement may only be amended or supplemented by an instrument in writing duly executed by you and the Company.

The terms of this letter are intended to be kept strictly confidential.

All other terms and conditions will be governed by the Company's policies as stated from time to time. The Company's policies are enumerated in the employee handbook, which is displayed on the Company Intranet.

This letter shall be governed by and interpreted in accordance with the laws of India.

Kindly sign and return a copy of this letter and the Secrecy Declaration provided in Annexure B hereof, within a period of 15 days from the date of signing this letter. Please initial each page in acceptance of the terms and conditions set out herein.

The Company takes pleasure in welcoming you and hopes that you find a long and a successful career with it.

With Best Wishes,

**For DST Worldwide Services India Private Limited**

**Authorised Signatory**

I hereby accept the terms and conditions therein and return the duplicate copy signed in token of my acceptance.

Signature:

Name:

Place:

Date:

*[Handwritten initials]*



**For Sheila Raheja School of Business Management & Research**

*[Handwritten signature]*  
**Director**

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CIN # U72200TG2000PTC034128

5/23/2015

Ref: TSF/HR/Mumbai/2021-2022/45998

To,

Ms. Bhargavi Chaudhari  
Mumbai, Maharashtra, India.

Feb 08, 2022



For Sheila Raheja School of Business  
Management & Research

Director

Letter of Offer of Employment

Dear Bhargavi Dayanand Chaudhari,

With reference to your Job Application and subsequent interview(s) / discussion(s) had, we are pleased to offer you Employment, as per the following details:

- Product / Department : Human Capital Management  
Designation : HCM Support Executive  
Initial Place of Posting : Mumbai, either at our Client's Location or our Location, depending on the nature of job assigned from time to time. The Organization reserves the right to change your job function, duties or place of work at any time during your employment, and / or require you to carry out services for any subsidiary or related Organization.  
Remuneration : Total Cost to Company INR 23,922/- per Month (As Mutually Agreed; Take Home Salary may be Lower depending on the applicable Remuneration Structure applied at the time of Joining). Indicative Remuneration Structure shall be as per enclosed Annexure A.  
Validity of Offer : Fifteen Days from Date of Issuance.

This offer shall be subject to satisfactory verification of your Credentials and/or Testimonials besides References provided. The verification may be carried out at TeamSpace's discretion either at the time of Joining or anytime during the course of Employment, as deemed fit. However, if there's a discrepancy detected in the Testimonials / Documents provided by you, TeamSpace reserved the right to review your Offer/Employment.

You are also advised to submit following Self-Attested Testimonials on or before the date of joining in the relevant sections of the TeamSpace Portal besides other details (Access Details of the same shall be sent to you via eMail/SMS) and subsequently confirm via eMail to the sender of the Offer Letter:

1. Passport Sized Colour Photograph for Identity Card
2. Scanned Copy (Colour) of your Signature for Identity Card
3. Latest Copy of eAadhaar / Scanned copy of Aadhaar
4. Latest Copy of PAN Card / PAN Card Application if you do not possess PAN at the moment – this needs to be submitted within 15 days of Joining failing which the Offer / Employment shall be null and void
5. Valid/Latest Residential Address Proof (Photocopy of Passport / Driving License / Ration Card or Family Identify Card / Voter ID / Rent Agreement / latest Bank Statement / latest Electricity Bill / latest Landline Telephone Bill)
6. Educational Certificates (X/SSC, XII/HSC, Graduation, Post-Graduation, Diplomas/Certifications, etc.)
7. Copy of Salary Statement (latest 3 months) and/or Relieving Letter and/or Experience Certificates or Appointment Letter of Previous Employer(s)
8. Updated Resume



Page 1 of 3

9. A Cancelled Cheque in Original or Copy of Passbook of your Bank Account mentioning the Bank Account Number and IFSC clearly
10. Signed / Acceptance Copy of this Offer Letter
11. Acknowledged / Signed Copy of the Appointment Letter (on Receipt)
12. Fitness Certificate from a Registered Medical Practitioner
13. Other Testimonials, Declarations, Forms and Agreements, as may be sought
14. Atleast Two Non-family References (Name, Contact Numbers, eMail IDs, and Acquaintance Details)
15. My Profile section (About Me, Coordinates, Identity/Address Proof, Skills and Qualification, Family Details, Nominations, existing PF UAN details, etc.) along with relevant Supporting Documents

Monthly Remuneration will not be processed till the above information is accurately updated by the concerned employee on the TeamSpace Portal.

A detailed Remuneration Breakup shall be included in the Appointment Letter along with Applicable Employment Terms & Conditions (subject to revisions by TeamSpace from time to time), which will be issued to you once we receive all the documents above along with the relevant supportings on the TeamSpace Portal. This letter unless supported with a valid subsequently executed Letter of Appointment, cannot be treated as a valid testimonial of employment with TeamSpace.

Your Employment shall be governed by TeamSpace's Code of Conduct, InfoSec and HR Policies in force from time to time.

You're advised to submit a copy of your resignation letter duly accepted by your current employer within a week.

We welcome you to TeamSpace, and we look forward to a long and mutually beneficial association with you.

For TeamSpace Financial Services Pvt. Ltd.,



Human Resources

I, Bhargavi Dayanand Chaudhari agree to accept the offer of employment on the term(s) and condition(s) mentioned in this letter. I will report for my duties on 14 / 02 / 2022 or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of TeamSpace, as applicable

Signature : 

Date of Acceptance : 09 / 02 / 2022

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Page 2 of 3

Annexure A

Ms. Bhargavi Chaudhari  
Mumbai, Maharashtra, India.  
Project : Yes Bank Limited

| Particulars                     | INR per Month    | INR per Annum     |
|---------------------------------|------------------|-------------------|
| BASIC                           | 14,740.00        | 176,880.00        |
| House Rent Allowance            | 7,260.00         | 87,120.00         |
| <b>Gross Pay</b>                | <b>22,000.00</b> | <b>264,000.00</b> |
| PF Employee                     | 1,769.00         | 21,228.00         |
| ESIC Employee                   | 0.00             | 0.00              |
| LWF Employee                    | 2.00             | 24.00             |
| Professional Tax                | 200.00           | 2,400.00          |
| GMC Employee                    | 300.00           | 3,600.00          |
| GPA Employee                    | 15.00            | 180.00            |
| GTL Employee                    | 20.00            | 240.00            |
| <b>Net Pay (Subject to TDS)</b> | <b>19,694.00</b> | <b>236,328.00</b> |

Note:

1. Professional Tax may vary as per State-wise Income Slab Norms. Differential of Annual Contribution will be additionally deducted from Remuneration of February month as per Financial Year (April to March).
2. LWF may vary as per State-wise norms and shall accordingly be deductible Monthly / Quarterly / Half-Yearly / Annually.
3. Gratuity, if applicable, will be paid as per Law upon Cessation of Employment.
4. Statutory Bonus, if applicable, will be paid as per Law.
5. Under the directives of TeamSpace's HR Policy, it is expected of you to maintain absolute confidentiality about your remuneration and any breach leads to stringent action.
6. The Remuneration Structure above is subject to change / modification from time to time based on changes in applicable laws or statutory guidelines.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Date : 17/06/2021

To  
Sahin Kamelkar  
(Code: CAN333235)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Finance Executive**. Your services are being deputed to **SOI AXA Investment Managers Pvt Ltd** on the following terms and conditions:

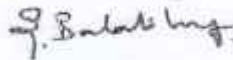
- Your employment will be valid from **01/07/2021 To 30/06/2022**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your **Salary Gross** will be **INR 253,236.00 per Annum** (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to:
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESEC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities w/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,  
For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - NRSSC

For Sheila Raheja School of Business  
Management & Research

  
Director

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 2A, New No. 9, Pycrofts Garden Road,  
Nungambakam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in



**Annexure I: Salary Breakup**

| Component  | Monthly          | Yearly            |
|--|------------------|-------------------|
| Basic  | 14,069.00        | 168,828.00        |
| House-Rent Allowance                                   | 4,221.00         | 50,652.00         |
| Statutory Bonus  | 2,813.00         | 33,756.00         |
| <b>Gross Salary</b>                                    | <b>21,103.00</b> | <b>253,236.00</b> |
| Employer's Contribution to EPF                         | 1,688.00         | 20,256.00         |
| Insurance  | 125.00           | 1,500.00          |
| <b>GTC (Cost to the company)</b>                       | <b>22,916.00</b> | <b>275,992.00</b> |
| Employee's Contribution to EPF                         | 1,688.00         | 20,256.00         |
| <b>Net take home = (Gross salary- Total deduction)</b> | <b>19,415.00</b> | <b>232,980.00</b> |

- \* Income tax, Professional tax and LWF as applicable will be deducted.
- \* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.

**Authorized Signatory**  
**Balakrishnan S**  
 Head - HRSSC

**For Sheila Raheja School of Business  
 Management & Research**



Director

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 3, Pycrofts Garden Road,  
 Nungambakam, Chennai 600 006.  
 P +91 (0) 44 65227800 F +91 (0) 44 65227474  
 www.randstad.in

Ref No. : 147143 / 2021

# State Street Syntel Services

StateStreet Syntel Ser Pvt Ltd  
4th and 5th Floor, Building # 4  
MindSpace-Airoli(SEZ)  
Thane Belapur Road,  
Navi Mumbai-400708,India  
Tel: +912241137503  
CIN No:U72200MH2004PTC144362

Date: 27-Sep-2021

Ms ASHA SADAFULLE,  
Nidica Nagar Ekta Chawl  
KURLA ANDHERI ROAD NEAR JOHN CABLE  
Jarinari Sakinaka Mumbai  
MUMBAI-400072.

Subject: Employment Letter

Dear ASHA,

We are pleased to inform that you have been selected for employment with StateStreet Syntel Ser Pvt Ltd as Associate KPO (GCM 2). Your total emoluments are **Rs. 247000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

You will be able to opt for Flexi Pay option to the extent of Basket of Allowance (BOA) amount. Flexipay covers various allowances inclusive of Leave Travel Allowance, Telephone Reimbursement, Meal Allowance etc. Option to avail flexipay will be available on our payroll vendor portal, post your first payout effective your date of joining.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 90 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct, negligence or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **28-Sep-2021**, at **9.30 am** at the following address: **2nd Floor, Building No 4, Raheja MindSpace Nr Airoli Railway Station, Airoli, Navi Mumbai 3 400708**, failing which this employment offer shall be considered null and void.

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.litoss-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company, and look forward to a very fruitful association with you.

Yours sincerely,  
For StateStreet Syntel Ser Pvt Ltd.

Adarsh Krishna  
Head - Global Recruitment Cell



**For Sheila Raheja School of Business  
Management & Research**

Director

Encl: Annexure A - Remuneration Details, Annexure B - Terms and Conditions of Employment, Annexure C - Acceptance Copy

November 29, 2021

Mr. Parth Patel  
B/104, Vasant Mandir,  
Ambani Road,  
Vasai West,  
Mumbai - 401202  
Emp. code: KS25187

Dear Parth,

We have pleasure in appointing you as Assistant Manager in the E1 Grade in our KS Operations Business Unit and Risk Management- Division with effect from November 29, 2021. You will be paid the remuneration as stated in Annexure - A, at such time and in such manner as set forth in the policies, rules and regulations of the Company, as amended from time to time (hereinafter referred to as "the Company's Rules").

Your employment by the Company will be subject to the following terms and conditions:

1. Your place of posting will, at present, be at Mumbai. You are liable to be transferred to another branch, shift, post of or place or to any other concern whether in existence or which may come into existence hereafter. Your terms and conditions of service and the emoluments will not be adversely affected when you are transferred to any other concern. Also the management can shift the place/places of working anywhere in India and in that event you will have to make compliance for working at the new place of work and your salary and other benefits will remain intact. Also the management can shift the premises anywhere in India and you will report for work at the shifted place.
2. In the first instance you will be on probation for a period of 6 Months from the date of your joining, where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.
3. The age of superannuation i.e. the age of retirement in the company is 60 years. Your date of birth has been recorded as July 14, 1994 in the records of the company.
4. You will perform such duties as are assigned to you by the Company from time to time relating to the position to which you are now appointed and to which you may be transferred and/or promoted in the future.
5. The hours of work and holidays will be in accordance with the Company's Rules.
6. You will be entitled to paid leaves in accordance with the Company's Rules.
7. Your appointment is subject to you being certified medically fit by a qualified MBBS doctor. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can furnish the Management with all the information relating thereto as it may reasonably require. If requested by the Company, you shall submit yourself to an examination by a qualified MBBS doctor appointed or agreed to by the Company and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the Company's Rules shall be, at the discretion of the Company, without salary.

Kotak Securities Limited  
CIN: U99999MH1994PLC134051  
8th Floor, Kotak Infinity  
Bldg No. 21, Infinity Park  
General A K Vaidya Marg  
Opp. Film City Road  
Malad(East), Mumbai - 4000097

T +91 22 4285 6825  
www.kotaksecurities.com

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

T +91 22 43360000  
F +91 22 67132430  
Toll Free: 18002999191  
www.kotaksecurities.com

For Sheila Raheja School of Business  
Management & Research

  
Director

8. You shall devote the whole of your time and attention to performing your duties during office hours as set forth in the Company's Rules and use your best endeavors to promote the interests of the Company and your conduct at all times shall be such as not to damage the interests or reputation of the Company.
9. During your period of employment by the Company,
- You will not, without the prior written consent of the Company, engage in any business or other activities nor shall you engage in any such activities as would interfere with the performance of your duties and obligations under this agreement.
  - You shall also not, without the prior written consent of the Company, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to your area of activity in the Company.
  - You agree to undertake to maintain the confidentiality of certain confidential and proprietary information, business plan, marketing plans, financial data, business statistics concerning finance, business property, contracts, methods, transactions, affairs, concepts, ideas, services products, images, graphics, text, audio, video, software and other data, knowledge, content or information in written, oral, visual and / or physical / sample form ("Confidential Information") relating to Company's existing or proposed business.
  - You agree that you shall not during, or at any time after the completion of your employment with the Company, use for yourself or others, or disclose or divulge to others including future employer, any of the Confidential Information, or any other proprietary data of the Company and shall not use any of the Confidential Information for any purpose prejudicial to the business interest of the Company
10. You shall faithfully observe all the Company's Rules and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places as may be required. You shall also abide by and implement all the Company's Rules as are applicable from time to time including, but not limited to, the following:
- Not transferring or granting any gift or payment to governmental officials to obtain business or otherwise violate Foreign Corrupt Practices Act or similar Indian laws and regulations;
  - maintaining the company's and client's confidential information and not disclosing it to third parties or other employees unless such persons have a "need to know"; not trading on such information or otherwise misusing such information or violating SEBI's Insider Trading Regulations of 1992; and not accepting, directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates, all as set forth from time to time in the Company's Rules and laws and regulations applicable to Kotak Securities and its employees from time to time.
11. You are not authorized to and must not at any time:
- Trade on your own account by pledging the credit of the Company;
  - Even on the Company's account, enter into any transaction of a speculative or gambling nature, or otherwise subject the Company to risks which are beyond its financial capacity to bear;
  - Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company.

Kotak Securities Limited  
CIN: U99999MH1994PLC134051  
8th Floor, Kotak Infinity  
Bldg No. 21, Infinity Park  
General A K Vaidya Marg  
Opp. Film City Road  
Malad(East), Mumbai - 400 097.

T +91 22 4285 6625  
www.kotaksecurities.com

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

T +91 22 43360000  
F +91 22 67132430  
Toll Free: 18002099191  
www.kotaksecurities.com

**For Sheila Raheja School of Business  
Management & Research**

  
Director

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.
13. Your employment can be terminated by the Company without any notice or payment of any kind in lieu of notice in the following cases:
- Any act of dishonesty, disobedience, insubordination, uncivility, intemperance, Irregularity in attendance or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's Rules;
  - You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude; or
  - You have been proved guilty of submitting forged documents or suppressing the facts in order to get employed with the Company.
  - Your death or total disability
14. Subject to the right of the Company to terminate this employment in accordance with clause 13, employment may be terminated immediately by the Company with or without any notice, at the discretion of management.
15. During probation period, the employment contract may be terminated by Company or yourself by giving notice as per policy. Post confirmation of your services, you will be required to serve notice of **3 Months** as per the Separation Policy. The Company alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Company's 'Exit policy'.
16. Upon your retirement or the termination of your employment, however the termination may occur, you will:
- promptly return to the Company all documents, files, notes, lists, rolodex cards, credit cards, computer disks, recordings, print-outs, drawings, business plan, marketing plans, financial data, business statistics concerning finance, business, property, contracts, transactions, affairs, products, images, graphics, text, audio, video, software and other data, content or information in written, oral, visual and /or physical/ sample form ("Confidential Information") of the Company relating to its existing or proposed business and the like (including, without limitation, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.
  - Not directly or indirectly, either on your own account or on behalf of or in conjunction with any other person, Firm or company induce or attempt to induce any person employed by the Firm at the date of termination of your employment by the Firm and with whom you have had dealings in the course of your employment to leave the employment of the Firm, for a period of 12 months after the date on which your employment with the Company terminates, whether or not this would be a breach of contract on your part.
  - Not disclose to any of your future employer(s) or any third party or use any information in any manner relating to personal details of the past, existing and prospective clients of the Company such as their names, addresses, contact details, and their transaction details with the Company.

Kotak Securities Limited  
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**For Sheila Raheja School of Business  
Management & Research**



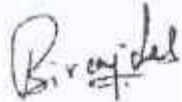
  
Director

17. If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent, necessary to cure such invalidity, illegality or unenforceability, and the validity, legality and enforceability of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
18. You also hereby indemnify and agree to keep indemnified the Company for and against any and all losses, damages, costs, charges and expenses incurred, suffered or borne by the Company pursuant to any present or future action, claim, demand or proceeding initiated against the Company on account of any breach of the above terms. The Company reserves the right to initiate any action, claim, demand or proceedings against you on account of breach of any of the above terms.
19. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India and Company's rules prevailing from time to time.
20. This appointment letter constitutes the entire understanding between you and the Company relating to your employment by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment letter. This appointment letter may be amended by a subsequent written agreement of you and the Company.

If you are in agreement with the foregoing, please so indicate by signing and returning one copy of this letter, whereupon this letter will constitute our agreement with respect to this subject matter hereof.

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

Yours faithfully,  
For Kotak Securities Limited



Authorized Signatory  
Human Resources

\_\_\_\_\_  
Parth Patel

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Kotak Securities Limited  
CIN: U99999MH1994PLC134051

8th Floor, Kotak Infinity  
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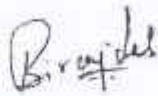
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www.kotaksecurities.com

**Annexure - A**

|   |   |                  |
|---|---|------------------|
| Name  | Parth Patel                                       |                  |
| Function  | KS Operations - Risk Management                   |                  |
| Location  | Mumbai  |                  |
| Grade   | E1  |                  |
| Designation   | Assistant Manager                                 |                  |
| <b>Components Of Pay</b>  |   | <b>Per Annum</b> |
| <b>A</b>  | <b>Allowances / Reimbursements</b>                |                  |
| •   | Basic   | 124,782          |
| •   | House Rent Allowance                              | 62,391           |
| •   | Interim Bonus                                     | 24,956           |
|   | Sub Total A                                       | 212,130          |
| <b>B</b>  | <b>Retirals &amp; Benefits</b>                    |                  |
| •   | Provident Fund (12% of Basic)                     | 14,974           |
| •   | Gratuity  | 6,002            |
| •   | Co's Contribution to ESIC (3.25% of Gross Salary) | 6,894            |
|   | Sub Total B                                       | 27,870           |
| <b>C</b>  | <b>TOTAL CTC (A + B)</b>                          | <b>240,000</b>   |
| <b>NOTES:</b> <ul style="list-style-type: none"> <li>• PF amount equal to the company's contribution will be contributed by the employee into his/her PF account.</li> <li>• Employee's contribution to ESIC of 0.75% on Gross Salary.</li> <li>• As per policy, you will be eligible for Kotak Life Term Group Plan up to 1.5 times of CTC or grade eligibility, whichever is higher.</li> </ul> |   |                  |


**Authorized Signatory**
**Parth Patel**

**Kotak Securities Limited**  
 CIN: U99999MH1994PLC134051  
 8th Floor, Kotak Infinity  
 Bldg No. 21, Infinity Park  
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 F +91 22 67132430  
 Toll Free: 18007099191  
[www.kotaksecurities.com](http://www.kotaksecurities.com)

**For Sheila Raheja School of Business  
 Management & Research**




**Director**

## Job Description from pinclick

nikita . <nikita@pinclick.in>

Wed, Nov 18, 2020 at 6:06 PM

To: Anant Digaskar <anantdigaskar@srbs.edu.in>

Good Evening Sir,

PFA of the selected candidates and revert with there signature and date of joining in pdf format

List of selected students

1. Akshit Mehta ✓
2. Vikesh ravindra Manjareksr ✓
3. Yogesh P chiplunkar ✓

Thank you for your support

Thank you

Regards

Nikita

HR Executive

+919019914769


Pinclick Property Management pvt ltd


Bangalore

[Quoted text hidden]

### 3 attachments

 Akshit Mehta.pdf  
219K

 Vikesh Ravindra Manjarekar.pdf  
219K

 Yogesh P Chiplunkar.pdf  
219K

**For Sheila Raheja School of Business  
Management & Research**



  
Director

10





PRIVATE AND CONFIDENTIAL

Reference No. - 1384154977  
Applicant ID - 4562738

30-Oct-2021

TUSHAR TAKKE

Dear TUSHAR,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website www.icicibank.com  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



Director

Reference No. - 1384154977

Applicant ID - 4562738

30-Oct-2021

TUSHAR TAKKE

Dear TUSHAR,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in TCSG SECURITIES MKT SERVICES at MUMBAI - LOWER PAREL\_MAFATLAL.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

- a) You shall be required to join the Bank on or before 17-Nov-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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**For Shella Raheja School of Business  
Management & Research**



  
Director

Reference No. - 1384154977  
TUSHAR TAKKE

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Management & Research**



  
Director

Reference No. - 1384154977

TUSHAR TAKKE

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
  - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

Reference No. - 1384154977

TUSHAR TAKKE

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Nirankar Royal

CHIEF MANAGER

Digitally signed by NIRANKAR ROYAL

Date: 2021.10.30 13:58:31 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 061, India.

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**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1384154977****TUSHAR TAKKE****Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000.00/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100.00/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000.00/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200.00/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

Reference No. - 1384154977  
TUSHAR TAKKE

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by NIRANKAR ROYAL  
Date: 2021.10.30 13:58:31 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**ICICI Bank Limited**  
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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director



**Remuneration Details**

Name : TUSHAR TAKKE  
 Position: Deputy Manager (Band I)  
 Group: OPERATIONS GROUP

|   | Deputy Manager (Band I) |                    |
|---|-------------------------|--------------------|
|   | Monthly                 | Annual             |
| Basic   | 9,000.00                | 1,08,000.00        |
| HRA   | 4,500.00                | 54,000.00          |
| Supplementary Allowance*  | 13,175.00               | 1,58,100.00        |
| Superannuation Allowance **   | 1,350.00                | 16,200.00          |
| <b>Total</b>  | <b>28,025.00</b>        | <b>3,36,300.00</b> |
| <b>Retrials</b>   |                         |                    |
| Retrials (PF, Gratuity) ***   | 2,550.00                | 30,600.00          |
| <b>Total CTC</b>  | <b>30,575.00</b>        | <b>3,66,900.00</b> |
| Performance Linked Retention Pay #  | 4,500.00                | 54,000.00          |
| <b>Total (incl PLRP)</b>  | <b>35,075.00</b>        | <b>4,20,900.00</b> |
| * Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance                                |                         |                    |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                         |                    |
| #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.             |                         |                    |

Date : 30-Oct-2021

Digitally signed by NIRANKAR ROYAL  
 Date: 2021.10.30 13:58:32 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
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**For Sheila Raheja School of Business  
 Management & Research**



  
 Director

26<sup>th</sup> October' 2021

**Mr. Chinmay M Bele**  
Mumbai,  
Maharashtra.

Contact No: (+91) 9969209674

Dear Chinmay,

This has reference to your application and the subsequent interview that you had with us. We are pleased to inform you that you have been selected to join our organization as **Management Trainee** at our Navi Mumbai location, on or before **08<sup>th</sup> November' 2021** as per the mutually agreed terms.

Please bring with you the following documents while reporting for joining of duties, photocopies of your certificates and testimonials in support of your qualifications and date of birth along with four passport size colour photographs of yourself.

Please sign and return the duplicate of this letter as token of your acceptance.

We welcome you and wish you long and a prosperous career with us.

Yours Faithfully,

For V-ENSURE PHARMA TECH. PVT.LTD.

  
**Pradeep Arya**  
Head - HR & Admin

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**





Anant Digaskar &lt;anantdigaskar@srbs.edu.in&gt;

## Offer Letter

2 messages

Ajinkya Khare &lt;rejoiceajinkya@gmail.com&gt;

Wed, Mar 24, 2021 at 11:06 AM

To: "belechinmay@gmail.com" &lt;belechinmay@gmail.com&gt;

Cc: "Dr. Shankar Sawant" &lt;drshankarsawant@gmail.com&gt;, Anant Digaskar &lt;anantdigaskar@srbs.edu.in&gt;

Dear Chinmay,

We are pleased to invite you to join Rejoice Pvt Limited as Marketing Intern.

This email marks an important event in lives, both yours and Rejoice Pvt Limited's and we hope that this will be a start to a long, satisfying and fruitful relationship that we both will build over time. We are excited to have you on board and we would be delighted to know that you share our excitement.

Please find attached your Offer Letter, kindly revert on the same with your acceptance.

Do let us know in case you have any queries.

Thanks &amp; Regards

 SRBS.pdf  
87K

Anant Digaskar &lt;anantdigaskar@srbs.edu.in&gt;

Wed, Jul 14, 2021 at 10:34 AM

To: SRBS Admin &lt;admin@srbs.edu.in&gt;

[Quoted text hidden]

—  
**Anant Digaskar**  
 Asst.Professor/Head-Placement  
 Sheila Raheja School of Business Management And Research  
 Raheja Education Complex,  
 Kher Nagar, Bandra(East),  
 Mumbai 400 051.  
 Mob:9921521400

 SRBS.pdf  
87K

**For Sheila Raheja School of Business  
 Management & Research**



Director



We are pleased to offer you the Marketing Internship position of Marketing Executive at Rejoice Pvt Limited .You will be reporting directly to Mr Ajinkya Khare (Marketing Head) at Dadar Head office. We believe your skills and experience are an excellent match for our company.

In this role,

It would be B2B sales, you'll need to:

- Build good working relationships with Channel Partners.
- Understand the needs of your business customers.
- Research the market and related products.
- Present the services favorably and in a structured professional way face-to-face.
- Acquiring New channel partners if Any.

The Monthly starting salary for this Internship is 3,000 to be paid on a Monthly basis by Direct Cash.

Your employment with Rejoice Pvt Limited will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As Discussed, your Internship would be last for Min 30 days max 60 days depends upon your Performance. On completion of your Internship, we would finalise your final placement at Rejoice Private Limited.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,  
Ajinkya Khare  
Marketing Head  
Rejoice Pvt Ltd

For Sheila Raheja School of Business  
Management & Research



  
Director



Date : 18/04/2022

Mr. Adnan Shaikh

**Subject: Offer Letter**

**Dear Adnan Shaikh,**

We are pleased to extend this appointment letter to you for the role of **Data Analyst** at the FUEL INTELLIGENCE PVT. LTD. Mumbai office.

Joining date shall be on or before 01 June 2022.

As per our Company policy, the following will be the terms and conditions of your appointment: -

#### **Appointment**

The Company hereby offers you an appointment to serve the Company in the capacity of 'Data Analyst'. The duration of your employment will continue unless terminated by the management. However, the Company may assign you to such other roles as the Company may at its sole discretion determine.

Initially, you will be on probation for a period of two months (2 Months) from the date of joining. On completion of your probation period to the management's satisfaction, your employment will be confirmed in writing and until such confirmation, you will be deemed to be on probation. You are not entitled to any leaves during your probation period.

The Company may conduct a background and reference check on you and you hereby agree and assent to the aforesaid offer being made subject to the satisfactory completion of the same.

You warrant that, by accepting this offer letter and performing your obligations hereunder, you will not be in breach of any terms or obligations under any subsisting agreement, written or oral, with any third party.

**For Sheela Raheja School of Business  
Management & Research**



  
**Director**



## Duties and Powers

Your job description and general responsibilities shall be as below:

You will be responsible for all the activities involved in handling the 'Operations' segment of the company and shall also include such further duties and responsibilities as the Company may delegate to you from time to time.

You shall perform all such duties as may be delegated to you by the Company and comply with all such directions as Arif Futehally (Managing Director) may from time to time assign or give to you.

You shall, during the Term of your employment (unless prevented by ill health or accident or as otherwise agreed by the Company in writing), devote your entire time and attention and abilities to your employment with the Company and shall use your best endeavors to promote and protect the general interests and welfare of the Company.

You shall not during the Term of your employment with the Company [or for a period of 12 months after the termination/cessation of your employment with the Company] be engaged, concerned or interested, either directly or indirectly, in any trade or business or occupation (either for remuneration or otherwise) similar to the business of the Company, in any manner whatsoever. Similarity for this agreement is defined as video based quantitative market research. Nor shall you undertake any activities which are contrary to or inconsistent with your duties and obligations to the Company or with the Company's interests.

You shall, at all times, promptly give to the Company and/or to any person to whom you operationally report (in writing, if so requested) all such information, explanations and assistance as may be required in connection with your duties under this employment.

Your hours of work shall be from 11:30 am to 8:30 pm (IST) per weekday. However, as the 'Data Analyst', you are required to be flexible in working hours and work such additional hours as may be necessary for efficient performance of your duties. You hereby irrevocably waive any overtime payments with respect to any hours worked by you outside normal business hours.

## Mobility

Your principal place of work as on the Effective Date shall be at Mumbai or at such other place as may be designated by the Company.

For Sheila Raheja School of Business  
Management & Research



  
Director



You may be required to travel both inside and outside India on the business of the Company in the due performance of your duties from time to time.

The Company may also depute you to any work or assign you to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement.

### Remuneration

The Company shall pay you an all-inclusive salary of ₹360000.00 per year (CTC) bifurcated as per Annexure A and this shall be effective from 01/06/2022.

The salary payable to you pursuant to the above point shall be deemed to accrue from day to day and shall be paid in arrears in twelve equal monthly installments by the seventh working day of each month, subject to necessary deductions mentioned below. The salary set out above hereto is subject to review in accordance with the Company's practice and policies from time to time, however there shall be no obligation on the Company to increase such salary at any point of time save and except at its sole discretion.

The salary and other benefits paid to you hereunder shall be subject to the usual statutory and other deductions, including tax and social security contributions normally required to be withheld by an employer in India.

### Leave & Holidays

The Company's holiday year commences on 1st January and expires on 31st December (the "Holiday Year"). You shall be entitled to such holidays, as may be declared at the beginning of each Holiday Year by the Company.

In addition to holidays, you shall be entitled to paid a maximum of 18 days' earned leave per year and 8 casual leaves per year; and any leave should be taken after giving 15 days of prior notice to the Manager. If your leaves are getting extended for more than 5 days at a time, such leaves should be taken after giving one month prior notice to the Manager.

Leaves will be prorated based on the duration you have worked in the Company during the year. Accordingly you shall be entitled to the aforesaid leave calculated on a prorated basis, in accordance with your annual entitlement in the year of separation.

Upon termination of your employment, the Company shall be entitled to deduct from any sum owed by the Company to you, a sum representing overpayment of salary with respect to leave which you have taken in excess of your accrued leave entitlement as at the date of the termination of your employment, or any other amount owed by you to the Company, and you hereby authorize the Company to make such deduction.

For Sheila Raheja School of Business  
Management & Research



  
Director





### **Sickness and Incapacity**

In the event you are absent from work and unable to perform your duties satisfactorily by reason of any injury, illness or other reason satisfactory to the Company, you will be entitled to receive your salary and other benefits for up to 8 working days (during any such absence, in a Holiday Year which will be prorated in the same manner as casual/sick leaves).

You shall submit yourself to a medical examination by a doctor appointed by the Company at the request and at the expense of the Company, at any time during the continuance of your employment, whether or not you are absent by reason of sickness, injury or other incapacity.

### **Inventions, Designs, Copyright and other Intellectual Property**

If at any time during the course of your employment you make or discover or participate in the making or discovery of any Intellectual Property directly or indirectly relating to or capable of being used by the Company, full details of the Intellectual Property shall immediately be disclosed in writing by you to the Company and the Intellectual Property shall be the absolute property of the Company. At the request and expense of the Company, you shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the Intellectual Property to the best advantage (as decided by the Company). You shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent or other protection for the Intellectual Property and for vesting the same in the Company, as the Company may direct.

### **Non Disclosure**

You hereby acknowledge and reaffirm the validity of the Employee Non-Disclosure Agreement, Inventions Agreement, and Non-Competition and Non-Solicitation Agreement between you and the previous company. You understand that the Company would not provide you with the benefits under this Letter Agreement but for your reaffirmation of these obligations. You further understand and agree that your obligations under this paragraph are material terms of this Letter Agreement, and that the Company shall have the right, in addition to any other damages, to seek and obtain the return of the consideration paid hereunder (without impacting the validity or enforceability of the general release contained herein) in the event you breach any of your obligations under this paragraph.

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



FUEL INTELLIGENCE

**Notice Period**

You or the Company can terminate the terms of your employment by giving 30 days' notice. You are further required to comply with the various policies of the Company as put in place from time to time.

We hope to have a long successful professional relationship with you and wish you all the very best.

Yours sincerely

Accepted & Agreed

Adnan Shaikh

Date:

Place:

*Arif Futehally*

Arif Futehally  
Managing Director

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

ANNEXURE A

|                            |           |
|----------------------------|-----------|
| CTC                        | 360000.00 |
| Gross Benefit Amount       | 28200.00  |
| Other Benefits             | 0.00      |
| Contribution Amount        | 1800.00   |
| Recurring Deduction Amount | 1800.00   |
| Net Take Home Before Tax   | 26400.00  |

| GROSS BENEFITS       |                     |                      |                     |
|----------------------|---------------------|----------------------|---------------------|
| COMPONENT NAME       | NATURE OF COMPONENT | MONTHLY REMUNERATION | YEARLY REMUNERATION |
| Basic                | Fixed               | 12000.00             | 144000.00           |
| DA                   | Fixed               | 3000.00              | 36000.00            |
| HRA                  | Fixed               | 6000.00              | 72000.00            |
| Conveyance Allowance | Fixed               | 1600.00              | 19200.00            |
| Special Allowance    | Fixed               | 5600.00              | 67200.00            |

| OTHER BENEFITS |                     |                      |                     |
|----------------|---------------------|----------------------|---------------------|
| COMPONENT NAME | NATURE OF COMPONENT | MONTHLY REMUNERATION | YEARLY REMUNERATION |

| CONTRIBUTION   |                      |                     |
|----------------|----------------------|---------------------|
| COMPONENT NAME | MONTHLY CONTRIBUTION | YEARLY CONTRIBUTION |
| Employer PF    | 1800.00              | 21600.00            |

| RECURRING      |                     |                      |                     |
|----------------|---------------------|----------------------|---------------------|
| COMPONENT NAME | NATURE OF COMPONENT | MONTHLY REMUNERATION | YEARLY REMUNERATION |
| Employee PF    | Fixed               | 1800.00              | 21600.00            |

\*Note:

- Professional Tax will be deducted monthly over & above Net Take Home before Tax
- Internet (Rs 500) and Electricity (Rs 1000) allowance will be provided to employees working from Home on monthly pro rata basis.
- TDS based on applicable tax rate and investment proofs provided by you, will be deducted from your monthly salary.

For Sheila Raheja School of Business Management & Research



  
Director

Ref: N-0038/NM-2021

Dear Mr. Vikrant,

This has reference to the interview you had with us, and we are pleased to offer you the position of Sales Executive in Sales Department with the organization to be placed in Navi Mumbai.

Asmita Patel Global School of Trading shall offer you a yearly CTC of Rs. 240000/- (Two Lakh Forty Thousand Only). The benefits accruing to you will be in line with our standard company policies applicable to all employees of your department.

You will be issued with a formal appointment letter on joining and on completion of necessary formalities. We expect you to join us on or before July 02, 2021 and appreciate your confirmation. Please note that the offer is valid till July 03, 2021.

We welcome you to the Asmita Patel Global School of Trading team and look forward to working closely with you.

Best Regards  
Asmita Patel  
Global School of Trading

Name Vikrant Dharade  
Designation Sales Executive



I, hereby accept the offer letter.  
Date:

**For Sheila Raheja School of Business  
Management & Research**



  
Director





**TEAMGLOBAL®**

*Taking business places*

Ref No: HR Dept. / 12385

74



A Member of  
**WorldWideAlliance®**

16<sup>th</sup> February, 2022

To,

**Mr. Siddhant Bukelja** — *OPTED OUT.*  
One Indian Tower, B wing,  
301 3rd floor, Shivdas Chapsi marg,  
Sandhurst Road, Mumbai - 400099

Dear Mr. Siddhant,

We are pleased to inform you that you are hereby appointed as **Jr. Executive- Import Sales in Grade E3** in our Organization to be based at **Mumbai** as per terms and condition discussed and agreed upon:-

- This appointment is effective from **7<sup>th</sup> February, 2022**
- Your salary and other allowance shall be as per enclosed annexure 1.
- Your job profile will be issued to you as per the responsibilities assigned to you from time to time.
- After confirmation in permanent service,
  - You shall be entitled to leave in accordance with the Leave Rules of the Company currently in force and as may be modified from time to time.
  - You will be entitled to statutory and service benefits as per the rules and HR Policy of the company
- You will be eligible for coverage under the Company's Provident Fund Scheme as per Company's rules in force from time to time.
  - You shall be required to work initially at our office in **Mumbai**. The company shall be entitled to direct you to work in any other Department or Branch of the Company wherever situated in India, whether existing on the date hereof or which may exist in future and you shall comply with such direction. The company will also be entitled to transfer your services to any subsidiary or affiliate of the Company whether existing or which may exist in future and which Company is generally regarded as part of the Teamglobal Logistics Pvt Ltd Group. The transfer of your services from one office or department or branch of the Company in the Teamglobal Logistics Pvt. Ltd Group is a Management function and you will be required to comply with such transfer. The failure and/or refusal to comply with any order of transfer will, without prejudice to the Management's other rights, be treated as a breach of your terms and conditions of employment.
  - The aforesaid clause (i) will not give you any right to claim employment in any associate or sister concern or ask for a common seniority with the employees of sister/associate concerns.
- Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business condition and other parameters fixed from time to time at all the discretion of the management and shall not be considered merely as a matter of right.



**Teamglobal Logistics Pvt. Ltd.**

Registered Office : Times Square, A Wing, 7th Floor, Andheri Kurfa Road, Andheri (E), Mumbai-400 059. Tel: +91 22 6754 9800 Fax: +91 22 6754 9899 Email: info@teamglobal.in

CIN - U63090MH2005PTC15281

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director



- You shall retire from the service of the Company on attaining 60 years of age. Your date of Birth for the purpose of Company's record is entered as 9-Feb-97 as per the copy of personal documents submitted by you.
- During the tenure of your service, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will mean termination of your services from the Company.
- In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the service of the company.
- Your services are liable to be terminated as under:
  - As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and/ or any bad record in the past under the previous employer, or because of your giving false information prior to issuance of Appointment Letter.
- You will keep the Company informed of any change in your residential address that may occur during the course of your employment with the company.
- All documents, trade secrets, technical information, reports, statement, correspondence etc; written or unwritten and also information and instruction that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.
  - Any information official and professional communication/conversation, written/unwritten, verbal/oral should not be captured & circulated to the advantage of any one in person. Strict confidentiality to be maintained, all the acts are prohibited and HR will have the authority to action against them.
  - During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about activities, know- how, methods or refinements and business plans and business secrets and other information concerning the products/business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damage for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
- You shall faithfully and to the best of your ability perform all duties that may be entrusted to you from time to time by the management. You will be bound by rules regulations and orders promulgated by the management in relation to conduct, discipline and policy matters. You will not seek membership of any local or public bodies without obtaining specific permission of the management in writing.
- You are not permitted to divulge the contents of this Contract to any other third party. You are to devote your entire working ability for Teamglobal Logistics Pvt. Ltd., and to exercise full discretion towards any third party in all matters concerning the Company, its business and policies, its Management and employees.
- If you are found to have committed an offence involving moral turpitude or any act subversive of good conduct and discipline insubordination, gross negligence, corruption, fraud, forgery, misappropriation, incurring excessive debts, commission of any unlawful act etc. you can be dismissed without notice, or will be liable to suffer any other lesser punishment the organization at its discretion may impose, if your explanation is not found to be satisfactory and convincing.

**For Sheila Raheja School of Business  
Management & Research**



Director



- Strict action will also be taken against following: - i) Employees implicated in criminal cases. ii) Employees indulging in substance abuse. iii) Employees indulging in Sexual harassment.
- You will be placed on probation for the period of six months and the said period can be extended by another three months. On the expiry of the period or extended period of probation, if you are not confirmed in writing. You shall not be deemed to be permanent unless you are confirmed in writing. You shall be deemed to continue on probation even on the expiry of the probationary period as aforesaid.
- If you have joined services of the organization on probation the notice for termination / resignation will be **One Month** from either side. After your confirmation in permanent service or if you have been appointed in permanent services directly, the company shall be entitled to terminate your employment at any time without assigning any reason either on giving one months' notice or without any notice on payment of one month salary in lieu of notice. You shall, in the event of your resignation give the company one months' notice of your intention to resign during the probation period, confirmed employees to serve a notice of 45 days, from Manager & above the notice period will be 3 months. The company however, reserves their right to accept your resignation with immediate effect or at any time during the notice period and you shall not be entitled to any salary or any other benefits after the effective date from which resignation is accepted. In that event you shall surrender all benefits, amenities or perquisites enjoyed by you of whatsoever nature to the company. You shall in no event be entitled to terminate your employment on payment of one month's salary in lieu of notice.
- On cessation of employment with the Company, you shall return all documents, books or papers relating to the affairs of the Company, or items purchased with the Company's money, or which may have come to you, and also any property of the Company's in your possession.
- Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues, at the time of you're leaving the service of the Company.
- All disputes arising out of this letter will be subject to the jurisdiction of the Mumbai Court and that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working location being elsewhere at that times.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and condition of your employment.

Looking forward to a long and successful association with us.

Yours faithfully,

**For TEAMGLOBAL LOGISTICS PVT. LTD.**

**Dr. Samta Jain**  
**Vice President – HR / IR & Admin**

I confirm that I have read and understood the terms and conditions of the appointment letter. I agree and accept the above terms and conditions and the Company's rules and regulations.

Agree \_\_\_\_\_

Date \_\_\_\_\_

**For Sheila Raheja School of Business  
Management & Research**



**Director**



Annexure I

|   |  |                       |               |
|---|--|-----------------------|---------------|
| Name of the Employee  |  | Siddhant Bukelia      |               |
| Grade   |  | Jr. Executive - E3    |               |
|   |  | <b>Salary Fitment</b> |               |
| Sr. No.   | Particulars of Heads                         | Monthly               | Annual        |
| <b>A</b>  | <b>Monthly Gross</b>                         | Rs.                   | Rs.           |
| 1   | Basic  | 11300                 | 135600        |
| 2   | HRA  | 5650                  | 67800         |
| 3   | Children Education Allowance                 | 0                     | 0             |
| 4   | Consolidated Allowance                       | 572                   | 6864          |
| <b>Total (A) Monthly Gross</b>  |  | <b>17522</b>          | <b>210264</b> |
| <b>B</b>  | <b>Benefits &amp; Employer Contributions</b> |                       |               |
| 1   | Bonus - 8.33% / Ex-gratia                    | 941                   | 11295         |
| 2   | ESIC   | 569                   | 6834          |
| 3   | P.F  | 1425                  | 17096         |
| 4   | GRATUITY*                                    | 543                   | 6519          |
| <b>Annual Total ( B)</b>  |  | <b>3479</b>           | <b>41744</b>  |
| <b>C</b>  | <b>TOTAL CTC (A+B)</b>                       | <b>21001</b>          | <b>252008</b> |
| <b>Deductions</b>   |  |                       |               |
| 1   | PF   | 1425                  | 17096         |
| 2   | ESIC   | 131                   | 1577          |
| 3   | P.T  | 200                   | 2500          |
| <b>Total (D)</b>  |  | <b>1756</b>           | <b>21173</b>  |
| <b>Net Take Home</b>  |  | <b>15766</b>          | <b>189091</b> |
| *Gratuity: The same is the retiral benefit and will disbursed after completion of continuous Five years of service. |  |                       |               |
| For Teamglobal Logistics Pvt Ltd.   |  |                       |               |
|   |  |                       |               |
| Dr. Samta Jain<br>Vice President - HR / IR & Admin  |  | Accepted (Signature)  |               |

For Sheila Raheja School of Business Management & Research



Director





January 14, 2022

Harshal Kakde  
Sales Trainee  
Mumbai Andheri

Dear Harshal,

We take great pleasure in inviting you to be a part of Sales Training program offered by Mahindra Holidays.

We are pleased to confirm that we would like to offer you admission as 'Sales Trainee' under our "Sales Trainee Program". Your initial place of reporting will be at our Mumbai Andheri, and you will report to the Branch Manager.

Your training program will commence from 24-Jan-22. The terms and conditions governing your training are given below:

1. The training program is for the period of 6 months from the Date of Program Commencement.
2. Post 6 months period the participants may be appointed in the organisation as Relationship Manager, subject to Participant fulfilling the criteria.

**Compensation during Training Period:**

1. During the training period, you will be paid a monthly stipend of Rs. 20,000/-, subject to applicable income tax.
2. You are entitled to a performance-based incentive during the training period.
3. During the training period you would be covered under Group Term Life and Group Personal Accident Insurance.

**For Shella Raheja School of Business  
Management & Research**



  
Director



### Supplementary Terms & Condition

1. Your training is liable to be terminated immediately, with or without notice and without any compensation, in cases involving misconduct (willful, intentional or otherwise), moral turpitude, gross insubordination, unauthorized disclosure or misuse of Company's confidential information, intoxication, illegal drug abuse or unauthorized absence without Reporting Manager's approval.
2. So long as you are under training of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorizedly use any knowledge or information in respect of technical trade, business data (including customer information, business plans and like matters) etc. which are necessarily confidential and have come to your knowledge and possession.
3. Subsequent to the completion of the training program, the Company may decide to employ the participant on rolls of the Company, subject to and not limited to the following
  - a. Participant's Certification on successful completion of the Training Program with minimum qualification criteria communicated at the start of program.
  - b. Participant not being found guilty of any misconduct during the training period
  - c. Participant not been on unauthorized leave during any time in the course of the training program
  - d. Participant having complied fully with the laid down recruitment process of MHRIL
4. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorizedly nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company
5. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
6. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your training with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other

**For Sheila Raheja School of Business  
Management & Research**

*S* *SR*



*[Signature]*  
**Director**



ClubMahindra

- activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
7. You will devote your full attention exclusively to the duties / assignments entrusted to you from time to time by the Company and while under the Training Program you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.
  8. You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your training program relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
  9. The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
  10. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.
  11. You shall, on ceasing to be participant of the training program, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your training duration with the Company.
  12. Your admission is subject to you being declared medically fit upon completion of medical check at Company approved medical centers, failing which this offer for admission will stand withdrawn.
  13. You are requested to submit the following documents along with original, which shall be returned after verification:
    - a. Release letter from your current employer (if applicable)
    - b. Proof of prior work experience
    - c. Proof of Date of Birth (School leaving certificate / Passport)
    - d. Certificates supporting academic and professional qualification
    - e. 2 Passport size photographs
    - f. Copy of your PAN Card
    - g. Copy of your AADHAR Card
    - h. Any other document as specified to you

2 04



**For Sheila Raheja School of Business  
Management & Research**

  
Director



ClubMahindra

14. You hereby authorize the Company to conduct background check with a view to verify your credentials as declared by you during your selection including educational background, employment history, date of birth, proof of residence etc. If any inaccuracies are found in the credentials provided by you, your offer of admission will be deemed withdrawn immediately without notice or any compensation in lieu thereof.
15. Your traineeship/admission is subject to the rules, regulations and policies made by the company as in force at present or as may be amended, altered, modified or extended from time to time.

Please return the duplicate of this letter, duly signed, in token of your acceptance of the above.

We wish you an enriching learning and exposure with us.

Yours Sincerely,  
For Mahindra Holidays & Resorts India Limited

Rupali Mungekar  
Zonal Manager - Human Resources

I accept all the terms and conditions of this contract as above

Sign:  
Date:  
Place:

**For Sheila Raheja School of Business  
Management & Research**

  
Director

19.01.2022

RE: LETTER OF OFFER OF EMPLOYMENT: Client Servicing

Dear Shruti Sonar

Following our recent discussions, we are delighted to offer you the position of Client Servicing with *DigiChefs*. *DigiChefs* is a digital marketing solutions provider for businesses to scale and improve ROI.

As a member of *DigiChefs* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *DigiChefs*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title: Client Servicing.**

- Provide end-to-end support to clients in the services rendered by *DigiChefs* to clients.
- Develop a detailed project plan and monitor progress to ensure smooth delivery.
- Collaborate with internal teams to design, develop and implement tactics in digital marketing.
- Deliver projects on time ensuring quality standards are met.
- Monitor and report on Google Analytics metrics.
- Communicate with the team and ensure all members are on board with delegated tasks.

**CTC: 3.12 Lakhs per annum (25000\* per month + 1000\*\* fixed bonus) subject to taxes**

\*INR 200 deducted per month as Professional tax INR 300 deducted in February.

\*\*Fixed Bonus, payable at the end of one year from the date of joining.

**Joining Date: 01.03.2022**

**Probation:** *The first three months are probation period for the candidate.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. This arrangement may be terminated by either party upon notice in writing to either party with a 2 month notice.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Shruti Sonar

**For Sheila Raheja School of Business  
Management & Research**



Director

DigiChefs  
Deep Mehta  
Co-Founder

|                    |  |                               |
|--------------------|--|-------------------------------|
| Document Viewed    | Document Viewed by Shruti Sonar (shrutisonar123@gmail.com)<br>IP: 117.207.200.206  | Jan 20 2022<br>04:12:26 (UTC) |
| Document Viewed    | Document Viewed by Shruti Sonar (shrutisonar123@gmail.com)<br>IP: 117.207.200.206  | Jan 20 2022<br>04:12:26 (UTC) |
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| Document Signed    | Document Signed by Shruti Sonar (shrutisonar123@gmail.com)<br>IP: 117.207.200.206  | Jan 20 2022<br>04:12:26 (UTC) |
| Document Sent      | Document Sent to Deep Mehta (deep@digichefs.com)                                   | Jan 20 2022<br>04:12:26 (UTC) |
| Document Viewed    | Document Viewed by Deep Mehta (deep@digichefs.com)<br>IP: 183.87.174.110           | Jan 20 2022<br>04:12:26 (UTC) |
| Document Signed    | Document Signed by Deep Mehta (deep@digichefs.com)<br>IP: 183.87.174.110           | Jan 20 2022<br>04:12:26 (UTC) |
| Document Completed | This document has been completed.<br>Fingerprint: 955896863064d56273d5d55b175cdd11 | Jan 20 2022<br>04:12:26 (UTC) |

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
**Director**

*[Handwritten Initials]*

*[Handwritten Initials]*



PUCINA HOSPITAL AND RESEARCH CENTRE

REF. NO: HR/09/20/21/93

Date: 05.05.2022

To:  
**Dr. Ashwaghosh Meshram**  
45 D, New Shanti Niketan, 1st  
Behind A.H. Anantnagar,  
411002

**Appointment Letter**

With reference to your application and subsequent interview, we are pleased to appoint you as Assistant Ward Medical Officer w.e.f 10<sup>th</sup> 05/2022 on the following terms and conditions.

1. You will be paid consolidated salary of Rs. 22,500/- per month.
2. Your duty timings will be fixed as per the requirement of the hospital.
3. You will be required to perform the duties assigned to you from time to time in an efficient manner.
4. Your services will be governed by the rules and regulations applicable to your category and changes made to them from time to time.
5. You will need to pay one month salary as security deposit, which will not carry any interest.
6. You will be required to complete the commitment period of 6 months after which if you wish to leave service at any time you will be required to give a prior notice of one month failing which the security deposit amount will be forfeited.
7. The management may terminate your appointment during probation period if your performance is not satisfactory.
8. Please submit photocopies of all your certificates / documents to the HR department.

Yours sincerely,

*[Signature]*  
Dr. (Ms) R. Sengupta  
Medical Administrator

I have read and understood the above mentioned conditions and agree to abide by the rules and regulations of the hospital and changes made to them from time to time.

Signature of the employee

27 - SAJJASHI WETH, PUNE - 411 004  
PHONES : 91-20-66096000  
Fax : 91-20-64338477, Email : [hr@pucina.com](mailto:hr@pucina.com)  
Website : [www.pucinahospital.org](http://www.pucinahospital.org)  
ISO 9001:2015 Certified Hospital



**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
Director

Thank you.

Regards  
Dr. Ashwaghosh Meshram



SRBS Placement <placement@srbs.edu.in>

## Sending Offer letter

1 message

ashwaghosh meshram <dr.meshram.a@gmail.com>  
To: "placement@srbs.edu.in" <placement@srbs.edu.in>

Fri, May 13, 2022 at 2:55 PM

Good afternoon Ma'am

I am attaching my Offer letter as required by you.  
Sorry for the delay.

**For Sheila Raheja School of Business  
Management & Research**



  
Director



Ref:- OL-20211019/1

01<sup>st</sup> October 2021

**Mr. Sushant Ombase**

#302, Plot-603, Divya Apartment, Sector -1, Shiryane,  
Nerul, Navi Mumbai - 400706

**Offer Letter from Brightpoint Infotech**

We are glad to inform that we have now officially completed the transition phase of the merger between Brightpoint Infotech Pvt. Ltd. and Kaptura Technologies, and it's our pleasure to welcome you to the new team w.e.f 01<sup>st</sup> October 2021.

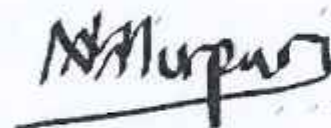
You will be designated as 'Functional Associate' and you will continue to work remotely (with the work from home option) as mutually agreed, however, your services are transferable to various locations depending upon the exigencies of business. We would like to take this opportunity to express our appreciation and gratitude for your contribution, sincere efforts and hard work that has gone into, during your tenure and hoping you will continue the high spirit, sincerity and dedication in future as well.

In recognition of your performance, we are pleased to inform you that the management has decided to further revise your compensation and increase your CTC with effect from 01<sup>st</sup> October 2021.

Kindly keep this confidential. We look forward to the same zeal and dedication in your work to strive for better results and wish you a wonderful career with Brightpoint Infotech. We look forward to a long and enriching association.

Thanking you,

Yours faithfully,  
Brightpoint Infotech Private Ltd.,



Navin Mirpuri  
President



**For Sheila Raheja School of Business  
Management & Research**

  
Director

Ref:- OL-20211019/1

01<sup>st</sup> October 2021

**Mr. Sushant Ombase**

#302, Plot-603, Divya Apartment, Sector -1, Shirvane,  
Nerul, Navi Mumbai - 400706

Offer Letter from Brightpoint Infotech

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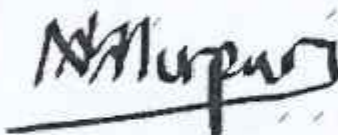
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Thanking you,

Yours faithfully,  
Brightpoint Infotech Private Ltd.,



Navin Mirpuri  
President

**For Sheila Raheja School of Business  
Management & Research**

  
Director

20<sup>th</sup> September 2021

To,  
**Manasi Sawant**  
 Mumbai

Sub: RETAINERSHIP AGREEMENT WITH SAPPHIRE FOODS INDIA LIMITED

Dear Manasi Sawant,

We are pleased to appoint you as **Professional Consultant – HR & Admin** on retainership basis from **20<sup>th</sup> September 2021**.

The following are the terms and conditions:

- During the retainership period, either side can terminate the agreement by giving **One Month notice** or retainership charges for the notice period, without assigning any reasons.
- Your retainership fees would be Rs **24,000/-** per month. You would raise invoice on 28<sup>th</sup> of every month. Your retainership fees is inclusive of GST & subject to TDS deduction in accordance with Income Tax Act 1961.
- All other terms & conditions of the company as & when applicable shall be shared on time to time.

Kindly sign and return a duplicate copy of this letter as a token of acceptance.

Regards,

For,

Sapphire Foods India Limited

*Sandhydeep A.*

Sandhydeep Purri  
 Chief People Officer

**For Sheila Raheja School of Business  
 Management & Research**



*[Signature]*  
 Director

Acceptance:

I have read and understood the above terms & conditions & agree to abide by the same. In token of having accepted the same willingly, I have signed herein below:

Name: Manasi Sawant

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

To

**Ms. Sanika Mahendrakumar Acharekar**

16/829, Kher Nagar, Vrindavan Chs  
Ltd, Front Pursottam High School,  
Bandra East - 400051

Dear Ms. Sanika Mahendrakumar Acharekar

This is further to your application for employment dated 12th July 2021 and the subsequent interview you had with us. We are pleased to appoint you in our organization Deputed at **Godrej Infotech Ltd** as "**Management Trainee -HR**" for a fixed period of employment (contract) on the following terms and conditions,

1. Your appointment shall be with effect from **13th July 2021**
2. Your employment shall be on project basis or as per the requirement of the principal employer. As such the nature of job shall not be permanent.
3. The term of your employment shall be valid for a period **13th July 2021 to 12th July 2022**. Not with standing this, in the event of the project/ work/ deputation for which you are being employed terminates before the aforementioned period, this contract shall be co-terminus with the project/work.
4. You shall be paid wages as stipulated by the principal employer or as per the norms prescribed by us being the immediate employer. A copy of the wage structure as attached hereto.
5. The leave rules and other service conditions shall be enforceable as applicable to you.
6. Your employment shall be subject to the requirement of the principal employer.
7. You shall be given all benefits as per the provisions of law applicable to the immediate employer.
8. Your employment shall be subject to transfer from one department to another at the sole discretion of the immediate employer.
9. You shall not divulge in any information to any other person in writing or otherwise without the permission of the management.
10. That you shall not take up any employment part time/ full time / honorary basis with any other establishment directly or indirectly without the written permission of the management.
11. That your employment is based on the information furnished which is believed to be true. In the event it is proved otherwise, you shall compensate the management the wages drawn by you during the tenure of your services.
12. That your services are terminable with a Months notice on either side which however the management has unfettered right to terminate your services at any point of time without assigning any reason or any compensation thereof.
13. We welcome you in our organization and wish you the very best in your assignment with us.

For,  
SNP Corporate Services Pvt Ltd.



For Sheila Raheja School of Business  
Management & Research



  
Director

Authorized Signatory

I accept the above terms and conditions and as a token thereof I affix my signature.

812, 8th Floor, Ghanshyam Enclave, Near Laljipada Police Chowki, New Link Road, Kandivali West, Mumbai-67.

Tel.: 022 6229 6786. Email: [info@thetristargroups.com](mailto:info@thetristargroups.com) . [www.thetristargroups.com](http://www.thetristargroups.com)

CIN : U93000MH2008PTC178689

12th July, 2021

**Ms. Sanika Acharekar,**

Dear Sanika,

We refer to your application and the interview. We are pleased to offer you the position of "**Management Trainee - HR**" in Our Project.

The detailed appointment Letter shall be issued to you when you come to our office for joining formalities. The details of compensation as mutually agreed to be payable to you is as stated below.

1. Your Net In Hand Salary Rs. **17,000/- P.M.** will be payable to you.
2. Your joining date will be **13th July, 2021.**

In addition, share below stated documents on the same mail and you are also requested to courier the following documents as per below address.

SNP Corporate Services Pvt. Ltd.  
812, 8<sup>th</sup> Floor, Ghanshayam Enclave,  
Near Laljipada Police Chowky, Link Road,  
Kandivali (W), Mumbai - 400067.

**Documents required is**

1. Aadhar Card;
2. Proof of Educational qualification Xerox as well as Originals;
3. Residence Proof;
4. PAN Card;
5. Photographs (4 p);
6. Relieving letter and salary slip / Certificate of current employer;
7. Bank detail (Passbook Xerox or Cancelled Cheque).

For,  
SNP Corporate Services Pvt. Ltd.

Authorized Signatory

For Sheela Raheja School of Business  
Management & Research



Director

To

**Ms. Sanika Mahendrakumar Acharekar**  
 16/829, Kher Nagar, Vrindavan Chs  
 Ltd, Front Pursottam High School,  
 Bandra East - 400051

Dear Ms. Sanika Mahendrakumar Acharekar

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1. Your appointment shall be with effect from **13th July 2021**
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3. The term of your employment shall be valid for a period **13th July 2021 to 12th July 2022**. Not with standing this, in the event of the project/ work/ deputation for which you are being employed terminates before the aforementioned period, this contract shall be co-terminus with the project/work.
4. You shall be paid wages as stipulated by the principal employer or as per the norms prescribed by us being the immediate employer. A copy of the wage structure as attached hereto.
5. The leave rules and other service conditions shall be enforceable as applicable to you.
6. Your employment shall be subject to the requirement of the principal employer.
7. You shall be given all benefits as per the provisions of law applicable to the immediate employer.
8. Your employment shall be subject to transfer from one department to another at the sole discretion of the immediate employer.
9. You shall not divulge in any information to any other person in writing or otherwise without the permission of the management.
10. That you shall not take up any employment part time/ full time / honorary basis with any other establishment directly or indirectly without the written permission of the management.
11. That your employment is based on the information furnished which is believed to be true. In the event it is proved otherwise, you shall compensate the management the wages drawn by you during the tenure of your services.
12. That your services are terminable with a Months notice on either side which however the management has unfettered right to terminate your services at any point of time without assigning any reason or any compensation thereof.
13. We welcome you in our organization and wish you the very best in your assignment with us.

For,  
 SNP Corporate Services Pvt Ltd.

**For Sheila Raheja School of Business  
 Management & Research**



Director

**Authorized Signatory**

I accept the above terms and conditions and as a token thereof I affix my signature.

**SNP Corporate Services Pvt. Ltd.**

812, 8th Floor, Ghanshyam Enclave, Near Lajpata Police Chowky, Link Road,  
Kandivall (W), Mumbai - 400067.

Name of the employee :

Sanika Acharekar

**Earnings : -**

|                                    |               |
|------------------------------------|---------------|
| Basic                              | 13500         |
| House Rent Allowance               | 5463          |
| Conv Allowance                     | 0             |
| Personal Allowance                 | 0             |
| <b>Total Earnings</b>              | <b>18963</b>  |
| PF Employee Contribution (12%)     | 1620          |
| ESIC Employee Contribution (0.75%) | 143           |
| Profession Tax                     | 200           |
| <b>Total Ded</b>                   | <b>1963</b>   |
| <b>Take Home</b>                   | <b>17000</b>  |
| PF Employer Contribution (13%)     | 1755          |
| ESIC Employer Contribution (3.25%) | 617           |
| MLWF Empr                          | 6             |
| <b>Total</b>                       | <b>2378</b>   |
| <b>CTC</b>                         | <b>21341</b>  |
| <b>Annual CTC</b>                  | <b>256092</b> |

MLW Rs. 12/- Will be deducted in month June & December.

Note: In February month Rs.300/- Profession tax will be deducted.

**For Sheila Raheja School of Business  
Management & Research**



  
Director

3b0322d440ea4548

01-Dec-2021

Ashish Vinayak Deshmukh

Ganesh Society, B-B 2 Floor, Near Shankar Temple Uppar Khopoli, Tal- Khalapur, Raigarh, Maharashtra.

Pincode - 410203

Contact No - 7709490759

Dear Ashish Vinayak Deshmukh,

**Subject : Human Resource Consultancy Retainership**

Please refer to your application for a short term engagement with us under the Human Resource Consultancy Retainer ship and our subsequent meetings and discussions for finalizing the terms of your engagement, wherein it has been agreed between us as follows:

**1. Nature of Engagement:**

Your engagement with us shall be at IndiaBulls 8th Floor Office for a specific tenure of 11 months or till the completion of the assignment whichever is earlier and it will end automatically upon occurrence of either of the contingency.

**2. Period of engagement:**

Your engagement will commence effective from 1-Dec-2021 and will come to an end on 31-Oct-2022 . This letter itself will be considered as a relieving letter and therefore no separate relieving letter will be issued on expiry of the above period. In no case the tenure of engagement will exceed the period of 11 months from the date of your actual commencement of the assignment.

**3. Compensation:**

You will be paid the following remuneration / fees for the services to be rendered by you during the above period.

| Components                      | Rs.( Per Annum ) |
|---------------------------------|------------------|
| Consolidated basic remuneration | 109760/-         |
| House Rent Assistance           | 54880/-          |
| Traveling Allowances            | 19200/-          |
| Statutory Bonus                 | 28800/-          |
| Special Allowances              | 26326/-          |
| Medical Allowance               | 15000/-          |
| Provident fund ( 12% of Basic ) | 20434/-          |

**For Sheila Raheja School of Business Management & Research**



*[Signature]*  
Director

**4. Scope of Work:**

Total → 2.74

You will be required to carry out operational roles and various other related activities in respect of different operational services determined by the Bank from time to time.

As you are engaged by the Bank to render the above services on the various terms and conditions of this Letter of Engagement, it is necessary that you maintain highest level of honesty and integrity.

You should carry out the various responsibilities assigned to you effectively and with utmost integrity, honesty, devotion and diligence so that you are able to achieve your objectives of taking up this short term assignment.

**One India bulls Centre, 8th Floor Office:** IndusInd Bank Limited, One World Centre, Tower 1, 8th Floor, 841, Senapati Bapat Marg, Elphinstone Road (W), Mumbai 400 013, India Tel: (022) 30493999

**Registered Office:** 2401 Gen. Thimmayya Road, Pune 411 001, India  
Tel: (020) 2634 3201 Fax: (020) 2634 3241 Visit us at [www.indusind.com](http://www.indusind.com)  
CIN: L65191PN1994PLC076333

*[Signature]*





## 5. Restrictive Covenants:

While you are engaged with the Bank as a Retainer, you will not undertake for gain or otherwise any other employment, avocation, business or pursue activities which will be in conflict directly or indirectly with the nature of your engagement or to the general interest of the Bank.

Please note that you are also prohibited from undertaking any course of study or training which will be prejudicial to the interests of the Bank, without the prior written permission of the Bank.

## 6. Termination:

The Bank shall have absolute right and discretion to terminate this arrangement and / or disengage your services at any time without assigning any reason whatsoever, by giving a notice of 15 days or salary for 15 days in lieu of notice. None of the other terms and conditions contained in this Letter of Engagement shall affect this right of termination of your engagement. You will also have a right to terminate this arrangement with proper approval from the Bank's side and by giving a mandatory notice of 15 days of your intension to terminate / resign from the engagement and after effectively serving for 15 days after giving notice, subject to other terms and conditions.

## 7. Settlement of Accounts:

On disengagement of your services for whatsoever reason, you will immediately hand over all the documents, specifications, data or any other article or property of the bank which may be in your possession, so as to enable the Bank to settle your accounts.

## 8. Jurisdiction:

It is also agreed that only courts in Mumbai only will have the Jurisdiction to entertain, try and dispose of disputes that may arise between the parties hereto.

## 9. Validity:

This Letter of Engagement is valid and will be in force for the period from 01-Dec-2021 to 31-Oct-2022 or as indicated in clause 2 above.


## 10. Medical fitness for Engagement:

The Bank at its discretion may refer you to undergo any medical examination that may be necessary for deciding on your initial engagement or during the course of engagement at its own expenses.

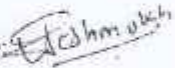
You are advised to return a copy of this engagement letter on or before 01-Dec-2021 indicating the date from which you will be able to undertake this assignment. Please note however that if we do not get your acceptance before 01-Dec-2021 this Letter of Engagement will automatically stand revoked.

Yours faithfully,

For IndusInd Bank Ltd

  
Yogesh Asrani  
Senior Manager - HR Operations

I confirm my willingness to accept this Letter of Engagement on the terms & conditions indicated herein which are based on my discussions with the Bank.

Signature of the Candidate:   
Date:

One India bulls Centre, 8th Floor Office: IndusInd Bank Limited, One World Centre, Tower 1, 8th Floor, 841, Senapati Bapat Marg, Elphinstone Road (W), Mumbai 400 013, India Tel: (022) 30493999

Registered Office: 7401 Gen. Thimmayya Road, Pune 411 001, India  
Tel: (020) 2634 3201 Fax: (020) 2634 3241 Visit us at www.indusind.com  
CIN: L65191PN1994PLC076333

For Sheila Raheja School of Business  
Management & Research



  
Director

**OFFER LETTER**

To Mrugal Raut,

Dear Mrugal Raut,

Welcome to Team Scaler .. !!

We are super happy to confirm your Full-time position as a "Associate Talent Scout" at Scaler Academy starting from 18 May, 2021. We are excited to have you onboard with us on our journey.

Below are the details for your remuneration:

**CTC Structure**

**Base Pay:** Rs. 4,09,920 Lakhs / annum

**Half Yearly Performance Bonus\*:** Rs. 1,40,000 Lakhs / annum (Performance bonus to be paid 70,000 in 6 months, twice a year based on the performance and rating).

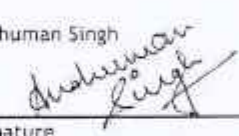
**Benefits :** 1,47,430 Lakhs / annum

Please sign and send this letter as an acknowledgment for the acceptance. This will be followed by submission of documents from our side along with the signing of several other documents relating to Non-Disclosure, Employment Agreement.


Please refer to the CTC breakup in the annexure.

Best,

Anshuman Singh

  
Signature

Anshuman Singh  
Co-founder / CEO  
[www.scaler.com](http://www.scaler.com)

  
Full Name: Mrugal Raut

Date: May 17 2021

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**ANNEXURE 1: COMPENSATION DETAILS**

|   | Annual (in INR) |
|---|-----------------|
| Base Salary (A)   | 4,09,920        |
| Performance Bonus* (B)  | 1,40,000        |
| <b>Total Annual Salary (A+B)</b>                              | <b>5,49,920</b> |
| <b>Benefits</b>   |                 |
| Company's Contribution to Provident Fund                      | 21,600          |
| Gratuity  | 11,830          |
| Family Insurance Premium                                      | 24,000          |
| Meals* (applicable post Covid-19, once we are back in office) | 72,000          |
| Phone Bonus   | 18,000          |
| <b>Total Benefits (C)</b>                                     | <b>1,47,430</b> |
|   |                 |
| <b>Total Cost To Company (A+B+C+D)</b>                        | <b>6,97,350</b> |

**Important:** Please note that any benefits mentioned herein may be modified, rescinded or withdrawn by InterviewBit, at its sole discretion, with or without notice at any given point of time

**Confirmation and Acceptance**

*Mrugal Raut*

Name: Mrugal Raut

Date: May 17 2021

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
Director

*[Signature]*

*[Signature]*

12th July, 2021

**Saloni Bhoir**  
08, Bhoir House, Vazira Village,  
Borivali (west), Mumbai- 400091 India

Re: Employment Offer

Dear Saloni,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in Mumbai. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on **14th July, 2021**. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on **14th July, 2021**. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6-month period, you will be required to pay the Company an amount of **INR 30000 (Rupees Thirty Thousand Only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application forms as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all

GlobeOp Financial Services Technologies (India) Private Limited  
Unit 2, 8th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400 708.  
t: +91-22-6813-4000 | f: +91-22-6813-4001 | [saloni.bhoir@ssfc.com](mailto:saloni.bhoir@ssfc.com) | [www.ssfc.com](http://www.ssfc.com) | [www.ssfcglobeop.com](http://www.ssfcglobeop.com)  
CIN - U72300MH2011FTC216781

Regd. Office Unit 2 & 3, 4th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400708.  
t: +91-22-4117-5900 | f: +91-22-4117-5001 | [solutions@ssfc.com](mailto:solutions@ssfc.com) | [www.ssfc.com](http://www.ssfc.com) | [www.ssfcglobeop.com](http://www.ssfcglobeop.com)

501/502, 5th Floor, Interface Building No.16, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [solutions@ssfc.com](mailto:solutions@ssfc.com) | [www.ssfc.com](http://www.ssfc.com) | [www.ssfcglobeop.com](http://www.ssfcglobeop.com)

801/802, 8th Floor, Interface Building No.11, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-4094-9600 | f: +91-22-4094-8401

4<sup>th</sup> Floor, North Wing, Rolta Corporate Park, Plot No. 187, Phase I, Udyog Vihar, Gurgaon 122 016, Haryana, India  
t: +91-124-3356000 | +91-124-3356001 | [solutions@ssfc.com](mailto:solutions@ssfc.com) | [www.ssfc.com](http://www.ssfc.com) | [www.ssfcglobeop.com](http://www.ssfcglobeop.com)

For Sheila Raheja School of Business  
Management & Research



  
Director



parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

For **GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
Director – Human Resources

I accept this offer of employment with **GlobeOp Financial Services Technologies (India) Private Limited** and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

GlobeOp Financial Services Technologies (India) Private Limited  
Unit 2, 8th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400 708  
T: +91-22-6813-4000 | F: +91-22-6813-4001 | [hr@ssctech.com](mailto:hr@ssctech.com) | [www.ssctech.com](http://www.ssctech.com) | [www.ssglobeop.com](http://www.ssglobeop.com)  
CIN - U72300MH2011PTC216781

Regd. Office: Unit 2 & 3, 4th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belapur Road, Airoli, Navi Mumbai 400708  
T: +91-22-4117-5000 | F: +91-22-4117-5001 | [solutions@ssctech.com](mailto:solutions@ssctech.com) | [www.ssglobeop.com](http://www.ssglobeop.com) | [www.ssglobeop.com](http://www.ssglobeop.com)

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801/802, 8th Floor, Interface Building No.11, Malad Link Road, Malad (West), Mumbai-400 064  
T: +91-22-4094-9600 | F: +91-22-4094-8401

4<sup>th</sup> Floor, North Wing, Roita Corporate Park, Plot No. 187, Phase 1, Udyog Vihar, Gurgaon-122 016, Haryana, India  
T: +91-124-3356000 | F: +91-124-3356001 | [solutions@ssctech.com](mailto:solutions@ssctech.com) | [www.ssctech.com](http://www.ssctech.com) | [www.ssglobeop.com](http://www.ssglobeop.com)

**For Sheila Raheja School of Business  
Management & Research**



Director



PRIVATE AND CONFIDENTIAL

Reference No. - 1384043917

Applicant ID - 4568820

18-Oct-2021

Bhagyashri Mate

Dear Bhagyashri,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website www.icicibank.com  
CIN.: L65190GJ1094PLC021012

Regd. Office: ICICI Bank Tower  
Near Chokli Circle,  
Old Paders Road,  
Vadodars 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**



Director



PRIVATE AND CONFIDENTIAL

Reference No. - 1384043917

Applicant ID - 4568820

18-Oct-2021

Bhagyashri Mate

Dear Bhagyashri,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at MUMBAI - GHATKOPAR PANT NAGAR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 27-Oct-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Old Padra Road,

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**For Sheila Raheja School of Business  
Management & Research**



  
Director

Reference No. - 1384043917

Bhagyashri Mate

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Management & Research**



  
Director



Reference No. - 1384043917

Bhagyashri Mate

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384043917**

Bhagyashri Mate

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Prakash

Digitally signed by AMIT PRAKASH

Date: 2021.10.18 23:55:31 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
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**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

**Reference No. - 1384043917**

Bhagyashri Mate

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000.00/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100.00/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000.00/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200.00/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Reference No. - 1384043917**

Bhagyashri Mate

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT PRAKASH  
Date: 2021.10.18 23:55:32 +05:30  
Reason: Offer Letter  
Location: Mumbai


Signature of Applicant

**ICICI Bank Limited**  
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**For Sheila Raheja School of Business  
Management & Research**

  
Director



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**For Sheila Raheja School of Business  
Management & Research**

*SH*



*[Signature]*  
Director

**Remuneration Details**

Name : Bhagyashri Mate  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

|   | Deputy Manager (Band I) |                    |
|---|-------------------------|--------------------|
|   | Monthly                 | Annual             |
| Basic   | 9,000.00                | 1,08,000.00        |
| HRA   | 4,500.00                | 54,000.00          |
| Supplementary Allowance*  | 13,175.00               | 1,58,100.00        |
| Superannuation Allowance **   | 1,350.00                | 16,200.00          |
| <b>Total</b>  | <b>28,025.00</b>        | <b>3,36,300.00</b> |
| <b>Retrials</b>   |                         |                    |
| Retrials (PF, Gratuity) ***   | 2,550.00                | 30,600.00          |
| <b>Total CTC</b>  | <b>30,575.00</b>        | <b>3,66,900.00</b> |
| Performance Linked Retention Pay #  | 4,500.00                | 54,000.00          |
| <b>Total (incl PLRP)</b>  | <b>35,075.00</b>        | <b>4,20,900.00</b> |
| * Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance                                |                         |                    |
| *** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy. |                         |                    |
| #Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.             |                         |                    |

Date : 18-Oct-2021

Digitally signed by AMIT PRAKASH  
 Date: 2021.10.18 23:55:32 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
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**For Sheila Raheja School of Business  
 Management & Research**

*Signature*



*Signature*  
 Director

Date: Jun 25, 2021  
Offer No : QS2229994

ABHISHEK RAMESH WAGH

123456

**FIXED TERM EMPLOYMENT CONTRACT**

Dear ABHISHEK RAMESH WAGH

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to AGS TRANSACT TECHNOLOGIES LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JUL 01, 2021 be deputed by QUESS to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

**TENURE:**

The term of your Contract shall be valid from JUL 01, 2021 to DEC 31, 2021.

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**



*Ikya Confidential*  
Page 1

Offer No : QS2229994

This is a system generated letter

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.  
Open the camera on your smart phone and scan.




**For Sheila Raheja School of Business Management & Research**



Director

August 14, 2021

MR. Shreejith Kakkathuruthi

Dear Shreejith,

Welcome to Tech Mahindra Business Services Ltd. We are pleased to offer you the position of Service Desk Analyst in our organization. The terms and conditions of the offer are given below:

1. Your initial place of Posting will be in **MUMBAI** with **UK-MUMBAI-Operations**.
2. You are expected to join as early as possible, and not later than **August 23, 2021** failing which we presume you do not have interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled.  
**Your Induction will be on August 23, 2021**  
Time: 1:00 PM  
Venue: Spectrum Tower 'A' Wing - Ground Floor.  
Our contact no. for recruitment is +91(22) 49073600/3601
3. You will be on probation for a period of **three months**. Based on the three monthly assessments, you will be confirmed or extended if deemed necessary, at the company's discretion. Either party can terminate this appointment with fifteen days (15 days) notice in probation or with thirty days (30 days) notice after confirmation or payment in lieu thereof. However, if your service is terminated for fraud, theft or withholding of information in the application form or for any other form of misconduct, notice pay will not be payable.
4. This offer of appointment is conditional and subject to you clearing the **Reference Check**. If we have reasons to believe that you have not discontinued your previous employment contract (if any) and TMBS finds or gets aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Any payments made to you by TMBS from Date of Joining TMBS, needs to be refunded to TMBS immediately and any payments due to you by TMBS shall not be paid by us. Further the duration or period of your work in TMBS shall be treated null and void ab initio. Your statutory obligations towards PF, EDLI and other insurances shall stand cancelled.
5. You are willing to work in 24\*7 shifts
6. Notwithstanding anything to the contrary stated elsewhere in the employment contract, you Understand that you cannot avail any leaves during training/probation and On Job Training (OJT)
7. You will adhere to the induction/Training shift timings/office working hours including but not limited to Log-in/ Log-out and will comply with the same. You will not violate the same for reason whatsoever including but not limited to religious activities.
8. This is not a regular offer of appointment but a offer letter. The formal letter of appointment will be issued at the time of joining.
9. Please submit the following at the time of your joining.
  - A copy of the relieving letter from your present employer
  - Documentary evidence of the last salary drawn
  - Documentary evidence of date of birth & Educational Qualifications
  - Pre - employment Application Form (if not submitted already)
10. You are informed that any request for a change in process will not be accommodated at the time of joining.
11. The Compensation and Benefits Program applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost seriousness.
12. We have corporate tie-ups with CITI, ICICI & Kotak Bank for salary accounts. You have the option to choose between the three. Please acknowledge that either of the banks has not identified you as a defaulter \_\_\_\_\_. If you have been identified please specify the bank \_\_\_\_\_. In instances where it comes to our knowledge that you have provided us incomplete/ inaccurate details then this offer will be treated as null & void with retrospective effect.
13. The Company shall not be responsible for any claim arising out of misrepresentation given by any recruitment agency/individual.

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

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

Yours sincerely,

For Tech Mahindra Business Services Ltd

  
Yuri Roy  
Head-Talent Acquisition



Validate your offer letter on



For Sheila Raheja School of Business  
Management & Research

  
Director





\* Note – From Month 4 and post confirmation, actual amount may be lower or higher (Range 0% to 200%) depending on your performance and business performance.

You will receive the monthly training allowance until the 3rd month & from the 4th month you will be aligned to MIP (For the fourth month's performance the conversation will be conducted in the fifth month and incentive payout for the same will be credited on 15th of the sixth month)

After the 1st payout performance incentives will continue getting credited on a monthly basis (15th of following month).

I hereby agree and accept that I have understood all the salary components, my net take home calculation and the incentive payout. I also agree and accept that my salary fitment is as per the Company's policy.

  
**Yuri Roy**  
Head-Talent Acquisition

Signature :  
Applicant Name : Shreejith Kalkathuruthi

**For Sheila Raheja School of Business  
Management & Research**



  
Director

**Compensation and Benefits Plan**

|   |                                |                             |   |
|---|--------------------------------|-----------------------------|---|
| <b>Name:-</b>   | <b>Shreejith Kakkathuruthi</b> |                             |   |
| <b>Designation:-</b>                                  | <b>Service Desk Analyst</b>    |                             |   |
| <b>Salary Component</b>                               | <b>(Amount in INR P.M.)</b>    | <b>(Amount in INR P.A.)</b> |   |
| <b>Fixed Salary</b>                                   |                                |                             |   |
| Basic   | 15000                          | 180000                      |   |
| Other Allowance                                       | 6787                           | 105439                      |   |
| House Rent Allowance                                  | 1500                           | 18000                       |   |
| Night Shift Allowance                                 | 1500                           | 18000                       |   |
| Statutory Bonus                                       | 1250                           | 14994                       |   |
| <b>Sub Total (A)</b>                                  | <b>28036</b>                   | <b>336433</b>               |   |
| PF - Employer Contribution                            | 1800                           | 21600                       | @ 12% of Basic Salary   |
| ESIC - Employer Contribution [3.25% of Sub Total (A)] | 0                              | 0                           |   |
| <b>Sub Total (B)</b>                                  | <b>1800</b>                    | <b>21600</b>                |   |
| <b>Fixed CTC (A+B)</b>                                | <b>29836</b>                   | <b>358033</b>               |   |
| # Performance Incentive @ 100% - (C)                  | 3000                           | 36000                       | During Probation, you will be paid 1500/-per month. (Refer Net Take Home table below) |
| <b>Cost to Company (CTC) (A+B+C) @ 100%</b>           | <b>32836</b>                   | <b>394033</b>               |   |
| <b>Annual Benefits</b>                                |                                |                             |   |
| Insurance (Medical, GPA & EDLI)                       | -                              | 5997                        |   |
| <b>Total Cost (Salary + Benefits)</b>                 |                                | <b>400030</b>               |   |

**# Performance Incentive :-**

1. Represents the targeted amount. Actual incentive amount may be lower or higher (Range 0% to 200%) depending on your performance and business performance.
2. Performance incentive is not applicable during Probation.
3. During Probation you will be paid a monthly training allowance of Rs 1500/-

**Note:**

1. All payments are subject to appropriate taxation
2. The salary structure & additional benefits are liable to change from time to time based on company policy

**Notes on Benefits**

Insurance: Medical : Coverage :- For Self / Spouse & up to two dependent children, as per company policy  
Sum Insured :- Amount - 1.50 Lacs  
EDLI / Group personal Accident Insurance (GPA) : Coverage :- Employee  
Sum Insured - 6.02 lacs for EDLI & 5 Lacs for GPA

**Net Take Home (Pre tax)**

|                                | Month 1      | Month 2      | Month 3      | Month 4 - Onwards (once confirmed) | Month 5      |
|--------------------------------|--------------|--------------|--------------|------------------------------------|--------------|
| Fixed Salary (-) PF, ESIC & PT | 26036        | 26036        | 26036        | 26036                              | 26036        |
| Training Allowance             | 1500         | 1500         | 1500         | -                                  | -            |
| Performance Incentive          | -            | -            | -            | 3000                               | 3000         |
| <b>Total Salary</b>            | <b>27536</b> | <b>27536</b> | <b>27536</b> | <b>29036</b>                       | <b>29036</b> |

**For Sheila Raheja School of Business  
Management & Research**



*[Signature]*  
**Director**

Suhel Ansari : 8898749256

Abrar Ansari : 9322507597



# AAYAT GARMENTS

**WHOLESALE AND RETAILER**

Specialist in :  
PATIALA, PLAZO, LEGGINGS, DUPATTA  
WESTERN TOP, PANTS, KURTIS

Shop No. 8, Anoop 1, Laxmi Park, Naya Nagar, Lodha Road, Mira Road (E), Dist. Thane-401107

For Sheila Raheja School of Business  
Management & Research



  
Director

**SHREENATH ENTERPRISES**



Everything Electrical

Jayesh Kapadia  
98923 10547

TEL.: +91 22 6633 3592  
+91 22 3956 7928

**For Sheila Raheja School of Business  
Management & Research**



*[Handwritten Signature]*  
Director



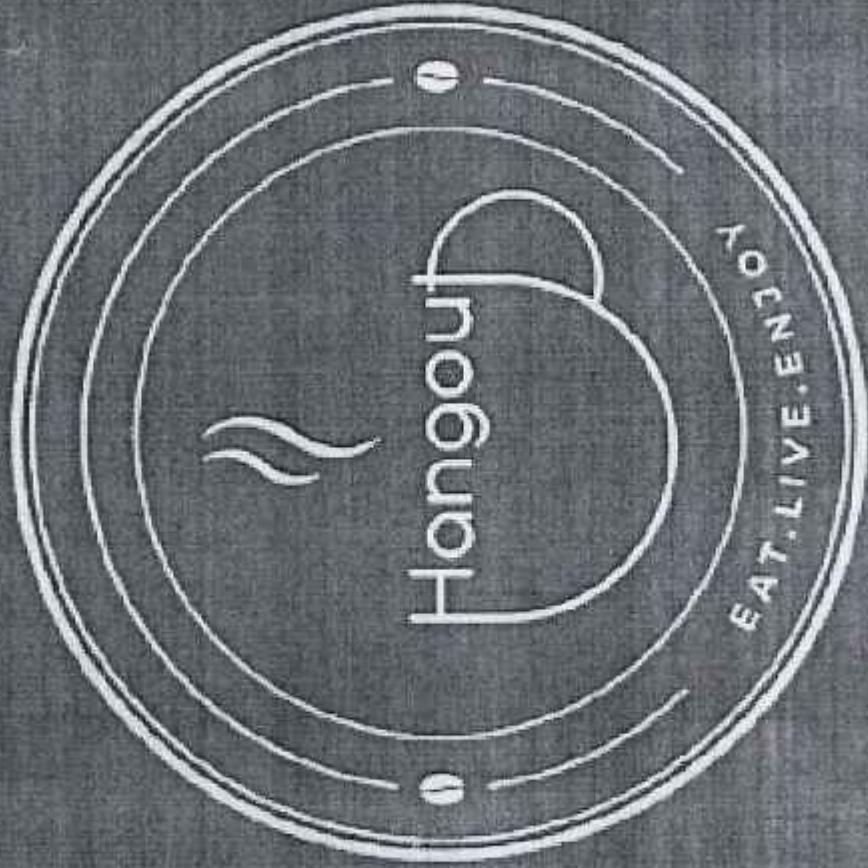
Plastic Fans, Terminal Blocks, M. S. Fan Covers  
& Boxes, Centrifugal Switches, Water Pump Seal,  
Rotary & Cam Switches, Starting & Running Capacitor  
Volt / Amp Meter, Pump Empiler, Cable Giand & Lugs

Shop No. 6, Tawawala Building, 32, Pathakwadi,  
Ground Floor, 147, Lohar Chawl, Mumbai - 400 002.

For Sheila Raheja School of Business  
Management & Research



  
Director



# CAFÉ HANGOUT

91, Santosh Nagar,  
Jule Solapur Road,

Opp Patanjali Mega Store,  
Solapur, Maharashtra - 413004



hangout\_cafe\_solapur

For Sheila Raheja School of Business  
Management & Research



Director

Ref no. MCX/MEM/AP/107651

Date: 4/2/2021

The Designated Director  
Angel Broking Limited  
G-1, Akruti Trade Centre,  
MIDC Road No.7, Andheri East,  
MUMBAI  
400093

Sub: Registration of Authorised Person

Dear Sir/Madam,

We are pleased to inform you that Exchange has approved your application for the following Authorised Person (AP).

| AP Name                     | AP Trade Name               | Constitution | AP Registration Number | Date of Appointment of AP | Address of AP  |
|-----------------------------|-----------------------------|--------------|------------------------|---------------------------|--|
| MAHESH<br>AMBABHAI<br>PATEL | MAHESH<br>AMBABHAI<br>PATEL | Individual   | MCX/AP/141728          | 04/02/2021                | VARDVINAYAK<br>CHS, ROOM NO-307,<br>PLOT NO-<br>701, SECTOR NO-<br>20, NERUL WEST, NAVI<br>MUMBAI, THANE<br>400706<br>Navi Mumbai<br>Maharashtra |

The approval of the Exchange is subject to the condition that you will ensure compliance on a continuous basis with the various requirements/framework stipulated by the Exchange and Securities and Exchange Board of India (SEBI) from time to time.

For Multi Commodity Exchange of India Ltd.,

*This is a computer generated letter and does not require signature*

This approval shall be valid till it is suspended/cancelled in accordance with the Rules, Bye-laws and Regulations of the Exchange and SEBI Circulars.

-----Corporate office-----

**Multi Commodity Exchange of India Limited**

Exchange Square, CTS No. 255, Suren Road, Chakala, Andheri (East), Mumbai – 400 093

Tel.: 022 – 6649 4000 Fax: 022 – 6649 4151

CIN: L51909MH2002PLC135594 www.mcxindia.com email: customersupport@mcxindia.com

**For Sheila Raheja School of Business  
Management & Research**



**Director**

Ref No.: MOD/DS/JD/NP/02092021183653

Date: 09/02/2021

The Designated Director,  
ANGEL BROKING LTD.  
ACKRUTI STAR, 5TH FLOOR  
CENTRAL ROAD, MIDC MAROL  
ANDHERI (EAST)  
MUMBAI - 400093  
MAHARASHTRA

Registration of Authorized Person/s.

Dear Sir/Madam,

We are pleased to inform you that exchange has approved your application/s for following 'Authorized Person/s' (AP's) :

| SR.No. | Authorised Person Name | Trade Name            | Regi.No          |
|--------|------------------------|-----------------------|------------------|
| 1      | MAHESH AMBABHAI PATEL  | MAHESH AMBABHAI PATEL | AP01061201118529 |

We enclosed herewith the APs Registration Certificate in Original for the same.

You are requested to kindly check the details mentioned in the AP certificate/s before forwarding the same to your respective Authorized Person/s. In case of any discrepancy, you are requested to contact the officials of the Membership Operations Department (Authorised Persons registration section) of the Exchange.

For BSE Ltd.

This is computer generated letter does not require signature.

For Sheila Raheja School of Business  
Management & Research



  
Director



**Certificate of Registration  
Authorised Person  
(As per Rule, Bye Laws and Regulations of the Exchange)  
Certificate Number : 118529**

In exercise of the powers conferred by SEBI Circular No. MIRSD/DR-D/Cir-16/09 dated November 06, 2009 and as per Rule, Bye-laws and Regulations of the Exchange the certificate of registration is hereby granted to :-

**Authorised Person** MAHESH AMBABHAI PATEL  
**Trade Name** MAHESH AMBABHAI PATEL  
**Address** VARDAVINAYAK CHS, ROOM NO-307,  
PLOT NO-701, SECTOR NO-20, NERUL WEST,  
NAVI MUMBAI, THANE  
**City** NAVI MUMBAI  
**PIN Code** 400706  
**State** MAHARASHTRA  
**AP Registration No.** AP01061201118529  
**Segment Type** CASH

**AFFILIATED TO:**

**Stock Broker** ANGEL BROKING LTD.  
**SEBI Registration No.** CASH : INZ000161534  
CURRENCY DERIVATIVE : INZ000161534  
EQUITY DERIVATIVE : INZ000161534

This certificate shall be valid till it is suspended/cancelled in accordance with the SEBI Circular/s and Rule, Bye-laws and Regulations of the Exchange.

By Order for and on behalf of BSE Limited.

JITENDRA MANILAL DOSHI  
February 10, 2021

Authorised Signatory

Place: Mumbai  
Date: 09/02/2021

SENSEX

For Sheila Raheja School of Business  
Management & Research



Director



National Stock Exchange Of India Limited



Ref.No.NSE/MEM/12798/AP/397/Feb'21

18-Feb-21

M/s. ANGEL BROKING LIMITED  
G1, ACKRUTI TRADE CENTRE,  
ROAD - 7, MIDC,  
ANDHERI (E),  
MUMBAI 400093

Kind Attn : RAJIV KEJRIWAL, COMPLIANCE OFFICER

Dear Sir / Madam,

Your request seeking appointment of Authorised Person as per the details mentioned in the table below has been approved by the Exchange subject to the condition that you will ensure compliance on a continuous basis with the various requirements stipulated by Securities and Exchange Board of India (SEBI) and the Exchange from time to time.

| Applicant Name        | Trade Name            | AP Address  | Registration Code | Seg | Date of Appointment |
|-----------------------|-----------------------|---|-------------------|-----|---------------------|
| MAHESH AMBABHAI PATEL | MAHESH AMBABHAI PATEL | VARDAVINAYAK<br>CHS, ROOM NO-307,<br>PLOT NO-701, SECTOR<br>NO-20, NERUL WEST,<br>NAVI MUMBAI, THANE<br>NAVI MUMBAI<br>400706 | AP0397296531      | CM  | 18-Feb-21           |
| MAHESH AMBABHAI PATEL | MAHESH AMBABHAI PATEL | VARDAVINAYAK<br>CHS, ROOM NO-307,<br>PLOT NO-701, SECTOR<br>NO-20, NERUL WEST,<br>NAVI MUMBAI, THANE<br>NAVI MUMBAI<br>400706 | AP0397296531      | FO  | 18-Feb-21           |

For Shella Raheja School of Business  
Management & Research



Director

This Document is Digitally Signed by

NSE Meghana Kulkarni  
Fri, Feb 19, 2021 21:03:17 IST

 **Bedekar**

**100**  
Delicious  
Centenary  
1910-2010

**Vikram Bedekar**

Management Executive

**V. P. Bedekar & Sons Private Limited**

Manufacturers and Exporters of Pickles & Spices

56, Tatyra Gharpure Path, V. P. Bedekar Masalewale Chowk,  
Bedekar Sadan No. 3, Girgaum, Mumbai 400 004, India.

Off 91-22-23827327, 23858673

Mobile : 9833867483

e-mail : vikram.bedekar@vpbedekar.com

www.vpbedekar.com

For Sheila Raheja School of Business  
Management & Research



  
Director

## Prasil Jain



*:- 8767847977*



*:- Prasiljain@gmail.com*



*:- Shop No. B-5, Lokseva CHS, K K Krishnan  
Menon Marg, 90 Feet Road, Dharavi,  
Mumbai, Maharashtra, 400051*

**For Sheila Raheja School of Business  
Management & Research**



  
**Director**



Government of India  
Form GST REG-06  
[See Rule 10(1)]

Registration Certificate

Registration Number : 27AEHFS7662B1ZV

|   |  |   |   |    |                |
|---|--|---|---|----|----------------|
| 1.  | Legal Name                             | SHUBH CREATION  |   |    |                |
| 2.  | Trade Name, if any                     | SHUBH CREATION  |   |    |                |
| 3.  | Constitution of Business               | Partnership   |   |    |                |
| 4.  | Address of Principal Place of Business | Shop No. B-5, Lokseva CHS, K K Krishnan Menon Marg, 90 Feet Road, Dharavi, Mumbai, Mumbai City, Maharashtra. 400051 |   |    |                |
| 5.  | Date of Liability                      |   |   |    |                |
| 6.  | Period of Validity                     | From  | 13/01/2021  | To | Not Applicable |
| 7.  | Type of Registration                   | Regular   |  |    |                |
| 8.  | Particulars of Approving Authority     | Maharashtra   |   |    |                |
| Signature   |  | Signature valid<br>Digitally signed by DE GOODS AND SERVICES TAX NETWORK(4)<br>Date: 2021.01.13 15:17:06 IST        |   |    |                |
| Name  | JITENDRA BHASKARRAO DESHMUKH           |   |   |    |                |
| Designation   | State Tax Officer                      |   |   |    |                |
| Jurisdictional Office   | MAZGAON_701                            |   |   |    |                |
| 9. Date of issue of Certificate   | 13/01/2021                             |   |   |    |                |
| Note: The registration certificate is required to be prominently displayed at all places of business in the State |  |   |   |    |                |

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 13/01/2021 by the jurisdictional authority.

For Sheila Raheja School of Business  
Management & Research



  
Director



|                    |                 |
|--------------------|-----------------|
| GSTIN              | 27AEHFS7662B1ZV |
| Legal Name         | SHUBH CREATION  |
| Trade Name, if any | SHUBH CREATION  |

**Details of Additional Places of Business**

Total Number of Additional Places of Business in the State 0

**For Sheila Raheja School of Business  
Management & Research**



  
Director





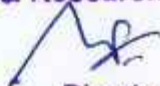
GSTIN 27AEHFS7662B1ZY  
Legal Name SHUBH CREATION  
Trade Name, if any SHUBH CREATION

**Details of Managing / Authorized Partners**

|   |   |                    |                         |
|---|---|--------------------|-------------------------|
| 1 |  | Name               | Prasil Dinesh Jain      |
|   |   | Designation/Status | Partner                 |
|   |   | Resident of State  | Maharashtra             |
| 2 |  | Name               | Shailesh Fatechand Jain |
|   |   | Designation/Status | Partner                 |
|   |   | Resident of State  | Maharashtra             |

**For Sheila Raheja School of Business  
Management & Research**



  
Director

आयकर विभाग

INCOME TAX DEPARTMENT

भारत सरकार

GOVERNMENT OF INDIA

स्थायी लेखा संख्या कार्ड

Permanent Account Number Card

AEHFS7662B

PN Name

SHUBH CREATION

निगमन/गठन की तारीख

Date of Incorporation/Formation

03/12/2020

For Sheila Raheja School of Business  
Management & Research



  
Director



# Sheila Raheja School of Business Management & Research


A.Y. 2019-2020

## Executive placements for MMS Batch 2019 - 2020

| Sr. No. | Name of the student | Name of the company             | CTC in LPA |
|---------|---------------------|---------------------------------|------------|
| 1       | Saloni Bhagat       | Axis Bank                       | 3.53       |
| 2       | Harsh Master        | Axis Bank                       | 2.75       |
| 3       | Shraddha Teli       | Randstad India                  | 3          |
| 4       | Anish Sankhe        | Kotak Life                      | 3.5        |
| 5       | Huzefa Ameriwalla   | Decimal Point                   | 2.75       |
| 6       | Prasad Raul         | E Clerx                         | 2.2        |
| 7       | Swapnil Salvi       | PinClick                        | 5.4        |
| 8       | Shashank Tiwari     | PinClick                        | 5.4        |
| 9       | Omkar More          | PinClick                        | 5.4        |
| 10      | Saurabh Sharma      | VIVO                            | 5          |
| 11      | Roshan Dubey        | Mankind                         | 2.9        |
| 12      | Azeem Khan          | Inlead Electronics Private Ltd. | 3.3        |
| 13      | Ameya Karpure,      | Oracle                          | 2.9        |
| 14      | Vivek Poojari       | LIDDO                           | 5.6        |
| 15      | Neha Gosavi         | HUL                             | 2.4        |
| 16      | Tanvi Bhosale       | Capgemini                       | 2.5        |
| 17      | Ashish Patil        | Capgemini                       | 2.5        |
| 18      | Akshay Shinde       | IDFC First Bank                 | 2.9        |
| 19      | Manjeet Kori        | Randstand India                 | 2.6        |
| 20      | Sandeep Kamble      | Morningstar                     | 4.5        |
| 21      | Roshan Bhirade      | Morningstar                     | 4.5        |
| 22      | Priya Jagtap        | Morningstar                     | 4          |
| 23      | Vrutanksha Kamble   | MyGate                          | 4.2        |
| 24      | Harshita Gupta      | Accenture                       | 2.3        |
| 25      | Saurabh Borkar      | IBM                             | 2.9        |
| 26      | Abhiruchi Tayade    | Lumina Datamatics               | 2.5        |
| 27      | Vighneshawari       | Lumina Datamatics               | 2.5        |

  
Dr. Gresh Pannu



  
Dr. Sushma M.

For Sheila Raheja School of Business  
Management & Research

  
Director



Anant Digaskar &lt;anantdigaskar@srbs.edu.in&gt;

**Fwd: Offer letter**

**Saloni Bhagat** <salonibhagat007@gmail.com>  
 To: "anantdigaskar@srbs.edu.in" <anantdigaskar@srbs.edu.in>

Mon, Jan 27, 2020 at 9:54 AM

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

From: **Saloni Bhagat** <salonibhagat007@gmail.com>  
 Date: Sun, 26 Jan 2020 at 5:47 PM  
 Subject: Fwd: Offer letter  
 To: <harshvardhanbhagat62@gmail.com>

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

From: **Saloni Bhagat** <salonibhagat007@gmail.com>  
 Date: Sun, 26 Jan 2020 at 17:45  
 Subject: Fwd: Offer letter  
 To: <harshvardhanbhagat62@gmail.com>

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

From: **Saloni Bhagat** <salonibhagat007@gmail.com>  
 Date: Sat, 25 Jan 2020 at 12:13  
 Subject: Fwd: Offer letter  
 To: <akhilphadtare@gmail.com>

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

From: **Axis** <Axis.Careers@axisbank.com>  
 Date: Fri, 24 Jan 2020 at 16:36  
 Subject: Offer letter  
 To: <salonibhagat007@gmail.com>

Dear Saloni Bhagat,

Please find attached your offer letter for Branch Banking

Steps to do:

- 1) Please log on to Career Page (click here) with your credentials
- 2) Accept or Reject the offer on the portal by selecting the relevant option
- 3) For any clarification please get in touch with the HR

Do note that this offer is subject to the receipt of satisfactory feedback from your referees & satisfactory verification of documentation on joining.

You are requested to revert with your acceptance within 5 days of receiving this email failing which this offer will be deemed to be cancelled.

We look forward to having you on board.

DM  
 DAKSHINA.A

Dr. Ansh Jais




For Sheila Raheja School of Business  
 Management & Research

Director

Do feel free to contact us for any further clarifications.

Thanks & Regards,  
Axis Bank Ltd.

---

 Saloni Bhagat.pdf  
130K



Dr. Cirosh Parva

PM  
Dr. Smita . M.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

CTC Annexure  
Emoluments and Benefits for the grade of Assistant Manager (for Saloni Bhagat)

2

| COMPENSATION  | Amount             |                  |
|---|--------------------|------------------|
|   | P.A. (₹)           | P.M. (₹)         |
| Basic   | 90,000.00          | 7,500.00         |
| Basket of Allowance                                 | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                              | 10,800.00          | 900.00           |
| Gratuity *  | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>              | <b>2,43,732.00</b> | <b>20,311.00</b> |
| Location Pay  | 31,500.00          | 2,625.00         |
| <b>TOTAL (Fixed Cash+Retirals)</b>                  | <b>2,75,232.00</b> | <b>22,936.00</b> |
| <b>Benefits :</b>                                   |                    |                  |
| Group Medclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit  | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>   | <b>3,53,376.00</b> | <b>29,448.00</b> |

| Loan Eligibilities   |                   |                    |                       |   |   |
|--|-------------------|--------------------|-----------------------|---|---|
| Type of Loan & Purpose of Loan   | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks   |
| Housing Loan   | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI which includes Principal & Interest.            | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan   | Upon Confirmation | 2,00,000.00        | 6%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards Interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |
| <p><b>Note:</b>The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.</p> |                   |                    |                       |   |   |

DM  
Dattatraya M. DV Gosh Pawar



**For Sheila Raheja School of Business  
Management & Research**

Director

| Insurance Details                |                        |   |
|----------------------------------|------------------------|---|
| Type of Insurance                | Insurance Cover (in `) | Remarks   |
| Group Mediciam Insurance Policy  | 3,00,000.00            | For all the plans ,the coverage will be applicable for all employees upon joining the service of the bank.<br><b>Base Policy:</b> Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.<br><b>Top Up Policy:</b> In addition, the Bank also offers a Top Up Policy ranging from coverage of Rs. 3 Lakhs to Rs. 40 Lakhs, which an employee can opt for and pay the premium accordingly. Top up Policy will be applicable only for the dependents covered under the Base Policy.<br><b>Parents Policy:</b> The Bank provides Parent Policy ranging from Rs. 1 lakh to Rs. 20 lakhs wherein employee has an option to cover upto 4 dependents under Parents and / or Parent-in-Laws policy by paying the premium. |
| Group Term Life Insurance Policy | 25,00,000.00           | Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)  |

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.

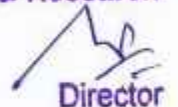
**Note:** The terms & conditions of the mediciam policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal

| Other Benefits   |  |
|--|--|
| Performance Bonus / Annual Incentive Plan (as may be applicable) | Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee. |
| ** Gratuity will be paid as per the Payment of Gratuity Act.     |  |

Digitally signed by DS AXIS BANK LTD 2  
Date: 2020.01.24 16:36:09 +05:30  
Reason: LOI  
Location: mumbai



For Sheila Raheja School of Business Management & Research

  
Director

*DM*  
*DARSHAN M.*

*Dr Anshu Pam*

49533/WCR016:Mumbai Circle \_MUM/AXISB/HR/REC/West  
27-Jan-2020

Mr. Harsh Master  
,Mumbai,Maharashtra400051

Dear Harsh Master,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |     |                      |   |
|------------------------------------|-----|----------------------|---|
| Basic Salary                       | Rs. | 7,500.00p.m.         |   |
| Basket of Allowance                | Rs. | 11,550.00p.m.        |   |
| Provident Fund                     | Rs. | 900.00p.m.           |   |
| Gratuity                           | Rs. | 361.00p.m.           |   |
| <b>Fixed Cash + Retirals</b>       | Rs. | <b>20,311.00p.m.</b> |   |
| Location Pay                       | Rs. | 2,625.00p.m.         |   |
| <b>Total Fixed Cash + Retirals</b> | Rs. | <b>22,936.00p.m.</b> | ✓ |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

*DM.*  
Dafshana . M

*Dr. Govind Patil*



**For Shilpa Raneja School of Business Management & Research**

*[Signature]*  
**Director**

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

*Dr. S. S. M.*

*Dr. Anshu Pan*



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director

**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director

:: 3 ::

4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

4.1.3 The below mentioned documents to be submitted by you at the time of your joining –

- a. Joining booklet (duly filled)
- b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c. Proof of date of birth
- d. Copy of Pan Card
- e. Copy of Address Proof
- f. One recent passport size color photograph
- g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

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

#### 4.2 Probation Period:

4.2.1 You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.

4.2.2 On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.

4.2.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.

4.2.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

#### 4.3 Transfer:

4.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.

4.3.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.

4.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

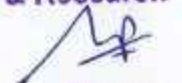
a. **On account of Resignation :** During the period of probation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 30 days. You will not be permitted to adjust any accumulated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

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

D.M.  
DARSHANA . M.



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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

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

**4.6 Whole-time / Alternative Employment:**

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

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

DM.  
D.K. Sharma - M.

Dr. Girdhar Pan



**For Sheila Raheja School of Business  
Management & Research**

Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Sanchita Sarkar**

**Sanchita.Sarkar@axisbank.com**

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

Yours faithfully,

**Human Resources**



Digitally signed by DS AXIS BANK LTD 2  
Date: 2020.01.27 10:56:19 +05:30  
Reason: LOI  
Location: mumbai



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

Encl: - a/s

(B)

Date: 20 December 2019

**Intimation Letter and Terms of Reference**

Dear Sheetalha K. Jeli,

1. Your employment with **Randstad India Private Limited** shall be valid for a period of 1 year. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 31<sup>st</sup> July, 2020 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** You are mandatorily required to complete NISM VA certification before Joining. During the course of employment you are required to complete the following certifications - NISM (X-A, X-B & V-C).
6. **Compensation:** You will receive compensation of Rs. 3,00,000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You will successfully complete your 2 year full time MBA programme in 2020.
  - b. You agree to submit the documents required by the organization – list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,

*S. Balakrishnan*

**Authorized Signatory**  
**Balakrishnan S.**  
**Head HRSSC**



**For Sheela Raheja School of Business Management & Research**

*[Signature]*  
**Director**

*DM*  
*D. Krishna . M.*

*[Signature]*  
*Dr. Corol Pam*

I have read, understood and agreed to the above mentioned terms and conditions.

Acceptance: Signature



Date: 20/12/19

Mobile No.: 7900109550

Institute Name: Sheila Raheja School of Business Management

Pan No.: BGSPT0559C

Aadhaar Card No.: 9794 9580 0098

DM.  
D.K. Sharma - M

  
Dr. Gresham



For Sheila Raheja School of Business  
Management & Research

  
Director

To

Head HR  
 Randstad India Private Limited  
 Randstad House, Old No - 5 & 5A, New No. 9,  
 Paycroft Garden Road,  
 Chennai - 600 006

I, Shraddha Lakshman Jeli Date of Birth: 25/07/96 hereby declare that all claims and or representations made in my Curriculum Vitae (CV) / Resume and other documents, letters, certificates, degrees, proofs produced by me during the hiring process conducted by **Randstad India Private Limited** for deputation at HDFC Asset Management Company Limited (HDFC AMC) are authentic, verifiable and bonafide.

I also affirm and say that what is stated as hereunder is true to the best of my knowledge and nothing has been concealed therein:

1. That I have signed this statement voluntarily and of my own free will with no threats, compulsion or coercion implied or otherwise.
2. That I am a citizen / legal resident of India entitled to seek work within the Union of India.
3. That there is no First Information Report (FIR) or criminal complaint lodged or pending against my name with any authority in India or abroad. I am not party to any civil or criminal litigations pending in court in India or abroad
4. I have never been convicted before or found guilty in any court / commission / tribunal/ competent authority of any criminal act under the Indian Penal Code (IPC) or laws governing any other country
5. I have never been the subject of a complaint or proceedings
  - i) by any Regulatory Agency within India or abroad.
  - ii) or was asked to resign in any of the previous organization(s) I have worked for;
  - iii) or been involved in fraud or any other form of financial irregularity, misconduct, sexual harassment, libel, slander, disparagement or any act of moral turpitude.
6. I am not a member of or affiliated to any organization or outfit that is banned by the Government of India.
7. I promise to declare in writing all such information about me which may be relevant for the organization to know with respect to my employment / internship / deputation with HDFC AMC, now and in the future during the course of my employment / internship / deputation with HDFC AMC.
8. That I have not appeared for any selection process for HDFC AMC in the past.
9. I hereby declare that I do not have:
  - a. An ARN and am not a distributor of Mutual Funds.
  - b. Relatives/dependents who are distributors of Mutual Funds.
  - c. Any relatives working with HDFC AMC or any HDFC Group of Companies.

I understand and agree that during the course of my internship/employment/deputation with HDFC AMC if the contents of this self-declaration are found to be inconsistent /untrue /unverifiable, HDFC AMC reserves the right to terminate my internship/employment/deputation without notice.

  
 \_\_\_\_\_  
 Signature

Mumbai  
 \_\_\_\_\_  
 Place

20/12/19  
 \_\_\_\_\_  
 Date

For Sheila Raheja School of Business  
 Management & Research

DM.  
 \_\_\_\_\_  
 Mr. Gokhale



  
 \_\_\_\_\_  
 Director

11



Candidate Name: - Anish Sankhe Institute Name:-Sheila Raheja School of Business Management & Research

Subject: Letter of Offer from Kotak Life Insurance

We are happy to inform that you have been selected as a Management Trainee by Kotak Mahindra Group for;

◆ Kotak Life

Your remuneration per annum is Rs. 3.50 CTC plus annual incentives (subject to the minimum performance criteria of "Meets Expectation"). Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

|                        |            |
|------------------------|------------|
| Sagar.thorat@kotak.com | Kotak Life |
| muneesh.goel@kotak.com | Kotak Life |

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For Kotak Mahindra Group

Signature of the candidate

Kotak Mahindra Life Insurance Company Limited  
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Ltd.)

TAN: LHM030KAM20000120025

Registered Office:

2007, 4th

4th Floor

11, 12th Cross, Bandra (E)

Mumbai - 400 051

Corporate Office:

7th Floor, 11th Cross, 11th Cross

11th Cross, 11th Cross

11th Cross, 11th Cross

Mumbai - 400 027

11th Cross, 11th Cross

11th Cross, 11th Cross

11th Cross, 11th Cross

Mumbai - 400 027

Kotak - Bandra

Handwritten signatures and initials: P.H., Darshan M., Anish Sankhe



Director

(12)

# DECIMAL POINT

Innovative Research Solutions

To,  
Huzefa Amreliwala,  
1<sup>st</sup> Cross Lane,  
5<sup>th</sup> Haji Ismail Bldg,  
Byculla, Mumbai-400008

Dear Huzefa,

Re: Offer Letter for the post of Trainee and Research Analyst

Following our discussions, I am pleased to offer you, on behalf of Decimal Point Analytics Private Limited, an internship position as "Trainee" for the duration of six months, which shall be revised to a full time position as "Research Analyst" post successful completion of six month internship.

Your stipend for first six month will be **Rs.12,000/- per month**. After completion of your six-month internship, fixed cost to company would be **Rs.1,92,000/- per annum** during probation and after confirmation fixed cost to company would be **Rs.2,75,000/- per annum**. This **Rs.2,75,000/-** includes a retention bonus of **Rs.27,500/- per annum** which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

We look forward to your joining us on or before **16<sup>th</sup> July 2020**. By accepting this letter, you agree to bind yourself to the terms of the employment, including notice period as decided by the company.

I would like to reiterate our high regard for you, and in the interim, if I can be of help, please do not hesitate to call me.

Sincerely,

  
Shailesh Dhuri  
Chief Executive Officer  
July 16, 2020

I accept this letter & agree to abide by the terms of employment of the company.

Encl:

- a. Terms & Conditions
- b. Acceptance Copy
- c. Annexure - I



**For Sheila Raheja School of Business Management & Research**

  
Director

# STATEMENT OF TERMS OF EMPLOYMENT

BETWEEN

DECIMAL POINT ANALYTICS PRIVATE LIMITED

AND

HUZEFA AMRELIWALA



Dr Ciroh Panna



Dr Shama M.



For Sheila Raheja School of Business  
Management & Research



Director



12

# STATEMENT OF TERMS OF EMPLOYMENT

This Statement includes the particulars of employment and is made between the following parties:

**Decimal Point Analytics Private Limited and  
Huzefa Amreliwala**

The terms and conditions of your employment with Decimal Point Analytics Private Limited are set out below and also in certain sections of the Company's Employee Handbook. In the event of any inconsistency between the terms set out in this Statement and the Employee Handbook, the terms set out in the Statement take precedence.

The Company reserves the right to vary and amend the terms and conditions of employment from time to time and will give reasonable notice of any such change.

In this Agreement, the following words shall have the following meanings:-

"Associated Company" shall mean in relation to the Company, another company which is connected or under common ownership of the Company or the principal shareholders of the Company;

"the Board" shall mean the Executive Board of Directors from time to time of the Company including any committee of the Board duly constituted by it;

"Gross Misconduct" shall include but is not limited to discrimination, harassment, fighting, alcohol or drug abuse, fraud, competing with the Company, theft, destruction of Company property, any breach of the Company's e-mail/Internet policy, serious breaches of health and safety rules and breach of a statute which has a direct effect on your ability to undertake your duties under this Agreement;


"Incapacity" shall mean any illness, accident or other like cause which prevents you from performing your duties hereunder.

## 1. JOB TITLE AND REPORTING LINE

Your job title, reporting line and grade at Decimal Point Analytics Private Ltd, is as set out in Annexure I of this agreement. Based on your performance and Company requirements, your designation, grade and reporting line may be reviewed by the Company as an amendment to Annexure – I of the agreement.

You have a duty to carry out all reasonable instructions and comply with all policies and procedures that the Company imposes. The Company may also reasonably require you to work at other jobs, or undertake the duties of another position, at a similar level within the business (whether for the Company and/or for an Associated or Subsidiary Company), after proper consultation.

  
Huzefa Amreliwala

  
Sheela Raheja



**For Sheela Raheja School of Business Management & Research**

  
Director

## 2. DATE OF START OF EMPLOYMENT

Your employment with Decimal Point Analytics Private Limited will begin on or before **16<sup>th</sup> July 2020**. No employment with a previous employer will count as part of your period of continuous employment with the Company.

## 3. PLACE OF WORK

Your initial place of work will be Gupta House, Gupta Wadi, Shri Shyamlal Gupta Marg, Near Dr. Kakatkar Hospital, Opp Ved Mandir, off Trimbak Road, Nasik -2, The Company reserves the right to require you to change your place of work to any of the Company's office locations, its Client's offices or any other location worldwide, as may be required by the Company. In the event of any proposed relocation, the Company will consult with you and provide you with as much notice as practical.

It is a condition of your employment that you are prepared to relocate anywhere within India and, if necessary, overseas at the request of the Company. Any such relocation shall be as per policy laid down by Company.

## 4. WORK RELATED TRAVEL

The Company has offices in multiple locations in India and abroad. In addition, the Company has clients all over the world. You may be required to work at any of these locations or elsewhere, for short term or long term durations, from time to time.

It is a condition of your employment that you are prepared to travel within India and, if necessary, overseas at the reasonable request of the Company. You shall travel by such means and in accordance with such travel tariff as the Company may from time to time determine. The Company will meet properly substantiated expenses in accordance with Company policy, the details of which are set out in the Employee Handbook.


## 5. HOURS OF WORK

Work Timings in Decimal Point Analytics reflect the requirements of business.

The working hours expected of each Decimal Point employee is of 9 (nine) hours a working day and 45 hours per week, including a 30 minute lunch/dinner break and 2 rest breaks of 15 minutes each.

Due to the nature of business at Decimal Point, hours of work may vary and you are expected to work such additional hours as necessary to meet business requirements and fulfill the duties and responsibilities of your role. No overtime payments would be made for such additional hours of work.


  
Dr Gopal Anand

  
Dr. J. M. M.

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For Sheila Raheja School of Business  
Management & Research

  
Director

## 6. DUTIES

During the course of your employment you will discharge your duties efficiently, diligently and to the best of your abilities. You shall devote your whole time and attention to the business interests of the Company and generally carry out duties and work as assigned to you, and shall obey and comply with all the lawful orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the Company and endeavour to promote the business interests of the Company at all times.

## 7. LEAVES AND HOLIDAYS

During your entire period of service, you will be entitled to leaves, holidays and all other benefits as per the rules and regulations prevailing in the Company for each such benefit from time to time. A detailed policy on the same is available in the Employee Handbook.

## 8. SALARY

Your stipend for first six month will be Rs.12,000/- per month. After completion of your six-month internship, fixed cost to company would be Rs.1,92,000/- per annum during probation and after confirmation fixed cost to company would be Rs.2,75,000/- per annum. This Rs.2,75,000/- includes a retention bonus of Rs.27,500/- per annum which shall be payable at the completion of one successful year of your full-time service from your date of joining and gratuity as per rules.

Any Bonuses lying unpaid on the date of resignation is subject to forfeiture at the sole discretion of the company.

Our performance year is January 01 to December 31 of each year. Your performance for the year will be reviewed by January 31 of the following year. Based on the review, your fixed annual salary will be reviewed and adjusted (merit increase) in the month of April of the following year. A revision letter will be given to you on 31<sup>st</sup> January after the completion of the performance review.


## 9. MONITORING OF E-MAILS, INTERNET AND TELEPHONE CALLS

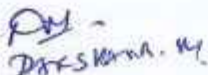
There are times when the Company may need to monitor the use of e-mails, the Internet and telephone calls by its employees, for example, to investigate suspected misuse, breaches of the law or Company rules and procedures. By signing this Statement, you consent to the Company so doing, without providing any notice to you.

You should also refer to the Company's policy one-mail, use of Internet and Business communication in the Employee Handbook.

## 10. ADDITIONAL AGREEMENTS

You may be required by the Company to sign additional agreements that may be specific to clients or projects; you are required to work for.

  
Mr. Ash Ram

  
Dr. S. K. M. M.

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For Sheila Raheja School of Business  
Management & Research

  
Director

## 11. TERMINATION OF EMPLOYMENT

Your appointment can be terminated by the Company if your Medical Screening or Background Verification check reports have major discrepancies. The management's decision in all such cases will be final and binding.

The minimum period of notice that both you and the Company must give to terminate your employment is **three** months. Notice must be given in writing.

Failure to provide the agreed notice period shall render you liable to pay the Company notice period salary in lieu thereof and shall entitle the Company to deduct / withhold this amount from any and all dues payable by the Company to you. The management may decide to accept salary in lieu of Notice Period or adjust against leave, at its own discretion.

The management may also decide to waive off the Notice Period and relieve you prior to the expiration thereof based on the requirements of the company. The management's decision in all such cases will be final and binding.

It is your responsibility to complete your handover during the notice period before leaving the organization. This is required to ensure smooth transition of processes in the absence of the resigning employee.

Upon leaving the Company, you must return to the Company all of its property that is in your possession including all relevant intellectual property and confidential business information.


Once either you or the Company has given notice to terminate your employment, or if you resign without giving proper notice, the Company may direct you to take "Garden Leave" for the unexpired period of notice. This means that the Company may require you to serve your notice period away from the workplace, to perform only such duties as it may allocate to you or not to perform any duties, and to have no contact with any employees or clients of the Company without the express written permission of an officer of the Company. In cases where the Company directs you to take "Garden Leave" your salary and all contractual benefits will continue to be paid till the end of your notice period.

Upon termination of your employment for whatever reason, you agree that at the request of the Company you will immediately resign (without claim for compensation) from all directorships and other offices which you may hold in the Company or in any Associated Company and, if applicable, transfer any qualifying or nominee shares held by you, issued to you with respective provisions of terms of issue from time to time, to the Company and/or any Associated Company. In the event of your failure to notify the Company that you will resign within seven days of a request by the Company, you hereby irrevocably authorise the Company to appoint a person to execute any documents and to do everything necessary to effect such resignation on your behalf. Further, if you fail to transfer such shares within seven days of such request, the Company may effect such transfers on your behalf.

Upon termination of your employment, for any reason other than those mentioned in clause 12.2, all unpaid increments, bonuses, whether retention or performance or any other bonus, revised salary will stand forfeited and no bonus and revisions will be payable to you during the notice period or after termination of employment.

The termination of your employment for whatever reason shall not affect those provisions of this Agreement which are expressed to have effect thereafter.

  
Mr. Ashu Panu

  
Dr. Ashu Panu - M.

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For Sheila Raheja School of Business  
Management & Research

  
Director

## 12. SUMMARY TERMINATION


If you:

- 12.1.1 shall commit any act of dishonesty whether relating to the Company, any Associated Company, an employee or otherwise; or
- 12.1.2 are guilty of any Gross Misconduct or commit any serious breach of any of your obligations to the Company or any Associated Company or refuse or neglect to comply with lawful orders given to you by the Board; or reporting officer
- 12.1.3 are guilty of any conduct which in the reasonable opinion of the Company brings you, the Company or any Associated Company into disrepute; or
- 12.1.4 shall be prohibited or disqualified by law from holding the office which you hold in the Company or any Associated Company or shall resign from any such office without the prior written consent of the Board; or
- 12.1.5 are in the reasonable opinion of the Company incompetent in the performance of your duties; or
- 12.1.6 fail to observe and perform in all material respects the terms and provisions of this Agreement (where such conduct does not fall within Clause 12.1.3) and fail to remedy any such non-observance or non-performance (where capable of remedy) within fourteen (14) days after prior written notice from the Company requiring you so to do; or
- 12.1.7 are declared bankrupt ; or
- 12.1.8 are convicted of any arrestable criminal offence ; or
- 12.1.9 are prevented from performing your duties due to Incapacity (including any illness caused by your own negligence) for a period of 120 working days in aggregate in any period of 12 months; or
- 12.1.10 fail to observe and comply with the requirements and obligations of any law which is required to be observed in performance of your duties,

THEN the Company shall be entitled at its absolute discretion to terminate your employment immediately without notice or payment in lieu of notice whereupon you shall have no claim against the Company for damages or otherwise by reason only of such termination. Further, it is hereby agreed that the Company shall be entitled to terminate your employment under Clause 12.1.9 notwithstanding that to do so would disentitle you to any benefits in force at the date of such termination.

12.2 This Agreement shall automatically terminate on your 60th birthday.

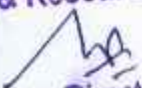
  
Anurag Pann

  
Dr. Suman M.

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For Sheila Raheja School of Business  
Management & Research

  
Director

12.3 The Company may suspend you for the purpose of investigating any misconduct alleged against you and during any such period, you shall not, except with the prior consent in writing of the Board, or your reporting officer, attend at any premises of the Company or any Associated Company or contact any employee, customer or supplier of the Company or any Associated Company. The Company shall be under no obligation to provide any work for you during such period and you shall, at the request of the Company, immediately deliver to the Company all or any of its property.

### 13. DEDUCTIONS FROM SALARY

The Company reserves the right in its absolute discretion to deduct from your pay any sums which you may owe the Company including, without limitation, any overpayments or loans made to you by the Company or loss suffered by the Company as a result of your negligence or breach of the Company's rules, any TDS dues, any tax dues, any other statutory dues.

### 14. OUTSIDE INTERESTS

You will not, during the course of your employment, be employed or engaged in any capacity in any other business without the prior written consent of a Director of the Company.

### 15. CONFIDENTIALITY

You acknowledge that in the course of your employment with the Company you will have access to, and be entrusted with, information in respect of the business and financing of the Company, its Clients, its Clients' clients, its employees, its dealings, transactions and affairs including any parent or subsidiary company, another subsidiary of parent company, joint venture company and associated companies (together "Group companies"), all of which information is or may be confidential.

You must not, either during your employment or at any other time after completion of employment with the Company, divulge to any person or organisation any confidential information relating to the Company, its Clients, its Clients' clients, its employees and any Group company, except where required to do so as part of your duties while employed by the Company.

"Confidential information" includes all information which has been specifically designated as confidential by the Company, its Clients, its Clients' clients, its employees or any parent company, another subsidiary of parent or subsidiary company, joint venture company (hereinafter collectively referred to as Group Company(ies)), any information imparted in circumstances which imply that it is confidential, and any information relating to the technical, strategic planning, marketing, pricing or financial activities of the Company, its Clients, its Clients' clients, its employees or any Group Company, the unauthorised disclosure of which would embarrass, harm or prejudice the Company or any Group Company. It does not include information which is legitimately in the public domain.

You must not, at any time during your employment with the company and thereafter, disclose to any person or organisation any confidential information relating to the company, its Clients, its Clients' clients, its employees or any Group company, except where required to do so as part of your duties while employed by the company.

*Dr. Anish Panu*

*PH - Dr. Sneha Rane*

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For Sneha Rane, Director of Business Management & Research

*[Signature]*  
Director

the name of any Client of the Company or Clients client, either directly or indirectly, or in such terms that any third person is able to ascertain the name of the Client or Client's client, in any social networking site such as LinkedIn and Facebook or any job portal or site such as Naukri, Monster and TimesJobs without the express prior written approval of a Director of the Company..

Breach of the Group's confidentiality rules during your employment will normally lead to summary dismissal for gross misconduct or any other legal recourse available to the Company.

## 16. INTELLECTUAL PROPERTY

All relevant Intellectual Property and all Intellectual Property Rights therein shall to the fullest extent permitted by law belong to, vest in and be the absolute, sole and unencumbered property of the Company or if it originates mainly from an Associated Company it shall be the property of such Associated Company, or if it originates mainly from a Client Company, it shall be the property of such Client.

- 16.1 You hereby acknowledge that because of the nature of your duties and the particular responsibilities arising from the nature of your duties you have and at all times during your employment will have a special obligation to further the interests of the undertakings of the Company and of any Associated Company;
- 16.2 You hereby undertake to notify and disclose to the Company in writing the full details of all relevant Intellectual Property forthwith upon the production of the same, and promptly whenever requested by the Company and in any event upon the determination of your employment with the Company deliver up to the Company all correspondence and other documents, papers and records, and all copies, whether physical or electronic, or on any magnetic or optic or any other media thereof in your possession, custody and power relating to any relevant Intellectual Property;
- 16.3 You hereby undertake to hold upon trust for the benefit of the Company or any Associated Company any relevant Intellectual Property and the Intellectual Property Rights therein to the extent the same may not be and until the same are vested absolutely in the Company or any Associated Company;
- 16.4 You hereby assign for the benefits of the Company by way of future assignment all copyright, design rights and other proprietary rights (if any) in all relevant Intellectual Property;
- 16.5 You hereby, unconditionally and irrevocably waive your rights to be identified as the author of any of the relevant Intellectual Property in which copyright subsists and not to have the work subjected to derogatory treatment; and this waiver is made expressly in favour of the Company and shall extend to licenses and successors in title to the copyright in the work;
- 16.6 You hereby acknowledge that, save as provided by law, no further remuneration or compensation other than that provided for herein is or may become due to you in respect of the performance of your obligations under this Clause; and
- 16.7 You hereby undertake at the expense of the Company to execute all such documents, make such applications, give such assistance and do such acts and things as may in the opinion of the Company be necessary or desirable to vest in and register or obtain letters patents in the name of the Company, its clients, its

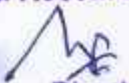
  
Anush Pan

DM -  
Keshava M.

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For Sheila Raneja School of Business  
Management & Research

  
Director

clients' clients, its employees or any Associated Company and otherwise to protect and maintain the relevant Intellectual Property and the Intellectual Property Rights therein.

To the extent that by law any relevant Intellectual Property or the Intellectual Property Rights therein do not, or are not permitted to, vest in or belong to the Company or any Associated Company you agree immediately upon the same coming into existence to offer to the Company or any Associated Company in writing a right of first refusal to acquire the same on arm's length terms to be negotiated and agreed between the parties in good faith.

## 17. POST TERMINATION OBLIGATIONS

17.1 For the purpose of this Clause, the following expressions shall have the following respective meanings:

"Business" means the carrying on of the business of providing financial and investment services and support services to companies in the financial services sector and any other sectors that the Company or any Group Company provides services to, including the sales and marketing of research data produced by the Company or any Group Company and any other business which may at the termination of this Agreement be carried on by the Company or any Group Company at the date of termination of your employment and in which you have been concerned to a material extent at any time in the 24 months immediately preceding such termination.

"Key Employee" means any person who at the date of termination of your employment is employed or engaged by the Company or any Group Company (i) with whom you have had material contact during the course of your employment and (ii) either (a) is employed or engaged in the carrying on of the business of Company's Business and any other business or (b) is in possession of confidential information or (c) is directly managed by or reports to you or (d) in the event that such Key Employee is found to have been solicited by you prior to the date of termination of your employment, who would have been so employed but for your actions.


"Restricted Area" means any part of the world in which you have undertaken your duties to a material extent at any time in the 24 months immediately preceding the termination of your employment.

"Restricted Period" means the period of 36 months and calculated from the date of termination of your employment, subject to a reduction for any period spent on Garden Leave, as mentioned under the Clause "Termination of Employment".

17.2 You hereby undertake that you will not for the Restricted Period without the prior written consent of the Company either alone or jointly with or on behalf of any person directly or indirectly whether as manager, agent, consultant, employee or otherwise:

17.2.1 in connection with the carrying on of any business in competition with the Business, canvass, solicit, approach or do business, either directly or indirectly, with any person or organization who or which has at any time during the period of 24 months immediately preceding the date of termination of your employment

  
Mr. Anil Kumar

  
Dr. Shweta R. S. Singh

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For Sheila Rabin Singh, Group Director of Business Management & Research

  
Director



employment done business with the Business as a client and with whom or which you have had dealings during the course of your employment; or

- 17.2.2 solicit or entice away or endeavor to solicit or entice away from the Business any Key Employee who at the date of the termination of your employment is employed or engaged by the Company (whether or not the Key Employee would commit a breach of contract by accepting such an approach).

## 18. SHARE DEALINGS

You shall comply with all relevant rules of the Company, regulations and laws in force in relation to share dealings, debentures or other securities.

## 19. GENERAL

- 19.1 No failure or delay by the Company in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise by the Company of a right, power or privilege preclude any further exercise thereof of the exercise of any other right, power or privilege.
- 19.2 This Agreement supersedes all other agreements whether written or oral between the Company or any Associated Company and you relating to your employment and you acknowledge and warrant to the Company that you are not entering into this Agreement in reliance on any representation not expressly set out herein.
- 19.3 You warrant that by virtue of entering into this Agreement you will not be in breach of any express or implied terms of any contract with, or of any other obligation to, any third party binding upon you.
- 19.4 If your employment under this Agreement is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation and you are offered employment with any concern or undertaking resulting from the reconstruction or amalgamation on terms and conditions not less favorable than the terms of this Agreement then you shall have no claim against the Company in respect of the termination of your employment under this Agreement.
- 19.5 You confirm that you have received or have had the opportunity to receive independent legal advice as to the terms and effect of this Agreement and, in particular, to the restrictions contained in the Confidentiality and Intellectual Property and Post-termination Obligation clauses above.

For Sheila Raheja School of Business  
Management & Research

*sq*  
Dr. C. S. Par

*Dr. D. S. Par*  
Dr. S. Par

*[Signature]*  
Director



For Sheila Raheja School of Business  
Management & Research

20. NOTICES

- 20.1 Any notice or other communication given or made under this Agreement shall be in writing and shall be delivered to the relevant party or sent by registered post to the address of that party specified in this Agreement or such other address in India as may be notified by that party from time to time for this purpose, and shall be effectual notwithstanding any change of address not so notified.
- 20.2 Unless the contrary shall be proved each such notice or communication shall be deemed to have been given or made, if by registered post, 48 hours after posting and, if by delivery, at the time of delivery.

21. GOVERNING LAW

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the non-exclusive jurisdiction of the Courts of Mumbai as regards any claim or matter arising in respect of this Agreement.

You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter.

I have read, understood and agree to the terms and conditions set out in this Statement of Terms of Employment, with Annexure – I and in the Company’s Employee Handbook. I also confirm that they supersede any other terms and conditions that may have been in force at the time of signing this Statement.

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

**Huzefa Amreliwala**

Signed on behalf of the Company by:

Signature: *Shailesh Dhuri* Date: \_\_\_\_\_

**Shailesh Dhuri**  
**Chief Executive Officer**  
**Decimal Point Analytics Private Limited**

**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**

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

**Vidula Padwal**  
**Vice President - Talent Management**  
**Decimal Point Analytics Private Limited**

**For Sheila Raheja School of Business Management & Research**

**Dire**

*[Signature]*  
**No. Anshu Parni**

*[Signature]*  
**DR -**  
**JASURNA . M.**



**ANNEXURE – 1 to Agreement between Decimal Point Analytics Private Limited and Huzefa Amreliwala**

**JOB TITLE AND REPORTING LINE**

Your job title is **Trainee and Research Analyst** of Decimal Point Analytics Private Limited and you would be reporting to **Shailesh Dhuri – Chief Executive Officer**.

Based on your performance and Company requirements, your designation, and reporting line may be reviewed by the Company.


**PROBATION AND CONFIRMATION**

Confirmation of your employment with the Company would be effective upon your satisfactory completion of the first 6 months of employment (also called as Probation / Training period) with the Company. This stipulated period should be sufficient for you to get trained and start delivering the desired standards of work based upon the goals and objectives agreed to with your manager.

**Documents to be submitted on your DOJ:**

The employee on joining Decimal Point Analytics should submit the following documents to the Talent Management Department:

1. 3 copies of latest passport size photograph.
2. Scanned copies of all the educational certificates and mark sheets. (Attested).
3. Scanned copies of proof of date of birth i.e. birth certificate or school leaving certificate (Attested).
4. Scanned copies of Relieving letter and service certificate from the last employer (if applicable).
5. Scanned copies of Last salary slips from last employer (if applicable).
6. Scanned copy of PAN Card
7. Scanned copy of Address Proof (Passport, Electricity bill, Ration card) any one
8. Scanned copy of Aadhaar Card

  
Anush Pam

  
Shailesh Dhuri



**For Sheila Raheja School of Business Management & Research**

  
Director

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# eClerx

Date: July 17, 2020

Mr. Prasad Ajay Raul

16/2, Swami Sadguru Apt ,  
Sakharam Complex, Kopar Road, Dombivli W,  
Maharashtra-421202

## Offer Letter

Dear Prasad,


Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Mumbai**.
2. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
3. Your date of commencement of employment will be on or before **July 21, 2020**.
4. Your Cost to the Company will be **INR 219,180** (As per the enclosed Annexure).
5. Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
6. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 700** will be deductible from your net monthly salary every month.
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days'** notice, with notice being provided by either you or the company.
9. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
10. Successful completion of these training and probation period is critical for confirmation of your employment.
11. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

12. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and

eClerx Services Ltd.,  
16/2, Swami Sadguru Apt,  
Sakharam Complex, Kopar Road, Dombivli W,  
Maharashtra-421202

  
Dr. Asha Pawar

  
Prasad Ajay Raul



For Sheila Raheja School of Business  
Management & Research

  
Director

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procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.

13. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training

14. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:


You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

- a. Four passport size color photographs.
- b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
- c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
- d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
- e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
- f. One photocopy of passport / driving license etc. for photo ID.
- g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
- h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.

15. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check. Documents submitted by you are sent for necessary verification and authentication to the background verification agency.

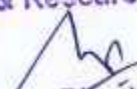
You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed

  
Dr. Gresham

  
Dhresham M



For Sheila Raheja School of Business  
Management & Research

  
Director

joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Liji Thomas from Human Resources team for all joining formalities at our Airoli office at 9:00 a.m. (Address: Building No.11, 6th Floor, K Raheja Mindspace, Plot #3, Thane Belapur Road, Airoli, Navi Mumal-400708, email: Liji.Thomas@eclerx.com; contact number: +91-22-61184515).

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,  
By

Accepted


For eClerx Services Ltd



Andrews Simon  
Associate Principal – Human Resources

Prasad Ajay Raul

  
Dr. Gokul Ram

  
Prasanna M.



For Sheila Raheja School of Business  
Management & Research

  
Director

## Annexure I

Name: Prasad Ajay Raul  
 Designation: Analyst  
 Date of Joining: July 21, 2020

| SALARY OFFER BREAK-UP             | Amount (INR)  | Annual Amount(INR) |
|-----------------------------------|---------------|--------------------|
| Basic Pay                         | 8,456         | 101,472            |
| House Rent Allowance              | 423           | 5,076              |
| Other Allowance                   | 3,766         | 45,192             |
| Bonus                             | 2,800         | 33,600             |
| <b>Monthly Fixed Compensation</b> | <b>15,445</b> | <b>185,340</b>     |
| Retiral Fund                      | 1,467         | 17,604             |
| <b>Monthly Total Compensation</b> | <b>16,912</b> | <b>202,944</b>     |
| <b>Annual Total Compensation</b>  |               | <b>202,944</b>     |
| Performance Bonus (Upto)          | 1,353         | 16,236             |
| <b>Cost To Company</b>            |               | <b>219,180</b>     |
| Gratuity                          |               | 4,881              |
| <b>Total Cost To Company</b>      |               | <b>224,061</b>     |

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

## Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs..
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs. 100,000.
5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's

  
 Dr Goolu Pan

*Dr. Goolu Pan*



For Sheila Raheja School of Business  
 Management & Research

  
 Director

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policy:

6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - [candidateexperience\\_eclerx@eclerx.com](mailto:candidateexperience_eclerx@eclerx.com) or contact, Hema Nair (8879691083).

Chandigarh Location - [Recruitment\\_Managers@eclerx.com](mailto:Recruitment_Managers@eclerx.com) or contact, Sumeet Sharma (9780009693)

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon  
Designation: Associate Principal – Human Resources

Accepted by: \_\_\_\_\_

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

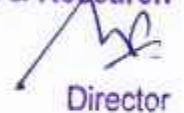


Dr. Gishu Pawar

DM.  
Dakshina .M.



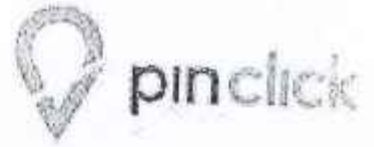
For Sheila Raheja School of Business  
Management & Research



Director



(15)



26<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear Swapnil Salvi,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as "Property Advisor", with effect from 1<sup>st</sup> January 2020.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Dr. Ashwini Pawar

Swapnil Salvi



Page 1 of 3  
For Sheila Raheja School of Business Management & Research

Director

The details of your annual earnings are as Annexure A.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

|   |  |                              |                     |
|---|--|------------------------------|---------------------|
|   | <b>Name</b>                            | Swapnil Salvi                |                     |
|   | <b>Designation</b>                     | Property Advisor             |                     |
|   | <b>Department</b>                      | Sales                        |                     |
|   | <b>Date of Joining</b>                 | 1 <sup>st</sup> January 2020 |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>         | <b>INR – Annual</b> |
| <b>A</b>  | <b>Fixed Compensation</b>              |                              |                     |
|   | Basic Salary                           | 7,350                        | 88,200              |
|   | House Rent Allowance                   | 6,125                        | 73,500              |
|   | Conveyance Allowance                   | 800                          | 9,600               |
|   | Medical Reimbursement                  | 1,250                        | 15,000              |
|   | LTC                                    | 2,400                        | 28,800              |
|   | Children Edu Allowance                 | 2,000                        | 24,000              |
|   | Special Allowance                      | 3,340                        | 40,080              |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>23,265</b>                | <b>2,79,180</b>     |
| <b>Benefits</b>   |  |                              |                     |
| <b>B</b>  | PF Employee                            | 882                          | 10,584              |
|   | Gratuity                               | 353                          | 4,236               |
|   | Mobile Sim Provided by Company         | 500                          | 6,000               |
|   | <b>Sub Total II</b>                    | <b>1,735</b>                 | <b>20,820</b>       |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>25,000</b>                | <b>3,00,000</b>     |
| <b>C</b>  | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>               | <b>1,80,000*</b>    |
| <p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/>         * The Offer/ Salary Is Subjective to Completion of Training<br/>         * Two-wheeler is mandatory with valid driving license.</p> <p>• Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</p> |  |                              |                     |

For Shella Raheja School of Business  
Management & Research

  
Director



  
Dr. Anshu Paroo

  
Dr. Anshu M.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK   |                                 |                              |                     |
|---|---------------------------------|------------------------------|---------------------|
|   | Name                            | Swapnil Salvi                |                     |
|   | Designation                     | Property Advisor             |                     |
|   | Department                      | Sales                        |                     |
|   | Date of Joining                 | 1 <sup>st</sup> January 2020 |                     |
|   | <b>C &amp; B CATEGORY</b>       | <b>INR – Monthly</b>         | <b>INR – Annual</b> |
| A   | Fixed Compensation              |                              |                     |
|   | Basic Salary                    | 9000                         | 108000              |
|   | House Rent Allowance            | 7500                         | 90000               |
|   | Conveyance Allowance            | 800                          | 9,600               |
|   | Medical Reimbursement           | 1,250                        | 15,000              |
|   | LTC                             | 2,400                        | 28,800              |
|   | Children Edu Allowance          | 2,000                        | 24,000              |
|   | Special Allowance               | 5,538                        | 66456               |
|   | Sub-Total I / Gross Pay         | 28,488                       | 3,41,856            |
|   | <b>Benefits</b>                 |                              |                     |
| B   | PF Employee                     | 1080                         | 12960               |
|   | Gratuity                        | 432                          | 5184                |
|   | Sub Total II                    | 1512                         | 18144               |
| Total A + B   | Cost to the Company             | 30000                        | 3,60,000            |
| C   | Performance Enhanced Incentives | 15,000*                      | 1,80,000*           |
| <b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br>* The Offer/ Salary Is Subjective to Completion of Training<br>*Two-wheeler is mandatory with valid driving license.<br>• Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable. |                                 |                              |                     |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click.

For Pin Click Property Management Pvt Ltd.,

Mr. Manik Kinra  
Co Founder

*Manik Kinra*  
Daresnani, M.

*Manik Kinra*

*Dr. Anshu Pawar*



For Shailesh School of Business  
Management & Research

*Director*  
Director

### Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

  
M. Ciroli Pans

  
Dr. Suman M.



For Sheila Raheja School of Business  
Management & Research

  
Director

26<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click

Dear **Shashank Tiwari**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as "**Property Advisor**", with effect from **1<sup>st</sup> January 2020**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

  
Dr. Anshu Par

  
Shashank Tiwari



Page 1 of 3

For Sheela Raheja School of Business  
Management & Research

  
Director


The details of your annual earnings are as Annexure A.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
|  | <b>Name</b>                            | <b>Shashank Tiwari</b>       |                     |
|  | <b>Designation</b>                     | <b>Property Advisor</b>      |                     |
|  | <b>Department</b>                      | Sales                        |                     |
|  | <b>Date of Joining</b>                 | 1 <sup>st</sup> January 2020 |                     |
|  | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>         | <b>INR – Annual</b> |
| <b>A</b>   | <b>Fixed Compensation</b>              |                              |                     |
|  | Basic Salary                           | 7,350                        | 88,200              |
|  | House Rent Allowance                   | 6,125                        | 73,500              |
|  | Conveyance Allowance                   | 800                          | 9,600               |
|  | Medical Reimbursement                  | 1,250                        | 15,000              |
|  | LTC                                    | 2,400                        | 28,800              |
|  | Children Edu Allowance                 | 2,000                        | 24,000              |
|  | Special Allowance                      | 3,340                        | 40,080              |
|  | <b>Sub-Total I / Gross Pay</b>         | <b>23,265</b>                | <b>2,79,180</b>     |
|  | <b>Benefits</b>                        |                              |                     |
| <b>B</b>   | PF Employee                            | 882                          | 10,584              |
|  | Gratuity                               | 353                          | 4,236               |
|  | Mobile Sim Provided by Company         | 500                          | 6,000               |
|  | <b>Sub Total II</b>                    | <b>1,735</b>                 | <b>20,820</b>       |
| <b>Total A + B</b>   | <b>Cost to the Company</b>             | <b>25,000</b>                | <b>3,00,000</b>     |
| <b>C</b>   | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>               | <b>1,80,000*</b>    |
| <p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/> * The Offer/ Salary Is Subjective to Completion of Training<br/> * Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |  |                              |                     |

  
Anurag Pannu

  
Anurag Pannu



For Sheila Raheja School of Business  
Management & Research



  
Director



ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK   |  |                              |                     |
|---|--|------------------------------|---------------------|
|   | Name                                   | Shashank Tiwari              |                     |
|   | Designation                            | Property Advisor             |                     |
|   | Department                             | Sales                        |                     |
|   | Date of Joining                        | 1 <sup>st</sup> January 2020 |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>         | <b>INR – Annual</b> |
| A   | Fixed Compensation                     |                              |                     |
|   | Basic Salary                           | 9000                         | 108000              |
|   | House Rent Allowance                   | 7500                         | 90000               |
|   | Conveyance Allowance                   | 800                          | 9,600               |
|   | Medical Reimbursement                  | 1,250                        | 15,000              |
|   | LTC                                    | 2,400                        | 28,800              |
|   | Children Edu Allowance                 | 2,000                        | 24,000              |
|   | Special Allowance                      | 5,538                        | 66456               |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>28,488</b>                | <b>3,41,856</b>     |
| <b>Benefits</b>   |  |                              |                     |
| B   | PF Employee                            | 1080                         | 12960               |
|   | Gratuity                               | 432                          | 5184                |
|   | <b>Sub Total II</b>                    | <b>1512</b>                  | <b>18144</b>        |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>30000</b>                 | <b>3,60,000</b>     |
| <b>C</b>  | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>               | <b>1,80,000*</b>    |
| <p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/>           * The Offer/ Salary Is Subjective to Completion of Training<br/>           *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |  |                              |                     |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.  
 We look forward to the opportunity of working with you at Pin Click.

For Pin Click Property Management Pvt Ltd.,

Mr. Manik Kinra  
 Co Founder  
  




For Shailesh School of Business  
 Management & Research

  
 Director

### Letter of Intent

- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

  
Dr. Anshu Pawar

  
Dr. Anshu Pawar



For Sheela Rahoja School of Business  
Management & Research

  
Director







26<sup>th</sup> NOV 2019

Sub: Offer of employment by Pin Click


Dear Omkar More,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as "Property Advisor", with effect from 1<sup>st</sup> January 2020.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed 5.4LPA is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Mumbai** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offers, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
4. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as in effective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

  
Dr. Girish Parur

  
Darshan M.



For Sheila Raheja School of Business  
Management & Research


  
Director

The details of your annual earnings are as Annexure A.

**ANNEXURE – A**

| <b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>  |  |                                    |                     |
|---|--|------------------------------------|---------------------|
|   | <b>Name</b>                            | <b>Omkar More</b>                  |                     |
|   | <b>Designation</b>                     | <b>Property Advisor</b>            |                     |
|   | <b>Department</b>                      | <b>Sales</b>                       |                     |
|   | <b>Date of Joining</b>                 | <b>1<sup>st</sup> January 2020</b> |                     |
|   | <b>C &amp; B CATEGORY</b>              | <b>INR – Monthly</b>               | <b>INR – Annual</b> |
| <b>A</b>  | <b>Fixed Compensation</b>              |                                    |                     |
|   | Basic Salary                           | 7,350                              | 88,200              |
|   | House Rent Allowance                   | 6,125                              | 73,500              |
|   | Conveyance Allowance                   | 800                                | 9,600               |
|   | Medical Reimbursement                  | 1,250                              | 15,000              |
|   | LTC                                    | 2,400                              | 28,800              |
|   | Children Edu Allowance                 | 2,000                              | 24,000              |
|   | Special Allowance                      | 3,340                              | 40,080              |
|   | <b>Sub-Total I / Gross Pay</b>         | <b>23,265</b>                      | <b>2,79,180</b>     |
| <b>Benefits</b>   |  |                                    |                     |
| <b>B</b>  | PF Employee                            | 882                                | 10,584              |
|   | Gratuity                               | 353                                | 4,236               |
|   | Mobile Sim Provided by Company         | 500                                | 6,000               |
|   | <b>Sub Total II</b>                    | <b>1,735</b>                       | <b>20,820</b>       |
| <b>Total A + B</b>  | <b>Cost to the Company</b>             | <b>25,000</b>                      | <b>3,00,000</b>     |
| <b>C</b>  | <b>Performance Enhanced Incentives</b> | <b>15,000*</b>                     | <b>1,80,000*</b>    |
| <p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/>           * The Offer/ Salary Is Subjective to Completion of Training<br/>           *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |  |                                    |                     |

  
 Anand Pawar

  
 D. H. Deshpande .M



**For Sheila Raheja School of Business Management & Research**

  
 Director

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK   |                                 |                              |                     |
|---|---------------------------------|------------------------------|---------------------|
|   | Name                            | Omkar More                   |                     |
|   | Designation                     | Property Advisor             |                     |
|   | Department                      | Sales                        |                     |
|   | Date of Joining                 | 1 <sup>st</sup> January 2020 |                     |
|   | <b>C &amp; B CATEGORY</b>       | <b>INR – Monthly</b>         | <b>INR – Annual</b> |
| A   | <b>Fixed Compensation</b>       |                              |                     |
|   | Basic Salary                    | 9000                         | 108000              |
|   | House Rent Allowance            | 7500                         | 90000               |
|   | Conveyance Allowance            | 800                          | 9,600               |
|   | Medical Reimbursement           | 1,250                        | 15,000              |
|   | LTC                             | 2,400                        | 28,800              |
|   | Children Edu Allowance          | 2,000                        | 24,000              |
|   | Special Allowance               | 5,538                        | 66456               |
|   | <b>Sub-Total I / Gross Pay</b>  | <b>28,488</b>                | <b>3,41,856</b>     |
| <b>Benefits</b>   |                                 |                              |                     |
| B   | PF Employee                     | 1080                         | 12960               |
|   | Gratuity                        | 432                          | 5184                |
|   | <b>Sub Total II</b>             | <b>1512</b>                  | <b>18144</b>        |
| <b>Total A + B</b>  | <b>Cost to the Company</b>      | <b>30000</b>                 | <b>3,60,000</b>     |
| C   | Performance Enhanced Incentives | 15,000*                      | 1,80,000*           |
| <p><b>Note:</b> * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement<br/>           * The Offer/ Salary Is Subjective to Completion of Training<br/>           *Two-wheeler is mandatory with valid driving license.</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul> |                                 |                              |                     |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.


We look forward to the opportunity of working with you at Pin Click.

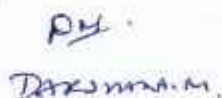
For Pin Click Property Management Pvt Ltd.,

Mr. Manik Kinra  
Co Founder



For Sheila Raheja School of Business  
Management & Research

  
Dr. Ansh Kumar

  
Dr. Ansh Kumar

  
Director  
Page 2 of 3

### Letter of Intent


- (a) The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- (a) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

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

Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

  
Dr Girish Pawar

  
DARSHANA - M.



For Sheila Raheja School of Business  
Management & Research

  
Director

To,

Date: 22-01-2020

**Name: Saurabh Laxmikant Sharma**  
**Address: G-5,B/19,Janta Housing Society,,Jesal Park,**  
**Bhayander East,401105**

Dear Saurabh,

Congratulations!

We are pleased to make a provisional offer of appointment and hereby confirm our offer to you in writing for the position at Joinmay Mumbai Electronic Pvt. Ltd. as Management Trainee (Grade Level: B). Your Annual Earning including Salary, Laptop/Mobile allowances, Annual benefits and Statutory payments will total to Rs. 500,000/- (Rupees Five Lakhs only).

On reporting, please carry the following documents (photocopies and originals were applicable) with you.

- Photocopy of Birth Certificate / S.S.C. Certificate / School Leaving Certificate
- Photocopy of final year mark sheet
- Photocopy of Degree / Post Graduate Degree passing certificate
- Previous employment relieving letter (if any)
- 2 Photocopies of Residence Proof (Aadhar / Passport / Ration Card)
- 2 Photocopies of Aadhar and PAN
- 3 colored photographs (ID Card size)

You will be under probation for a period of 1-year. Your performance will be evaluated at the end of each month and at the end of each training module. Your confirmation will be subject to your performance and successful completion of all training phases after probation.

Please review, sign and return one copy of this provisional offer letter to confirm acceptance, no later than close of business on 31<sup>st</sup> January' 2020

We look forward to you having a long and fruitful relationship with Joinmay Mumbai Electronic Pvt. Ltd.

Yours sincerely,

For Joinmay Mumbai Electronics Pvt. Ltd.,

Head- Human Resource

Dr. Anshu Paroo  
 Dr. Suman M.

For Sheila Raheja School of Business Management &amp; Research



Director

**Joinmay Mumbai Electronics Private Limited**

Add: 16th Floor, Lotus Neelkamal Business Park, New Link Road, Andheri (W) Mumbai 400053  
 Tel. No.: +91-22-40992222

## Appointment Letter

Date: 04.06.2020

To,

Mr. Dubey Roshan Bimal

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Scientific Sales Trainee-Mumbai** in **Curis Mankind** (Marketing division of Mankind Pharma Ltd.) the following terms and conditions:

1. **Date of Joining** : 05.06.2020
2. **Designation** : Scientific Sales Trainee-Mumbai
3. **Department** : Sales
4. **H.Q.** : Mumbai
5. **COMPENSATION STRUCTURE:** You shall be placed in the appropriate band / responsibility level of the Company, and shall be entitled to compensation (salary and other applicable benefits) as governed by the rules of the company on the subject, as applicable and/or amended hereafter. Please refer annexure-1 for detailed compensation structure.
6. **COMPANY RULES IN GENERAL:** You will be governed by the rules and regulation of the Company now in force and as revised from time to time.
  - a) **The emoluments/benefits due to you shall be liable/ subject to tax in accordance with the provisions of the Income Tax Act and Rules made thereunder and any other legislation applicable in this regard and as may be in force from time to time.**
  - b) In the matter of Provident Fund, E.S.I., Employees' Pension Scheme, Gratuity etc, you shall be governed by the Rules and regulations of the division and statutory provisions, if any, which are in force from time to time.  
Payment of Bonus (Including Special Bonus) is governed by Payment of Bonus Act 1965 as amended.
  - c) You shall be covered under Group Personal Accident Policy.
  - d) If at any time during the period of your employment you are found to be dishonest, disobedient, Intemperate, Irregular in attendance or at work or commit a breach of the terms of your employment, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your employment forthwith without any notice whatsoever or payment in lieu of notice and may deduct without prejudice to any of the rights and remedies which the Division may have against you from the emoluments, if any, then due to you, the amount of any loss the Division may have sustained has occurred shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever. In the event of your being found indulging in any acts of omission or commission constituting a misconduct including unwelcome physical contact and advances and/or a demand or request for sexual favours, and/or sexually coloured remarks/jokes, and/or showing pornography and/or any other physical, verbal or no-verbal Conduct of a sexual nature, which will tantamount to an act of moral turpitude, the Division has the right to suspend you, pending issue of charge sheet and inquiry and till its final disposal without any salary and allowance.

FOR MANKIND PHARMA LTD.



Authorised Signatory

Self-Attested \_\_\_\_\_

### MANKIND PHARMA LIMITED

Regd. Office : 208, Okhla Ind. Estate, Phase-3, New Delhi-110020, Ph. : 011-46541400, 47476600 Fax : 011-46541382  
CIN No. U74899DL1991PLC044843, E-mail : contact@mankindpharma.com www.mankindpharma.com



For Sheila Raheja School of Business  
Management & Research

Director

  
Cash

  
Roshan Bimal



To,  
Abdul Azim Khan  
Mumbai

Date: 20th January' 2020

Sub: Offer Letter

Dear Abdul,

With reference to your application for suitable position in our company and subsequent interview, we are pleased to offer you for the position of Trainee with Inlead Electronics Pvt.Ltd. Your annual CTC is Rs. 331296/- (*Rupees Three Lakh Thirty One thousand Two hundred Ninety Six Only*). We are all excited about the potential that you will bring to our organization.

As we discussed during your interview, for joining you will have to report to our Mumbai office.

As discussed your date of joining will be 20th January' 2020. At the time of joining, you are requested to submit the various documents as per the attached Annexure I.

We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's expansion into national and international markets. Your detailed appointment letter will be issued to you at the time of your joining.

Yours truly,

**For Sheila Raheja School of Business  
Management & Research**

For Inlead Electronics Pvt.Ltd.

Director

*Mayuri*  
Authorized Signatory  
Mayuri Maswekar  
Assistant Manager - HR



**For Sheila Raheja School of Business  
Management & Research**

Director

*Dr. Ash Panu*

I accept the above mentioned employment offer and acknowledge receiving a copy of the same.

Signature of the Candidate..... *Abdul Azim Khan* .....

Date: *20/1/2020*

INLEAD ELECTRONICS PRIVATE LIMITED (Formerly known as OPPO MOBILES MU PVT. LTD.)

Branch Off.: 1st & 2nd floor, A. J. House, Marol Maroshi Road, Marol Naka, Andheri East, Mumbai - 400059, ☎: 022 61572405  
Regd Off.: Unit No. 301, 3rd Floor, CTS No. 540 A, A.J. House, Andheri Kurla Road, Andheri (East), Mumbai - 400 059, Maharashtra, India  
☎: 022-615 724 51/52, CIN NO.: U51101MH2015PTC268314

Reference ID: 12143610

July 20, 2020

Amey Karpe

Dear Amey Karpe,

We are pleased to offer you employment in the position of Associate with Oracle (OFSS) Processing Services Limited ("OFSS"). Your base of operation is Mumbai, India. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of INR 291460 payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the consulting bonus plan applicable to your role and your Line of Business and region. The consulting bonus plan depends on a number of factors, including the performance of the company, the line of business, your performance and funding by the line of business.

At your career level, you may be eligible to earn a Consulting Bonus of up to INR 26100 per annum. Calculation of the bonus, and payment thereof, is subject to the discretion of the company. Consulting bonus will be paid out subject to you being on the rolls of the company at the time the bonus is paid out. The company may at any time and in its sole and absolute discretion, amend, suspend, vary, withdraw and modify any of the terms and conditions of the consulting bonus plan.

The break-up of your total gross compensation is given below:

| Components                         | Amount (INR) p.a |
|------------------------------------|------------------|
| Basic Salary                       | 181200           |
| Flexible Benefit Plan (FBP) **     | 79800            |
| Annual Gross Pay (AGP)             | 261000           |
| Company's Contribution to PF       | 21744            |
| Company's Contribution to Gratuity | 8716             |
| Total Gross                        | 291460           |

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / Immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process (including verification of educational qualifications and credentials). If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

This offer is made with the explicit understanding that you will pass the qualifying examination in the first attempt and that you will not have any arrears till the final examination. In the event that you do not satisfy any of the aforesaid conditions, the Company may withdraw its offer of employment and revoke the appointment at any time without compensation. Your on board date will be at your Hiring Manager's

2 of 14

*[Signature]*  
Dr. Cook Pannu

*[Signature]*  
DARSHAN H



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

Date: 9th March 2020

Name: Vivek Poojari

**SUB: Offer of Appointment**

**Dear Vivek**

This has reference to the interview held on **3rd March 2020**. We are pleased to make an offer of appointment to you for the position of **Business Development Executive** in our organization. This offer takes effect from your date of joining which shall be on or before **17<sup>th</sup> March 2020**.

**SALARY**

We confirm offering annual compensation of Rs.5,60,000 (Five Lakh and Sixty Thousand Rupees only) per annum to you, the details of which would be as follows -

**Schedule I -- Compensation Details**

| Schedule - 1                   |   |                   |                   |
|--------------------------------|---|-------------------|-------------------|
| <b>Name:</b>                   | Vivek Poojari                                 |                   |                   |
| <b>Designation:</b>            | Business Development Executive                |                   |                   |
| <b>Department:</b>             | Sales   |                   |                   |
| <b>(A)</b>                     | <b>Fixed Components</b>                       | <b>INR (p.m.)</b> | <b>INR (p.a.)</b> |
| I                              | Basic   | 12000             | 144000            |
| II                             | HRA   | 6000              | 72000             |
| III                            | LTA   | 2500              | 30000             |
| IV                             | Book and Periodicals                          | 1500              | 18000             |
| V                              | Communication Reimbursement                   | 1500              | 18000             |
| VI                             | Special Allowance                             | 4123              | 49476             |
| <b>GROSS INCOME</b>            |   | <b>27623</b>      | <b>331476</b>     |
| <b>(B)</b>                     | <b>RETIRALS</b>                               |                   |                   |
| I                              | Provident Fund                                | 1800              | 21600             |
| II                             | Gratuity                                      | 577               | 6924              |
| <b>RETIRALS TOTAL</b>          |   | <b>2377</b>       | <b>28524</b>      |
| <b>(C)</b>                     | <b>Annual Variable Cash (Maximum Payable)</b> | -                 | 200000            |
| <b>COST TO COMPANY (A+B+C)</b> |   | <b>30000</b>      | <b>560000</b>     |

Registered address:  
206, 2nd Floor, 4th Cross, 1st Stage,  
Fundli Madhav Nagar, Marolli Nagar,  
Tardeo (M): 400030

Email ID:  
hr@fidolsamng.com

*Mr. Ansh Pawar*

*Dr. Shilpa M.*



For **Shilpa Ratraja School of Business, Management & Research**

*[Signature]*  
Director

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.

The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

Your appointment to the services of the company is subject to satisfactory background reference checks and clearance from service agreements that you may have executed, which could have a bearing on your working with us.

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

This offer of appointment is valid until **11<sup>th</sup> March 2020** for acceptance. If we do not hear from you by **11<sup>th</sup> March 2020** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

You will be on probation for 90 Days after which your performance will be reviewed and if found suitable, you will be confirmed in your current position.

Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

On your date of joining, for the purpose of verification and / submission of your credentials, you are requested to bring the original documents and copies thereof as mentioned in **Scheduled II** attached herewith.

If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed,

M Gesh Pann

Registered address  
206 2nd Floor, Regency Towers  
Pandit Madan Mohan Malaviya Marg,  
Tardeo, Mumbai - 400031

DM  
Daxshina M.



For Sheila Raheja School of Business  
Management & Research

  
Director

Email ID  
[hr@lidolearning.com](mailto:hr@lidolearning.com)

CIN number: U74992MH2019PTC322765

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Yours truly  
For, Quality Tutorials Private Ltd.

Name of Authorized person  
Designation

S. H. Sheth

Sahil Sheth  
Founder



Dr Ansh Parm

Dr. Ansh M.



For Shella Rahaja School of Business  
Management & Research

  
Director

Registered address:  
208, 2nd Floor, Anandkhada  
Kandivli Market, Andheri East, Mumbai  
Tel: 022-25511111

Email ID:  
[hr@lidolearning.com](mailto:hr@lidolearning.com)

CIN number: U74309MH2019PTC322735

Date

**ACCEPTANCE LETTER**

To .....  
Quality Tutorials Pvt. Ltd

I, \_\_\_\_\_ having gone through the terms and conditions of the service being offered to me, vide letter of offer/appointment dated \_\_\_\_\_, have understood the implications correctly and am pleased to accept the appointment after agreeing fully to the terms.

I shall be reporting for duty on \_\_\_\_\_.

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

Signature: .....

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

Candidate Name:.....

  
Dr Ceshi Pawar

  
Dr. \_\_\_\_\_



For Sheila Raheja School of Business  
Management & Research

  
Director

Registered address  
208, 2nd Floor, Kirti Building  
Rundh Market, Malabar Hill, 400019,  
Bandra, Mumbai - 400019


Email ID  
[hr@lidolearning.com](mailto:hr@lidolearning.com)

CIN number: U74999MH2019PTC322765

Schedule II -- Documents for verification and / submission:

| Documents   |
|---|
| <ul style="list-style-type: none"><li>▪ Three recent passport size photographs</li><li>▪ Original and copies of 10th/ 12th/ Graduation/ PG certificates and mark sheets</li><li>▪ Address Proof and ID Proof</li><li>▪ Original &amp; copy of your Pan Card and Aadhar Card</li><li>▪ Last 3 Salary slips showing Monthly salary and Annual benefits from previous employer (Promotion / Increment letter where applicable)</li><li>▪ Appointment letter, Relieving letter and Experience certificate from previous employer[s]</li><li>▪ Cancelled Cheque of Active Bank Account</li></ul> |

  
Dr. Anshu Panwar

  
Darshini M.



For Shri. Ravi S. School of Business  
Management & Research

  
Director

Registered address:  
206, 2nd Floor, Anandilay Hotel,  
Pandit Madan Mohan Malaviya Marg,  
Tardeo, Mumbai - 400034

Email ID:  
[hr@idolearning.com](mailto:hr@idolearning.com)

CIN number: U74999MH2013PTC322765

Date: 10 Feb 2020

Name: Ms Neha Gosavi  
Trainee ID: TR10302887  
Flat No 201 Aashirwad Apartment Chimbai  
Road Bandra  
West 400050

Dear Ms Neha Gosavi

Course Registration Letter

We are pleased to engage you as a Trainee subject to the following terms and Conditions:

1. The period of training shall be 2 Years, with start date: 10 Feb 2020 and end date: 09 Feb 2022 and the same shall not be entitled for any further extension.
2. It shall not be obligatory on our part or of the company wherein you will undergo the On Job Training to offer any employment to you during or on successful completion of your Training Period. As a Trainee undergoing Training in an establishment you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to or in relation to you and your On Job Training shall be solely governed by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM) Regulations, 2013].
3. During the course of this training programme you would be going through online session on the followings:
  - a. Communication Skills
  - b. Personality Development and
  - c. Computer Skills
4. During the tenure of your On Job Training you shall abide by the provisions and regulations from time to time as intimated to you by us and / or the establishment wherein you will undergo On Job Training including but not limited to all matters of conduct, discipline and safety.
5. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. You shall maintain a record of the details of your On Job Training during your On Job Training period.
7. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the On Job Training, until the completion of the term of this Course Registration letter and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - ii. Neither engage in any conduct which is detrimental to the interest of TeamLease Skills University nor receive any payments of any nature directly or indirectly unless agreed to by TeamLease Skills University. Extend all cooperation and do all such things as may be necessary and comply with all terms of this letter so as to effectively undertake the On Job Training.
  - iii. Report and be present at the designated location during the On Job Training Hours mentioned herein and abide by the provisions of All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013.
  - iv. Comply with the safety, health and other rules and regulations of TeamLease University that you have been made aware of.
8. Either party may terminate this Course Registration Letter by issuing 30 days' notice in writing or payment thereof.

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TEAMLEASE SKILLS UNIVERSITY

Office: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Kooramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001  
Campus: ITC Building, ITI Tarul Campus, Tarul, Vadodra 390009

Gujarat | Ph: 265-6189100 | email: info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

Dr. Chh. Ram

Dr. Arshad M.



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For Sheila Raneja School of Business  
Management & Research

Director



9. For any regular absenteeism or if you are reported to be absconding from your On Job Training then this Course Registration letter for On Job Training shall be terminated according to the Provisions of the All India Council for Technical Education [National Employability Enhancement Mission (NEEM)] Regulations, 2013 or any other Rules / Schemes framed thereof.

10. Your On Job training can be terminated without payment of any Stipend in the event: -

- If you are found indulging in gainful employment with any third party and if you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/Surgeon attached to any Government Hospital)
- You agree to defend, indemnify and hold TeamLease harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this Course Registration Letter or for misconduct or for violation of any law or creation of any legal liability by you.

11. You shall be entitled to a consolidated stipend an amount of Rs 20024/- You hereby authorize TeamLease Skills University to make all payments required to be made to you by TeamLease Skills University either by way of Cheque or by directly crediting the amounts to your bank account.

12. Your consolidated Stipend would be inclusive of the Employee Compensation Policies as specified herein

| Particulars          | Amounts                            |
|----------------------|------------------------------------|
| Stipend              | 20000                              |
| Trainee Compensation | 24                                 |
| Total Amount         | 20024.00                           |
| Amount in Words (Rs) | Twenty Thousand Twenty Four rupees |

13. TeamLease Skills University will make available to you 200 hours of Online Course Content with regards to skills and upon confirmation by the establishment that you have commenced your training you will be provided access to the same through the Trainee Portal.

14. The eligibility criteria for the successful course completion are as follows:

- a. Successful clearance of the Online Assessment in relation to the 200 hours of Course provided as specified under clause number 13 herein
- b. Successful submission of the dissertation and satisfactory completion of viva voce by us

15. On successful completion of the above provisions (a) and (b) you shall be entitled for On Job Training cum Employability Training Proficiency Certificate. In the event of non-clearance of Online Assessment (Point (a) above) but successful completion of the On Job Training you will only be issued the On Job Training Completion Certificate

16. You shall be imparted On Job Training according to normal hours of work of the department in the establishment to which you will be attached for training.

17. The Stipend for a particular month shall be paid on or before the 10<sup>th</sup> of the following month.

18. This Course Registration Letter shall stand automatically withdrawn from the date of your enrollment under the NEEM scheme:

- o If you fail to submit the below-listed documents, within 15 working days from the date of you receiving this course registration letter:-
  1. Copy of your Aadhaar Card
  2. Copy of first sheet of your Bank Passbook and/or copy of a cancelled cheque along with bank details for stipend credit
  3. Copy of highest educational qualification certificate
- o If documents furnished by you are found to be false at any point in time.

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**TEAMLEASE SKILLS UNIVERSITY**

Office: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095, Ph: (91-80) 68243000/60012345 Fax: (91-80) 68243001

Campus: ITC Building, ITI Terali Campus, Terali, Vadodra 390009

Gujarat: Ph: 265-6189100 | email: info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

*Dr Ansh Kumar*

*Dr. Ansh Kumar*



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For Shriya Ranaja School of Business  
Management & Research

*[Signature]*  
Director



Hindustan Unilever Limited

Hindustan Unilever Limited

Unilever House, B D Sawant Marg, Chakala, Andheri (E), Mumbai 400 099

Tel: +91 (22) 2824 9439 / 3983 4877 / 3983 4878 Fax: +91 (22) 2824 9424

OCCUPATIONAL HEALTH SERVICES

12/2/2020

Mr. Nishu Niranjan Patil  
is your file is done  
Anand

12/2/2020

(Dr. D. J. Kulkarni)

Medical Officer

Dr. C. Ashok Kumar



Director

25

Capgemini 3/13/2020

to me, Preeta, Dipika



Dear Tarvi,

We are pleased to extend to you an offer for a Software Associate at Capgemini

On behalf of Capgemini Group we hope you accept our offer and look forward to you joining us

Please take some time to review the offer and onboarding documentation on our portal (Link below). Please inform us directly on the portal of your decision within the next 7 calendar days.

If you would like to accept this offer, there are some important steps, set out below.

- Review the offer and contract of employment on our portal by accessing the link below.
- To accept your offer you can follow the steps in the portal
- Once you have entered the Portal, select Options, then My Offers to accept the offer you have received

Please login to the [portal](#).

Username: [\[Link\]](#)

Password: Click [\[Link\]](#) to reset your password (Please use this option if you forgot your password)

Should you have any questions, please contact Preeta Mohanty.

We would like to hear your view/feedback about your interview assessment process with us and your interaction with the team. Please Click [here](#) to start the survey and click on 'Add an Interview' to share your interview experience with us. All Glassdoor reviews are anonymous. Thank you in advance, your feedback is appreciated.

Regards,  
HR Team  
Connect with Capgemini:

Anurag Pathak        
Dipika



For Sheila Raheja School of Business Management & Research

Director

Candidate ID:3843629 /443918,

Date of Joining:03/09/2020,

Joining Location:Mumbai IN,

Designation:Associate,

Dear Ashish Patil ,


To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.


|    |  |
|----|--|
| 1. | Welcome Address  |
| 2. | Verification of master data sheet, which contains your detailed information. |
| 3. | Verification of joining documents*   |
| 4. | Receipt of employee handbook and visitor-cum-bus pass                        |
| 5. | Submission of signed documents   |
| 6. | Receipt of hard copy of offer letter   |
| 7. | ID cum access card formalities   |
| 8. | Bank account opening formalities   |
| 9. | Meeting the buddy  |

Please report by 9:00 am at Mumbai IN office, for joining formalities as per the address mentioned below:

Address

[[JOB\_APPLICATION\_CUSTOM148]]  
[[JOB\_APPLICATION\_CUSTOM150]]  
[[JOB\_APPLICATION\_CUSTOM149]]

  
Dr Ansh Parva

  
Ansh Parva . M.



For Shella Rajhja School of Business Management & Research

  
Director

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

|     |   |
|-----|---|
| 1.  | Hard copy / email copy of Capgemini offer letter shared with you  |
| 2.  | Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory) |
| 3.  | Experience letter from previous two employers.  |
| 4.  | Immediate last employer Salary details ( Appointment letter / Latest Increment Letter )   |
| 5.  | Highest Degree Mark sheet and Convocation Certificate ( All semester mark sheet)  |
| 6.  | Passport Copies (First and Last page only)  |
| 7.  | Pan card Copy- Mandatory  |
| 8.  | Driving license copy  |
|     | Passport size photographs(4 nos)  |
| 10. | Aadhaar Card Copy - Mandatory , if allotted   |
| 11. | Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory  |
| 12. | Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.                              |

*B*

*M Anshu Pann*

*DR -  
DRESHNA M*



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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Anshu Patil

Dr.  
Dharmendra M.



For Sheila Rahoja School of Business  
Management & Research

  
Director

## EMPLOYMENT OFFER LETTER

Cappgemini Ref: 3843629 /443918 ,  
03/06/2020 ,  
Ashish Patil ,  
F/7 ,Vardhaman Nagar,Vadavalli Sec, MIDC, Ambarnath,  
Mumbai ,Maharashtra ,  
India.

Confidential

Dear Ashish Patil ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Cappgemini Technology Services India Limited ('Cappgemini' or 'Company') starting from 03/09/2020 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Mumbai IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 210000/- ( Rupees Two Lakh Ten Thousand ) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Cappgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

For Sheila Raheja School of Business  
Management & Research

  
Anshu Kumar

  
Parshuram M.



  
Page 4 of 23  
Director

E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.)


- B. Joining Bonus- Not Applicable
- C. Notice period buy Out : Not Applicable
- D. Relocation - Not Applicable

G) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

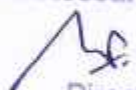
H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

  
Anshu Pan

  
Disha M



For Sheila Raheja School of Business Management & Research

  
Director



i) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a. You will submit relevant documents as mandated by the Company;
- b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
- c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

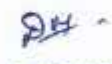
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources  
Address: Capgemini Technology Services India Limited,  
Brigade Metropolis, Summit - Tower 'A',  
73/1, Garudacharpalya, Mahadevapura Post,  
Whitefield Main Road,  
Bangalore - 560048

  
Mr. Anshu Kumar

  
JITESHNA. M.



For Sheila Raheja School of Business  
Management & Research

  
Director

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Parthi Srivastava

Head of HR - Business Services

#### Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

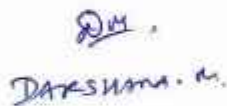
This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Ashish Patil

Date: 03/06/2020



Dr. Anshu Patil



DARSHANA



For Sheila Raheja School of Business  
Management & Research



Director

Exhibit 2

|             |              |
|-------------|--------------|
| Name        | Ashish Patil |
| Designation | Associate    |
| Grade       | A2           |
| Location    | Mumbai IN    |

| COMPONENTS                                   | PER MONTH            | PER ANNUM             | COMMENTS       |
|--|----------------------|-----------------------|----------------|
| Basic Salary                                 | Rs. 10,250.00        | Rs. 123,000.00        |                |
| House Rent Allowance                         | Rs. 2,398.00         | Rs. 28,776.00         |                |
| Statutory Bonus                              | Rs. 2,050.00         | Rs. 24,600.00         |                |
| <b>Total Base compensation (Gross) (A)</b>   | <b>Rs. 14,698.00</b> | <b>Rs. 176,376.00</b> |                |
| Company Contribution to PF                   | Rs. 1,230.00         | Rs. 14,760.00         | 12% on Basic   |
| Gratuity                                     | Rs. 493.00           | Rs. 5,916.00          | 4.81% of Basic |
| <b>Total Retirement Benefits (B)</b>         | <b>Rs. 1,723.00</b>  | <b>Rs. 20,676.00</b>  |                |
| <b>Total Fixed Compensation ( A+B)</b>       | <b>Rs. 16,421.00</b> | <b>Rs. 197,052.00</b> |                |
| Medical Insurance Premium (C)                | Rs. 601.00           | Rs. 7,215.00          |                |
| ESI (D)                                      | Rs. 478.00           | Rs. 5,732.00          |                |
| <b>Total Cost to Company -TCTC (A+B+C+D)</b> | <b>Rs. 17500</b>     | <b>Rs. 209,999.00</b> |                |

  
Dr. Anshu Patil

  
Dr. Anshu Patil



For Sheila Raheja School of Business  
Management & Research

  
Director

- Notes:**
1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Flexi Benefits at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (OAR), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

Approved by :

Name: Ashish Patil




Aarti Srivasthava

Signature & Date: 03/06/2020,



Dr. Ashish Patil



Dr. Sheela Raheja



For Sheela Raheja School of Business  
Management & Research



Director

200



March 4, 2020

Akshay Mukund Shinde

2000051Y

Ref No:

Dear Akshay,

We are pleased to make an offer to you as "**Senior Officer**" within **Service-Customer Service** function at IDFC FIRST Bank Limited (the "Bank"). You shall join the Bank on or before **March 16, 2020** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **Rs. 290,000** per annum. Details may be referred in Annexure A. The position is currently based at **Navi Mumbai-Juinagar-Mindspace Office**.

Your final appointment is subject to your being medically fit to perform your role effectively. It is also based on verification of information and particulars submitted by you, including the signed **AUTHORIZATION / UNDERTAKING / DECLARATION FORM**.

You are requested to within ten (10) working days of the date of this letter ("Letter of Intent").

A. Complete the following joining formalities on the authorized online portal of IDFC FIRST Bank and submit the documents as required by the Bank, including,

- i) Certificates in support of your highest educational and/or professional qualifications,
- ii) Proof of date of birth,
- iii) Certificates in support of your previous employments,
- iv) Your recent passport size photograph,
- v) Copy of your resignation duly accepted by your current employer.


B. Acknowledge the receipt of this Letter of Intent by responding with your consent.

Please note that you are required to keep the details of the salary & other perquisites / benefits offered to you, strictly confidential and not to share information regarding the same with anyone.

We look forward to a successful and pleasant association with you at IDFC FIRST Bank.

Warm Regards,  
Human Resources

  
Anshu Panu

  
Reshmi M.



For Sheila Raheja School of Business  
Management & Research

  
Director

## Annexure "A"

## COMPENSATION DETAILS

|               |                                       |
|---------------|---------------------------------------|
| Employee Name | Akshay Mukund Shinde                  |
| Designation   | Banker on call                        |
| Grade         | Senior Officer                        |
| Business Unit | Service-Customer Service              |
| Location      | Navi Mumbai-Juinagar-Mindspace Office |

| Components             | Per month<br>(in Rs.) | Per annum<br>(in Rs.) |
|------------------------|-----------------------|-----------------------|
| Basic                  | 4,833                 | 58,000                |
| HRA                    | 2,417                 | 29,000                |
| Special Allowance      | 11,389                | 136,667               |
| Annual Guaranteed cash | 18,639                | 223,667               |
| Employer's PF          | 1,800                 | 21,600                |
| Statutory Bonus        | 3,728                 | 44,733                |
| <b>Total Fixed Pay</b> | <b>24,167</b>         | <b>290,000</b>        |

| Monthly net take home (in Rs.)            |               |
|---|---------------|
| Annual Guaranteed Cash + Statutory Bonus  | 22,367        |
| Employee's contribution to Provident Fund | 1,800         |
| Professional Tax                          | 200           |
| <b>Net take home before tax (in Rs.)</b>  | <b>20,367</b> |

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

## Notes:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Bank to the fund.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

  
Dr. Cish Pann

  
Dr. Anurag M.



For Sheila Raheja School of Business  
Management & Research

  
Director

## GENERAL TERMS OF EMPLOYMENT

The following are the general terms and conditions of employment at IDFC. ("General Terms"). For the purpose of the General Terms, "IDFC Group" or "Firm" or "Company" shall mean IDFC and all its subsidiaries, associate or group companies.

1. **Place of Posting:** Your joining location will be the same as mentioned in the Letter of Intent. However, during your employment you may be posted / transferred to any of the offices / projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Company, existing or to be set up at any other location, without any additional remuneration, in the interest of the Company without assigning any reasons.
2. **Leave Entitlement:** You shall be eligible for holidays and leave as per the Company leave policy.
3. **Total Fixed Pay:** The entitlements of your Total Fixed Pay are subject to IDFC Group policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related laws. Any increase in Total Fixed Pay, in no case, shall be automatic and/or a matter of right.
4. **Performance Bonus/ Incentive Payments:** The Company may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Company Policy.
5. **Medical Fitness & Verification of Particulars:** Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties you are required to inform HR about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Company, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre employment declaration or any such document are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
6. **Normal Retirement Age:** You will automatically retire from the service of the Company, as the case may be, on attaining the retirement age of 58 years or as decided by the Company.
7. **Compliance:** During the continuance of your employment with the Company, you are expected to comply with the Company's Code of Conduct, policies, practices and procedures.
8. **Notice Period:** Either party may terminate this employment agreement by giving Ninety (90) days' notice in writing or any payment arising in lieu of shortfall of notice, acceptance or waiver, will be at the sole discretion of the Company.
9. **Termination of Employment Agreement:**
  - ◆ 9.1. If you absent yourself without leave for continuous five (5) days, or as per norms of the Company which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you.
  - ◆ 9.2. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the company, commission of an act involving moral turpitude, any act of indiscipline or inefficiency; any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Company will not be liable to give any notice or payment in lieu thereof.
  - ◆ 9.3. The Management has the right to terminate your services for any reasons other than mentioned in the General Terms by giving notice of three (3) months in writing or payment of Total Fixed Pay (excluding retirals and other non-cash benefits)
10. **Non Conflict of Interest and No External Employment:** You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other company can be pursued with prior approval. Pecuniary benefits of more than 1% of Total Fixed Pay to be either declined or donated to the IDFC Foundation.
11. **Your date of birth** mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

IDFC FIRST Bank Limited  
Naman Chambers, C-32, 3rd Floor, Bandra  
2654 0354  
Registered Office: KRM Towers, Pitru Bhava, No. 3, 1st Floor, 4584 4022  
CIN: L65110TN2014PLC097792



For Sheila Raheja School of Business  
Management & Research

  
Director

  
Anshuman

  
Dakshana M

39

Date:09-01-2020

**Welcome Note**

Dear **Mr. Manjeet Vijay Kori**

Congratulations and welcome to Randstad Family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

*S. Balakrishnan*  
**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

*[Signature]*

*Mr Ansh Parm*

*PM*  
*JASWANA.M.*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
**Director**



Date : 10/02/2021

To  
Uday  
{Code: }

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as Business Development Officer. Your services are being deputed to Crisil Rating Ltd., on the following terms and conditions:

- Your employment will be valid from 19/02/2021 To 18/02/2022 , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 326,904.00 per Annum (as per Annexure 1) and will be paid out less your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque

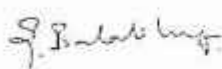
Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/Before your DD.


Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

  
Authorized Signatory  
Balakrishnan S  
Head - HRSSC



  
Arshana . M.

For Sheila Raheja School of Business Management & Research

  
Director

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Poyyills Garden Road,  
Mungambakkam, Chennai 600 005.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

  
Anusha Pannu

Annexure I: Salary Breakup

|                                |           |            |
|--------------------------------|-----------|------------|
| Basic                          | 15,000.00 | 180,000.00 |
| House Rent Allowance           | 7,500.00  | 90,000.00  |
| Statutory Bonus                | 3,000.00  | 36,000.00  |
| Other Allowance                | 1742.00   | 20,904.00  |
| Employer's Contribution to EPF | 1,800.00  | 21,600.00  |
| Insurance                      | 125.00    | 1,500.00   |
| Employee's Contribution to EPF | 1,800.00  | 21,600.00  |

- \* Income tax, Professional tax and LWF as applicable will be deducted.
- \* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd,

*[Handwritten Signature]*

Authorized Signatory  
 Balakrishnan S  
 Head - HRSSC

*[Handwritten Signature]*  
 DAKSHINI. M.



For Sheila Raheja School of Business  
 Management & Research

*[Handwritten Signature]*  
 Director

*[Handwritten Signature]*  
 Dr. Gush Panu

Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

*[Handwritten Signature]*

Morningstar India Private Limited



Registered Office:  
9th Floor, Mescon Technopark  
Plot No. 17/18, Sector 30A  
Vashi, Navi Mumbai-400 705  
Maharashtra, India

Telephone: +91-22-61217100  
Facsimile: +91-22-61217200

Ref Code: MSTR/OFFR/2020/AS/MSTAR20200189

Date: 30-July-2020

To,  
Sandeep Krishna Kamble,  
R-44, Patilvadi,  
Deonar Municipal Colony,  
Govandi(W), Mumbai- 400043.

Dear Sandeep,  
Welcome to Morningstar!

Subsequent to the interviews you have had with Morningstar, we are pleased to offer you the position of "Data Research Analyst" based out of our Mumbai office.

You shall be paid a gross annual CTC of INR 3,99,000 /- (INR Rupees Three Lakhs Ninety Nine Thousand Only) per annum. This will be inclusive of performance variable pay which is disbursed annually based on individual and organization performance. Please refer to Annexure I for a more detailed break up on your compensation.

You are requested to join Morningstar on or before 5-October-2020.

You shall be eligible for the following benefits apart

- Mediciam Insurance as per existing policy
- Personal accident insurance as per existing policy
- Life Insurance as per existing policy
- Gratuity benefit as per law

Please note this offer is valid provided the following parameters are fulfilled –

Please note this offer is valid subject to positive post-employment background verification. Please sign a copy of this letter as acceptance of offer and return to us for our records.

For Morningstar India Private Limited  
Authorized Signatory

Pratik Parikh

Head - Talent & Culture

Pratik Parikh

Pratik Parikh



For Sheila Raheja School of Business  
Management & Research

Director



|                          |                        |
|--------------------------|------------------------|
| <b>Name</b>              | Sandeep Krishna Kamble |
| <b>Job Title</b>         | Data Research Analyst  |
| <b>Performance Bonus</b> | 14.00%                 |
| <b>Shift</b>             | Afternoon              |

| Components   | Amt P.M       | Amt P.A        |
|--|---------------|----------------|
| Basic  | 9,583         | 115,000        |
| HRA  | 4,792         | 57,500         |
| Statutory Bonus                                    | 2,200         | 26,400         |
| Flexi Reimbursements / City Compensatory Allowance | 2,592         | 31,100         |
| <b>(A) Base Pay</b>                                | <b>19,167</b> | <b>230,000</b> |
| Travel Allowance                                   | 3,000         | 36,000         |
| Meal Allowance                                     | 1,100         | 13,200         |
| Shift Allowance                                    | 5,500         | 66,000         |
| <b>(B) Total Allowance</b>                         | <b>9,600</b>  | <b>115,200</b> |
| Provident Fund (Employer Contribution)             | 1,800         | 21,600         |
| <b>(C) Retirals</b>                                | <b>1,800</b>  | <b>21,600</b>  |
| <b>Total Fixed Compensation (A+ B+ C)</b>          | <b>30,567</b> | <b>366,800</b> |
| <b>(D) Performance Bonus (PA)</b>                  |               | <b>32,200</b>  |
| <b>Total Compensation (A+ B+ C+ D)</b>             |               | <b>399,000</b> |

**Note:**

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in shifts.

Company Transport is mandatory for Female employees and 'Shift & Transport Allowance' will be applicable as per the Shift policy.

1. For Flexi reimbursement kindly refer table below
2. The reimbursement amount is paid on quarterly basis on submission of bills (as per the eligibility) on ADP system. If bills are not submitted, the amount can be claimed subject to TDS. At year end unclaimed amount will be paid taxable.
3. Compensation will be subject to TDS as per applicable Tax Laws.
4. Additionally, you shall be entitled to Gratuity under Payment of Gratuity Act.
5. Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company and individual performance.
6. Any revision of allowance and/or perquisites, will not apply unless specifically notified in writing.
7. Additional benefits like Educational stipend and Topline emergency services shall be applicable as per company policy.
8. Travel allowance will be paid if you do not opt for company provided transport

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.

| Insurance Coverage Details :                                | Sum Assured(pa) |
|---|-----------------|
| Accidental Insurance  | 500,000         |
| Life Insurance (3 Times of Annual Base Pay)                 | 690,000         |
| Mediclaime (Employee + Spouse + 2 Children's + 2 Dependent) | 450,000         |

| Allowances / Reimbursements | Remarks | Max Limit p.a. |
|-----------------------------|---------|----------------|
|                             |         | -              |
|                             |         | -              |
|                             |         | -              |
|                             |         | -              |
| Total                       |         |                |

For Sheila Raha School of Business Management & Research

*Dr. Anshu Parv*

*S.H. Kamble*



*[Signature]*  
Director



Morningstar India Private Limited

Registered Office:  
9th Floor, Platinum Technopark  
Plot No. 17/18, Sector 20A  
Vashi, Navi Mumbai-400 705  
Maharashtra, India

Telephone: +91-22-61217100  
Facsimile: +91-22-61217200

Ref Code: MSTR/OFFR/2020/SD/1832

Date: 26-Feb-20

To,  
**Roshan Vasudev Birhade**  
At post Dasarkhed Taluka Malkapur  
Dist. Buldana 443112

Dear Roshan,  
Welcome to Morningstar!

Subsequent to the interviews you have had with Morningstar, we are pleased to offer you the position of "Research Associate" based out of our Mumbai office.

You shall be paid a gross annual CTC of INR 3,99,000 /- (INR Rupees Three Lakhs and Ninety-Nine Thousand Only) per annum. This will be inclusive of performance bonus which is disbursed annually based on individual and organization performance. Please refer to Annexure I for a more detailed break up on your compensation.

**You are requested to join Morningstar on or before 2-Mar-2020**

- You shall be eligible for the following benefits apart
- Medclaim Insurance as per existing policy
  - Personal accident insurance as per existing policy
  - Life Insurance as per existing policy
  - Gratuity benefit as per law

Please note this offer is valid provided the following parameters are fulfilled –

Please note this offer is valid subject to positive post-employment background verification. Please sign a copy of this letter as acceptance of offer and return to us for our records.

For Morningstar India Private Limited  
Authorized Signatory

Lakshmi Satyavarpu

Director – Talent and Culture



For Sheila Raheja School of Business  
Management & Research

  
Director  
Dr. Gosh Pawar  
Dr. Anurag M.



|                          |                        |
|--------------------------|------------------------|
| <b>Name</b>              | Roshan Vasudev Birhade |
| <b>Job Title</b>         | Research Associate     |
| <b>Performance Bonus</b> | 14.00%                 |
| <b>Shift</b>             | Afternoon              |

| Component   | Amt. P.M      | Amt. P.A       |
|---|---------------|----------------|
| Basic   | 9,583         | 115,000        |
| HRA   | 4,792         | 57,500         |
| Statutory Bonus                                   | 2,200         | 26,400         |
| Flexi Reimbursements/ City Compensatory Allowance | 2,592         | 31,100         |
| <b>(A) Base Pay</b>                               | <b>19,167</b> | <b>230,000</b> |
| Travel Allowance                                  | 3,000         | 36,000         |
| Meal Allowance                                    | 1,100         | 13,200         |
| Shift Allowance                                   | 5,500         | 66,000         |
| <b>(B) Total Allowance</b>                        | <b>9,600</b>  | <b>115,200</b> |
| Provident Fund (Employer Contribution)            | 1,800         | 21,600         |
| <b>(C) Retirals</b>                               | <b>1,800</b>  | <b>21,600</b>  |
| <b>Total Fixed Compensation (A+ B+ C)</b>         | <b>30,567</b> | <b>366,800</b> |
| <b>(D) Performance Bonus (PA)</b>                 |               | <b>32,200</b>  |
| <b>Total Compensation (A+ B+ C + D)</b>           |               | <b>399,000</b> |

|  |
|--|
|  |
|--|


1. For Flexi reimbursement kindly refer table below.
  2. The reimbursement amount is paid on quarterly basis on submission of bills (as per the eligibility) on ADP system. If bills are not submitted, the amount can be claimed subject to TDS. At year end unclaimed amount will be paid taxable.
  3. Compensation will be subject to TDS as per applicable Tax Laws.
  4. Additionally, you shall be entitled to Gratuity under Payment of Gratuity Act.
  5. Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company and individual performance.
  6. Any revision of allowance and/or perquisites, will not apply unless specifically notified in writing.
  7. Additional benefits like Educational stipend and Topaline emergency services shall be applicable as per company policy.
- B.Travel allowance will be paid if you do not opt for company provided transport

At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.

| Insurance Coverage Details :                               | Sum Assured(pa) |
|--|-----------------|
| Accidental Insurance                                       | 500,000         |
| Life Insurance (3 Times of Annual Base Pay)                | 690,000         |
| Mediclaim (Employee + Spouse + 2 Children's + 2 Dependent) | 450,000         |

| Allowances / Reimbursements | Remarks | Max Limit p.a. |
|-----------------------------|---------|----------------|
|                             |         | -              |
|                             |         | -              |
|                             |         | -              |
|                             |         | -              |
|                             |         | -              |
| <b>Total</b>                |         | -              |

  
Mr. Gush Ram

  
Roshan Vasudev Birhade



For Sheila Rajda School of Business Management & Research

  
Director

**Private & Confidential**

Ref. No: MSTAR20206374

September 26, 2020

Priya Pratap Jagtap  
71, R6B, AKASHDEEP CHS,  
AAJGAONKAR PLOT, JAYCOACH, J.V. LINK ROAD,  
NEAR ASMITA BHAVAN, JOGEASHWARI EAST, MUMBAI-400060



**For Sheila Raheja School of Business  
Management & Research**

Dear Priya,

*[Signature]*  
Director

**Subject: Offer of Employment**

Subsequent to your successful interview with us, we are pleased to extend our offer to you as **Research Associate** with **Morningstar India Pvt. Ltd.** ("the company"). It is expected that you would join us on or before **October 19, 2020**.

**Your place of posting for records will be Mumbai.** Your (referred alternatively as "employee") initial place of work will be at one of the Company's offices as mentioned above. However, you may be posted at any of our offices/ subsidiaries / affiliates / group companies, whether domestic or overseas, wherever it may be situated, if the situation so warrants. You will abide by the Company's rule and regulations as may be in effect from time to time with respect to your function, level or the location where you have to work.

Your Total Gross Annual Pay (i.e. annual compensation) will be **Rs. 406188/- (Rupees Four Lakhs Six Thousand One Hundred And Eighty Eight only)** as detailed in **Appendix A**. Additionally, you will be eligible for Benefits and Variable Pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the Company's policies.

This offer letter is subject to the terms and conditions attached hereto (Appendix A and Appendix B). The offer letter shall remain in force until a copy of an appointment letter, detailing our general Terms and Conditions of employment, is provided by the company after onboarding.

The Company or employee may, at any time during the course of the employment terminate the employment by giving **60 days-notice or salary payment in lieu** of that notice, by stating their intention to do so in writing. For the purpose of this Clause, salary shall mean the most current base pay.

Upon joining, the employee will be deemed to be on a **probationary period of 6 months** from the Date of Joining, in line with the company's standard Talent Management policy.

**Appendix B** lists out the broad terms and conditions of service governing your employment with the Company. These are subject to change from time to time. You will be expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time. These amendments would be binding on you as an employee, immediately on its publication. As an employee of the Company, you are requested to go through any related Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the Company.

**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Ms. Ashi Pann

*[Signature]*  
DARSHANA M.



In the event of any inconsistency between the employment contract and any revised Human Resources Policy, the provisions of the latest Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages digitally and revert to us with the duplicate copy of the entire agreement duly initialed and digitally signed. Please note that this offer stands valid for a period of 5 working days post-issuance of offer, wherein should the company not receive a formal acceptance in writing/via an email along with a copy of resignation/resignation acceptance, the offer shall automatically be deemed to have been rejected and shall stand null and void.

In the event that the aforesaid accepts this offer, the aspirant is required to join us on or before by **19-Oct-2020** failing which the offer shall be termed as Null and Void, unless mutually agreed and extended explicitly in writing.

Please note this offer and subsequent employment is conditional, subject to clearing necessary and mandated background verification and checks in line with the company's policy in force. In cases where the background verification is completed post joining of the abovesaid and evidence of discrepancy is noted, the current offer shall stand Null and Void and such act could lead to termination without notice or payment in lieu, post a suitable enquiry is established.

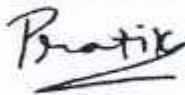
As an employee of the Company, you shall be governed by all the policies including, but not limited, to those relating to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

The employee upon joining shall be deemed bound by the Confidentiality, Intellectual Property, Non-Solicitation, Non-Compete clauses as enumerated in detail in the appointment letter. Employees are expected to carefully read and keep yourself updated on the policies of the Company as announced or amended from time to time.

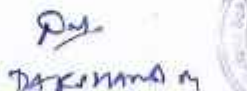

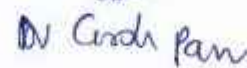
The employee agrees that he/she will not disclose or use at any time, either during or after his/her employment with the Company, any Confidential Information without the written consent of the Board of Directors of the Company (the "Board"). In the event of termination of employment with the Company, or at any other time the Company may request, the incumbent is liable to provide all memoranda, notes, plans, records, documentation and other materials (and copies thereof) containing Confidential Information relating to the business of the Company Group and its customers no matter where such material is located and no matter what form the material may be in, which Implant may then possess or have under his/her control.

Please sign a copy of this letter as acceptance of our offer, as your willingness to join Morningstar and as an agreement towards the broader Terms & Conditions enumerated in the aforesaid document. We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,  
For Morningstar India Private Limited  
Authorized Signatory



Pratik Parikh  
Head – Talent & Culture, India



For Sheila Raheja School of Business  
Management & Research

  
Director



**Appendix A**

**2020 Compensation**

|                                     | Amount Per Annum (INR) |
|-------------------------------------|------------------------|
| <b>Total Compensation (A+B+C+D)</b> | <b>406,188</b>         |
| Base Pay & Allowance (A+B)          | 345,200                |
| Performance Bonus (C)               | 32,200                 |
| Retirals Offered (D)                | 28,788                 |

**Pay Components**

|   | Amount Per Month (INR) | Amount Per Annum (INR) |
|---|------------------------|------------------------|
| <b>Base Pay (A)</b>                             | <b>19,167</b>          | <b>230,000</b>         |
| Basic Salary                                    | 9,583                  | 115,000                |
| House Rent Allowance                            | 4,792                  | 57,500                 |
| Statutory Bonus                                 | 2,200                  | 26,400                 |
| Flexi Reimbursement/City Compensatory Allowance | 2,592                  | 31,100                 |
| <b>Total Allowance (B)</b>                      | <b>9,600</b>           | <b>115,200</b>         |
| Travel Allowance                                | 3,000                  | 36,000                 |
| Meal Allowance                                  | 1,100                  | 13,200                 |
| Shift Allowance                                 | 5,500                  | 66,000                 |

**Flexi Reimbursements**

| Total   | Remarks  | Max Limit Per Annum |
|---|--|---------------------|
| Books & Periodicals                             |  |                     |
| Telephone Bill                                  |  |                     |
| Food Coupons                                    |  |                     |
| LTA   | PM 1100 / 2200 / 3300  |                     |
| National Pension Scheme (Employee Contribution) | Least of (2*Basic PM) or (2 Lac)<br>NPS Contribution 5% of Basic per month |                     |

**Notes:**

1. Flexi reimbursement kindly refer table below.
2. Reimbursement amount can be claimed monthly (Subject to submission of valid bills as per eligibility on ADP portal). If bills are not submitted, the amount can be claimed subject to TDS. Unclaimed amount will be paid taxable at financial year end.
3. TDS applicable as per Tax Laws.
4. Gratuity will be applicable on completion of 5 years in the Morningstar India Pvt. Ltd.
5. Performance Bonus is discretionary in nature and is over and above Base salary and calculated based on company P&L and individual performance.
6. Company transport is mandatory for female employees and they will not be eligible for travel allowance.
7. At Morningstar, we have teams that work in various shifts owing to business need and to work closely with global teams. In case your team works in shifts, please note you may be required to work in rotational shifts.

*OV* Cash Paw

*DA*  
DASUNDA . M



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

| Benefits Offered   |                                       | Company Contribution / Eligibility Per Annum (INR) |
|--|---------------------------------------|--|
| Invest in Your Retirement (D)  |                                       | 28,788   |
| Employer Provident Fund  |                                       | 21,600   |
| NPS Employer Contribution *  |                                       | 7,188  |
| Gratuity Provision   |                                       |  |
| Invest in Your Well-Being  |                                       |  |
| Health Insurance (Self + Spouse + Parents + 2 Children's)            |                                       | 450,000  |
| COVID Insurance Policy (Employee only) Period (00.1 to 17 June 2021) |                                       | 300,000  |
| Accidental Insurance (Employee only)                                 |                                       | 500,000  |
| Term Life Insurance (Employee only)                                  |                                       | 690,000  |
| Paid Holidays, Time Offs & Flexi Working Hours                       | Refreshment & family care time        |  |
| Invest in Your Growth  |                                       |  |
| Education Stipend  | Yearly eligibility as per policy      |  |
| CFA  | Sponsored program as per policy       |  |
| LinkedIn Learning  | Sponsored membership                  |  |
| Librarywala.com  | Book storage                          |  |
| Invest in Great Talent   |                                       |  |
| Internal Job Posting   | Internal growth prospect              |  |
| Employee Referral Plan   | Additional Monetary benefit           |  |
| Rewards & Recognition  | Monetary & Non-Monetary awards        |  |
| Invest in Ownership  |                                       |  |
| Shared Ownership Program   | Equity plan with company contribution |  |
| Impact Awards  | Performance based Equity awards       |  |
| Invest in Your Community   |                                       |  |
| Matching Gifts Program   | Community support                     |  |

PV Gosh Parm

Dhasnani M.



For Sheila Raheja School of Business Management & Research

Director

## Appendix B

### 1. Retirement Age

The retirement age from the services of the Company is 58 (Fifty-Eight) years. For all practical purposes, the Date of Birth as per Legal Government Document – Aadhar shall be construed as the basis of calculation.

### 2. Termination without notice

The Company has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the events are:

- (i) Misconduct
- (ii) Repeated misconduct
- (iii) Breach of instructions by an employee
- (iv) Failure to safeguard the assets of the Company
- (v) Activities which bring the Company into disrepute
- (vi) Any furnished declaration is false
- (vii) The employee is found to have willfully suppressed any material information
- (viii) Criminal conviction by court of law
- (ix) Failure to adhere to Talent & Culture Policy and Code of Conduct, office procedures, rules and regulations that may be in force from time to time
- (x) Where situations warrant action outside this Policy

In the event that the Company exercises this right, it may, at any time during the course of the employment terminate the employment, by stating their intention to do so in writing, without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Talent & Culture Policy.

### 3. Exit Formalities

Before seizure of employment, employees are required to complete exit formalities and sign necessary forms in this regard, as per company policy in force.

Employee is required to return to the Company, all documents, including copies thereof and property including but not limited to company assets, mobile phone, internet data card and comply with company policy before your last working day in order to obtain release.

Employee need to ensure that they have not retained any data/ confidential information relating to the Company and/Morningstar's clients and that the employee will be personally liable to the Company and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

*DM*  
*Taxsum. M.*



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

## EMPLOYMENT AGREEMENT

**THIS EMPLOYMENT AGREEMENT** (the "**Agreement**") is made at Bangalore on 18-01-2021 ("**Execution Date**"), and is effective from 18-01-2021 by and between:

**Vivish Technologies Private Limited**, a company incorporated in accordance with the provisions of the Companies Act, 2013 with Corporate Identification Number U72200KA2016PTC085219 and having its registered office at 1262/1141, 1st and 2nd fl., 17th cross, Sector 7, HSR Layout, Bangalore- 560102, represented herein by its Director, Abhishek Kumar (hereinafter referred to as the "**Company**" which expression shall, unless contrary to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns).

**AND**

**Vrutanksha Vijay Kamble**, son/daughter of Mr. Vijay Sitaram Kamble, with permanent address at 18/209, Type IIIA,, RCF Colony, Chembur, Opp. Loreto Convent School, Mumbai - 400074, Maharashtra, India, presently residing at 18/209, Type- 3A, RCF Colony, Chembur Mumbai, 8169283878, Mumbai - 400074, Maharashtra, India, (hereinafter referred to as the "**Employee**").

The Company and the Employee are hereinafter individually referred to as a "**Party**" and collectively the "**Parties**" as the context may require.

### **WHEREAS:**

On considering the eligibility and experience of the Employee and relying upon the representations made by the Employee, the Company has employed the Employee in the role of **Business Development Manager** from **18-01-2021** and the Employee has accepted the employment on the terms and subject to the conditions hereinafter contained.


**NOW IT IS HEREBY MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

### **1. DEFINITIONS**

1.1 "**Board**" shall mean the Board of Directors for the time being of the Company.

Vivish Technologies Private Limited

  
Dr. Gosh Ram

  
Dr. Shikha M.



For Sheila Rahaja School of Business  
Management & Research

  
Director

- 1.2 "**Business**" shall mean and include all those objects mentioned in the Memorandum and Articles of Association of the Company as amended from time to time.
- 1.3 "**Confidential Information**" shall mean and include all Company and third party, (including any client or customer) information which is proprietary and not available to the general public. It shall mean technical data, developments and Intellectual Property (as defined herein) and all technical information including specifications, designs, drawings, algorithms, processes, systems and procedures, computer programs, methods, ideas, Know-how and business information such as sales and marketing materials, customer personal information and data, plans, accounting and financial information, credit information on customers, list or databases containing the names, addresses and business needs of customers, sales reports, price lists, personnel records including the names and addresses of the Company's employees, contractors, sub-contractors and other information which is accessed, created, received, exploited, developed or obtained by the Employee during the course of his employment with the Company whether or not designated as confidential expressly.
- 1.4 "**Know-how**" shall mean any or all information (including that comprised in or derived from information technology of all sectors, electronic intellectual property, manuals, instructions, catalogues, booklets, data disks, tapes, source codes, formula cards and flowcharts) relating to the Business of the Company and the services provided.
- 1.5 "**Parties**" shall mean the Company and the Employee.
- 1.6 "**Person**" shall mean and include an individual, firm, company or any other legal entity.
- 1.7 "**Probationary Period**" refers to a period of **90 days** from the Execution Date, which may be extended by the Company, during which period your services may be terminated at any time without assigning any reason.

## 2. EMPLOYMENT

- 2.1 The Company has employed the Employee in the position of **Business Development Manager** from **18-01-2021**.

  
Anshu Parv  
Vivish Technologies Private Limited



For Sheila Raheja School of Business  
Management & Research

  
Director

- 2.2 Your performance will be reviewed and evaluated at regular intervals during the Probationary Period. Depending on the outcome of such evaluation/s, the Company may at the conclusion of the Probationary Period, at its sole discretion, either (a) confirm your appointment, if your performance is found satisfactory; or (b) extend, in writing, the Probationary Period by a further period as determined by the Company; or (c) terminate your employment with the Company with immediate effect and without any advance or prior notice, and with no further liabilities to the Company, except for payment of remuneration up to the date of termination of employment.
- 2.3 The position and title information are descriptive and not intended to limit the duties or functions of the Employee or guarantee the Employee a certain job. The duties and functions of the Employee may be modified at the discretion of the Company from time to time. The Employee hereby accepts such employment, to the exclusion of all other employments and engagements, on the terms, conditions and stipulations contained herein. The Employee will perform and discharge all duties and functions assigned by the Company in a faithful, competent and professional manner.
- 2.4 The Employee undertakes to refer to the Company, and to the best of his/her abilities, ensure a mandate to the Company for all business opportunities known to him/her or made known to him/her at any time, with respect to the Business being carried on or proposed to be carried on by the Company.
- 2.5 The Employee shall immediately make full and true disclosure in writing to the Company of:
- 2.5.1 any direct or indirect interest or benefit he/she has derived or is likely to derive through or in connection with any contractual arrangements, dealings, transactions or affairs of the Company and/or any transactions which are likely to be detrimental to the Company;
- 2.5.2 any and all business interests that are similar to or in conflict with the Business;
- 2.5.3 any intellectual property developed, created or owned by him/her and proposed to be used by him/her during the course of his/her employment with the Company; and
- 2.5.4 any outstanding payment such as royalty or fees or any other benefit due to the Employee for any intellectual property mentioned in Clause 2.5.3.

  
Dr Anshu Panu  
Vivish Technologies Private Limited

  
Mrs. Smita M.



For Sheila Raheja School of Business  
Management & Research

  
Director



18-May-2020

C3982835  
Harshita Ghanshyam Gupta  
604, Mehta Manor, 146, Worli Village, Mumbai 400030 Maharashtra, India., 400030 400030

Dear Harshita,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- HR Service Delivery New Associate  
Career Level- 13  
Sublevel - 3  
Talent Segment-Human Resources  
Business Deal-Non Contact Center

Your annual total cash compensation will be INR 231500 and will be structured as per the attached Annexure 1 \* Compensation Details. This will continue to be applicable until further communication on the same. Your annual total earning potential includes:

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

-Variable Bonus: You will be eligible to participate in the FY20 (September 2019 to August 2020) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 15.75% of the prorated fixed pay in the FY20, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

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

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

Your employment with the Company will be governed by the attached Annexure 2 \* Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

M. Ash Panna  
PA -  
Version 7.2 February 2019



For Sheila Raheja School of Business Management & Research

Candidate's Signature  
Director

**ANNEXURE 1**

Your compensation is as mentioned below:

| Total Cash Compensation              |             |            |
|--------------------------------------|-------------|------------|
|                                      | Annual(INR) |            |
| (A) Annual Fixed Compensation*       | INR 200000  |            |
| (B) Variable Bonus earning potential | Min.        | Max.       |
|                                      | 0%          | 15.75%     |
| Annual Total earning potential (A+B) | Min.        | Max.       |
|                                      | INR 200000  | INR 231500 |

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

**Note: For International Worker Only\***

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

\*As defined by applicable law from time to time.

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

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

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

- Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.  
For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under
  - 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
- Personal Accident coverage up to three times your annual fixed compensation
- Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
- Gratuity as per The Payment of Gratuity Act, 1972

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

For **Sheela Raheja School of Business Management & Research**



Director's Signature \_\_\_\_\_

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Version 7.2 February 2019



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

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

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

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

Harshita, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call pillai.pratiksha at 9769328293 should you have anything you would like to discuss further.

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



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

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]

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

Candidate's signature \_\_\_\_\_

  
10/11 Anshu Panu

  
Harshita . A.



For Sheila Raheja School of Business  
Management & Research

  
Director

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IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
http://www-07.ibm.com/in/careers/

May 29, 2020

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Saurabh Vijay Borkar

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Practitioner - Finance and Administration Delivery, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise - you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



  
Dr. Anshu Kumar

Dr. Parashrama M



For Sheila Raheja School of Business Management & Research

  
Director

May 29, 2020

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
http://www-07.ibm.com/in/careers/

Dear Saurabh Vijay Borkar

We are pleased to offer you the position of Practitioner - Finance and Administration Delivery, in band 3 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 2, 2020. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to IBM India PVT.LTD, 6th floor, Block-2, Nirlon Knowledge Park, Pahadi Village, OFF Western Express Highway, next to HUB Mall, Goregaon - East, Mumbai - 400063. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not

  
Gosh Pam

  
Dakshina M.



For Sheila Raheja School of Business  
Management & Research

  
Director


hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in MUMBAI . However, your services are transferable, and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed


  
Dr. Anish Pan

  
Dr. Anish Pan

3



For Sheela Rahoja School of Business  
Management & Research

  
Director

**Lumina Datamatics Limited**

Regd. Office: Unit No. 117-120, 5th Flr, 100ft SEZ, Andher East,  
Mumbai - 400 096, Maharashtra | Tel: +91 22 4034 5300 | 7  
140-A-174 | 222200MH000194300000  
www.lumina-datamatics.com



WE STRIVE FOR EXCELLENCE

December 21, 2020

Abhiruchi Tayade  
69/2969, Ratnadeep Chs,  
Gandhinagar,  
Bandra East, Mumbai 400051

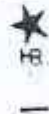
Dear Abhiruchi,

Welcome to Lumina Datamatics, which is among the 5 largest service providers in the eContent and eCommerce space worldwide with operations spread over three geographies, viz. India, Europe and USA. Lumina Datamatics is a trusted partner to several Fortune 500 companies in the global publishing and retail industries, addressing their needs in content, technology and commerce.

For Lumina Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be a part of this journey!

We are pleased to appoint you as 'Trainee' in the Grade 'TR' w.e.f. December 21, 2020 on the following terms and conditions:

1. You will undergo on the job training with the Company for a period of one year from the date of your appointment. The Management reserves its right to extend the period of your training at its sole discretion.
2. Your Basic Salary and allowances per month will be as per Annexure 'A'. Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.
3. You shall also be entitled to the other benefits such as Provident Fund, coverage under the Company's Health Insurance Scheme/ESIC.
4. Notice period for the purpose of separation during the first 6 months, by either side will be by a written intimation of thirty (30) days in advance or of thirty (30) days salary in lieu thereof. Thereafter, your employment will be terminable by giving written notice of Sixty (60) days as stipulated in the separation policy or as per the changes communicated in that policy from time to time or salary in lieu thereof, by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.
5. Initially you will be posted at our office at Mumbai. However, you may at any time be transferred to any another department, unit or location as may be considered necessary by the Company at its sole discretion. You may be required to work in different shifts at the sole discretion of the Company. You would avail weekly off on such days as may be fixed by the Company from time to time. You will carry out your training assignment with utmost sincerity, diligence, honesty and to the satisfaction of the management.
6. Your training program will be decided by the Company. During your training period, the Company will periodically review your performance and for that purpose you may be required to appear for such tests as may be considered necessary. The decision of the Company with regard to your performance will be final and binding.
7. During the period of training you shall devote your whole time and attention solely and exclusively to the training commitments and you shall not engage either directly or indirectly in any business or activity in any capacity.



Anshu Parv

Shrinu





Director



## Continuation

8. You shall be also required to submit a copy of your valid Passport, PAN Card and driving license within 3 months of your appointment.
9. You shall not, during the period of your employment with the Company and for a period of 12 months from the date you have ceased to be an employee of the Company, accept any employment with or solicit any business or work from any organization, which has been either a customer or a client of the Company. You shall not join, engage yourself as an employee/ consultant in any organization that is working with the same client project for which you have worked during your employment with the Company. You acknowledge and agree that the monetary compensation may not be an adequate remedy for breach of this clause. In the event of a breach by you, the Company will be entitled to the remedies of injunction, specific performance and any other equitable relief, and no proof of special damages shall be necessary; and for the enforcement of these remedies, the expenses shall be borne by you.
10. Any matter / concern regarding the policies / practices of the Company is to be resolved through proper channel. You will not, during the course of employment with the organization or after leaving the employment for whatever reason, make any comments or invite comments in any form or manner, in regard to Company's (including group Companies & subsidiaries) existing or future policies or activities or actions or employees, as the case may be, by using Name or Logo of the Organization in social or print or electronic media including but not limited to social media sites such as Twitter, Face book, Google+, LinkedIn, WhatsAPP, etc, thereby inviting attention of people at large, irrespective of the fact as to whether such writings or inviting comments is in the interest of the Organization or detrimental to it. Any breach of this will be termed as criminal breach of Trust and shall be strictly dealt with.
11. During the period of employment you shall not become a director of any other company or a partner of a firm or proprietor of a business unit.
12. You shall not, during the period of your employment with the Company or at any time thereafter, divulge any information acquired by you as a consequence of your employment with the Company, relating to the Company's business operations and activities or business operations and activities of any of its associate companies or business operations and activities of any of its clients, to any other person.
13. You are required to sign a 'Non-Disclosure Agreement' with the Company at the time of joining the Company. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company.
14. In the event of your being deputed overseas/being considered for overseas training program, your service will be bound by the terms of the overseas deputation and training policies existing at that time.
15. You shall be governed by the conduct and disciplinary rules and regulations of the Company for the time being in force.
16. Your appointment is made on the basis of your having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.
17. If at any time, in the opinion of the Company which shall be final and binding, when you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment, the Company shall be entitled to forthwith terminate your employment.

  
Anurag Pann

  
Anurag Pann



  
Director



Continuation

- 18. If you are found guilty of any cyber-crime or accessing, downloading, transmitting, printing or storing of any unauthorized information, or engaged in any unlawful acts under the Information Technology Act, 2008, you shall be required to indemnify Lumina Datamatics, its shareholders, officers, directors, and other agents (other than you) from and against all claims, liabilities, damages, attorneys' fees, court costs, and expenses which arise out of the aforementioned actions. Lumina Datamatics also holds the right to bring any action against you under the Information Technology Act, 2008 for such non-compliances or other applicable laws. The obligations under this clause shall survive the expiration or termination of your employment.
- 19. Your performance based compensation revision may be done at the discretion and basis the performance of the Company every year on the anniversary date of joining as per the relevant quarterly processing cycle.
- 20. You shall retire from the services of the Company on attaining the age of 60. This will be determined on the basis of the date of birth as given at the time of joining the services of the Company.
- 21. By signing a copy of this letter, you confirm that you do not possess any proprietary documents or materials belonging to any of your previous employers.
- 22. Your Employee Number is 58361.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter indicating the date on which you will join duty.

Thanking you and looking forward to having you with us.

Yours truly,  
For Lumina Datamatics Limited,

Anifa Joshi  
Senior Manager - HR

I agree and accept employment on terms and conditions mentioned in the above letter of appointment.

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

BV Anshu Pawar

Anshu Pawar



Director

38

# Lumina Datamatics Limited

Regd. Office: Unit No. 112-120, SDF IV, SEEPZ SEZ, Andheri (East),  
Mumbai - 400 095, Maharashtra Tel: +91 (22) 4034 0901/2  
MOB: (+91) 9222210142/05791332265  
www.luminadatamatics.com



WE MANAGE KNOWLEDGE

January 04, 2021

Vigneshwari Eswaran  
8, 27-A, Hill Rock Society,  
Sainik Nagar, Veera Desai Road,  
Andheri West, Near MVM School, 400058

Dear Vigneshwari,

Welcome to Lumina Datamatics, which is among the 5 largest service providers in the eContent and eCommerce space worldwide with operations spread over three geographies, viz. India, Europe and USA. Lumina Datamatics is a trusted partner to several Fortune 500 companies in the global publishing and retail industries, addressing their needs in content, technology and commerce.

For Lumina Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be a part of this journey!

We are pleased to appoint you as 'Trainee' in the Grade 'TR' w.e.f. January 04, 2021 on the following terms and conditions:

1. You will undergo on the job training with the Company for a period of one year from the date of your appointment. The Management reserves its right to extend the period of your training at its sole discretion.
2. Your Basic Salary and allowances per month will be as per Annexure 'A'. Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.
3. You shall also be entitled to the other benefits such as Provident Fund, coverage under the Company's Health Insurance Scheme/ESIC.
4. Notice period for the purpose of separation during the first 6 months, by either side will be by a written intimation of thirty (30) days in advance or of thirty (30) days salary in lieu thereof. Thereafter, your employment will be terminable by giving written notice of Sixty (60) days as stipulated in the separation policy or as per the changes communicated in that policy from time to time or salary in lieu thereof, by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.
5. Initially you will be posted at our office at Mumbai. However, you may at any time be transferred to any another department, unit or location as may be considered necessary by the Company at its sole discretion. You may be required to work in different shifts at the sole discretion of the Company. You would avail weekly off on such days as may be fixed by the Company from time to time. You will carry out your training assignment with utmost sincerity, diligence, honesty and to the satisfaction of the management.
6. Your training program will be decided by the Company. During your training period, the Company will periodically review your performance and for that purpose you may be required to appear for such tests as may be considered necessary. The decision of the Company with regard to your performance will be final and binding.
7. During the period of training you shall devote your whole time and attention solely and exclusively to the training commitments and you shall not engage either directly or indirectly in any business or activity in any capacity.



*M. Anshu*

*Vigneshwari*



For Sheila Raheja School of Business Management & Research


*[Signature]*  
Director



## Continuation

8. You shall be also required to submit a copy of your valid Passport, PAN Card and driving license within 3 months of your appointment.
9. You shall not, during the period of your employment with the Company and for a period of 12 months from the date you have ceased to be an employee of the Company, accept any employment with or solicit any business or work from any organization, which has been either a customer or a client of the Company. You shall not join / engage yourself as an employee/ consultant in any organization that is working with the same client project for which you have worked during your employment with the Company. You acknowledge and agree that the monetary compensation may not be an adequate remedy for breach of this clause. In the event of a breach by you, the Company will be entitled to the remedies of injunction, specific performance and any other equitable relief; and no proof of special damages shall be necessary; and for the enforcement of these remedies, the expenses shall be borne by you.
10. Any matter / concern regarding the policies / practices of the Company is to be resolved through proper channel. You will not, during the course of employment with the organization or after leaving the employment for whatever reason, make any comments or invite comments in any form or manner, in regard to Company's (including group Companies & subsidiaries) existing or future policies or activities or actions of employees, as the case may be, by using Name or Logo of the Organization in social or print or electronic media including but not limited to social media sites such as Twitter, Face book, Google+, LinkedIn, Whats-APP, etc., thereby inviting attention of people at large, irrespective of the fact as to whether such writings or inviting comments is in the interest of the Organization or detrimental to it. Any breach of this will be termed as criminal breach of Trust and shall be strictly dealt with.
11. During the period of employment you shall not become a director of any other company or a partner of a firm or proprietor of a business unit.
12. You shall not, during the period of your employment with the Company or at any time thereafter, divulge any information acquired by you as a consequence of your employment with the Company, relating to the Company's business operations and activities or business operations and activities of any of its associate companies or business operations and activities of any of its clients, to any other person.
13. You are required to sign a 'Non-Disclosure Agreement' with the Company at the time of joining the Company. This is to ensure that all the proprietary information, documents, literature, invention obtained/made during your tenure with the Company, will not be utilized by you at any point of time to undermine the interest of the Company.
14. In the event of you being deputed overseas/being considered for overseas training program, your service will be bound by the terms of the overseas deputation and training policies existing at that time.
15. You shall be governed by the conduct and disciplinary rules and regulations of the Company for the time being in force.
16. Your appointment is made on the basis of your having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.
17. If at any time, in the opinion of the Company which shall be final and binding; when you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment, the Company shall be entitled to forthwith terminate your employment.

  
Anshu Pann

  
Disha



For Sheila Raheja School of Business  
Management & Research

  
Director

Continuation



- 18. If you are found guilty of any cyber-crime or accessing, downloading, transmitting, printing or storing of any unauthorized information, or engaged in any unlawful acts under the Information Technology Act, 2008, you shall be required to indemnify Lumina Datamatics, its shareholders, officers, directors, and other agents (other than you) from and against all claims, liabilities, damages, attorneys' fees, court costs, and expenses which arise out of the aforementioned actions. Lumina Datamatics also holds the right to bring any action against you under the Information Technology Act, 2008 for such non-compliances or other applicable laws. The obligations under this clause shall survive the expiration or termination of your employment.
- 19. Your performance based compensation revision may be done at the discretion and basis the performance of the Company every year on the anniversary date of joining as per the relevant quarterly processing cycle.
- 20. You shall retire from the services of the Company on attaining the age of 60. This will be determined on the basis of the date of birth as given at the time of joining the services of the Company.
- 21. By signing a copy of this letter, you confirm that you do not possess any proprietary documents or materials belonging to any of your previous employers.
- 22. Your Employee Number is 58391.

If you are agreeable to the above terms, please sign and return the duplicate copy of this letter indicating the date on which you will join duty.

Thanking you and looking forward to having you with us.

Yours truly,  
For Lumina Datamatics Limited,

Anita Joshi  
Senior Manager – HR

I agree and accept employment on terms and conditions mentioned in the above letter of appointment.

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

Dr. Gresha Panna

Mrs Manu M.



For Sheila Raheja School of Business  
Management & Research

Director

Continuation

**ANNEXURE 'A'**

|               |                     |
|---------------|---------------------|
| EMPLOYEE NAME | VIGNESHWARI ESWARAN |
| GRADE         | TR                  |
| DESIGNATION   | TRAINEE             |
| DEPARTMENT    | RETAIL              |
| LOB           | RETAIL              |

| Salary Details         | Monthly       | Annually       |
|------------------------|---------------|----------------|
|                        | Rs            | Rs             |
| Salary                 | 9,375         | 112,500        |
| House Rent Allowance   | 5,928         | 71,130         |
| Statutory Bonus*       | 1,000         | 12,000         |
| Retention Bonus**      | 2,000         | 24,000         |
| <b>Monthly Gross</b>   | <b>18,303</b> | <b>219,630</b> |
| PF Contribution        | 1,485         | 17,820         |
| ESI Contribution       | 595           | 7,138          |
| Gratuity               | 451           | 5,412          |
| <b>Cost to Company</b> | <b>20,833</b> | <b>250,000</b> |

\*If the Bonus Act be revised in regards to the salary limit, then the company can set off or make appropriate additional adjustment from House Rent Allowance towards the bonus payable to you subsequent to the amendments of the payment of Bonus Act.

\*\* Retention Bonus is eligible on completing 12 months of service from the date of effect. However, it will be paid @ Rs.2,000/ pm as an advance. The amount of retention bonus paid in advance is fully recoverable and therefore to be refunded in the eventuality of separation from the services before completing 12 months of service from the date of effect.

When compensation is revised in future, the Management shall have the discretion to continue Retention Bonus at the existing or a lower/ higher rate or discontinue the scheme

**Benefits:**

- a) Insurance as per company policy
- b) Gratuity as per company policy



  
Dr. Anshu Kumar

  
JASJASWANI - R.



For Sheila Raheja School of Business  
Management & Research

  
Director

# Sheila Raheja School of Business Management & Research

A.Y. 2018-2019

| SRBS Executive Placement 2018-19 |                      |                               |                            |                 |         |
|----------------------------------|----------------------|-------------------------------|----------------------------|-----------------|---------|
| Sr. No.                          | Name of the Student  | Position for the Post Applied | Name of the Employer       | SPECIALIZATION  | CTC LPA |
| 1                                | Akshata Chitlangia   | Senior Executive              | 99acres.com                | Marketing       | 6.4     |
| 2                                | Ronit Lobo           | Senior Executive              | 99acres.com                | Marketing       | 6.4     |
| 3                                | Swati Patil          | Associate                     | SS&C GlobeOp               | Finance         | 3.5     |
| 4                                | Varun Nakar          | Associate                     | Oracle India               | Finance         | 2.9     |
| 5                                | Sanket Naik          | Associate                     | Oracle India               | Finance         | 2.9     |
| 6                                | Sanjana Jaiswal      | Manager                       | Equitas Small Finance Bank | Marketing       | 4       |
| 7                                | Akansha Mohadare     | Assistant Manager             | Axis Bank                  | Marketing       | 3.5     |
| 8                                | Deep Shah            | Assistant Manager             | Axis Bank                  | Marketing       | 2.7     |
| 9                                | Anubha Shrivastav    | Assistant Manager             | Axis Bank                  | Marketing       | 2.7     |
| 10                               | Shubham Masane       | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 11                               | Kunal Thakur         | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 12                               | Garishma Nandrajog   | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 13                               | Prince Yadav         | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 14                               | Bhairavi Gaikwad     | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 15                               | Pooja Khaire         | Assistant Manager             | Axis Bank                  | Marketing       | 2.7     |
| 16                               | Priyanka Kumbhar     | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 17                               | Vipin Nair           | Assistant Manager             | Axis Bank                  | Marketing       | 2.7     |
| 18                               | Anand Chawla         | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 19                               | Namrata Bhojne       | Assistant Manager             | Axis Bank                  | Finance         | 3.5     |
| 20                               | Deepak Prajapati     | Assistant Manager             | Axis Bank                  | Finance         | 3.5     |
| 21                               | Girish S. Tambe      | Assistant Manager             | Axis Bank                  | Finance         | 2.7     |
| 22                               | Mitali Vartak        | Executive                     | Randstad                   | Finance         | 2.5     |
| 23                               | Shikha Shethia       | Analyst                       | Nomura                     | Finance         | 3       |
| 24                               | Hetanshi Zaveri      | Analyst                       | Nomura                     | Finance         | 3       |
| 25                               | Vaishnavi Badgujar   | Deputy Manager                | ICICI Bank                 | Finance         | 4.12    |
| 26                               | Shivkumar Gollapalla | Deputy Manager                | ICICI Bank                 | Marketing       | 4.12    |
| 27                               | Nilesh Singh         | Deputy Manager                | ICICI Bank                 | Marketing       | 4.12    |
| 28                               | Nihal Darji          | Customer Support Executive    | GlobalGyan Academy         | Marketing       | 4.2     |
| 29                               | Aniket Abhyankar     | Executive                     | Chokhani & Co.             | Finance         | 3       |
| 30                               | Alleyson Athaide     | Executive                     | Xylem                      | Marketing       | 4.2     |
| 31                               | Madhuri Nikam        | Executive                     | Hindustan Times            | Human Resources | 2.1     |
| 32                               | Ruchira Gavali       | Executive                     | Crisil                     | Finance         | 2.7     |
| 33                               | Shantanu Sakharpekar | Brand Consultant              | Bennett Coleman & Co. Ltd. | Marketing       | 4.2     |
| 34                               | Kuber Chauhan        | Research Associate            | BP Wealth Pvt. Ltd.        | Finance         | 1.2     |
| 35                               | Sharon Koshy         | Executive                     | Aditya Birla Capital       | Marketing       | 7       |
| 36                               | Rahul Rajbhar        | Executive                     | Mygate                     | Marketing       | 4.2     |
| 37                               | Shubham More         | Executive                     | Calibher                   | Marketing       | 3.5     |

*Dr. C. K. Patil*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

*Dr. [Signature]*

09-Apr-2019

PRIVATE AND CONFIDENTIAL

Ms. Akshata Chitlangia  
Bldg. No. - 336, Flat No. - 204,  
Kalpataru Society, Shristi Complex,  
Mira Road (E), Thane

We are pleased to offer you the position of **Senior Executive Corporate Sales in Sales 99Acres(99Acres.Com)** with Info Edge India Ltd.



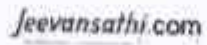


1. This **Letter of Intent** is being issued subject to the following terms:
  - a. You shall join the company on or before **11-Apr-2019**.
  - b. Accuracy of the testimonials and information provided by you
  - c. Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d. Successful background and reference check.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Mumbai Andheri** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give 30 days' notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
7. You are requested to report at 9 a.m. at **Mumbai Andheri, Info Edge (India) Ltd. 216-222, 2nd Floor, Chintamani Plaza, Andheri-Kurla Road, Next to WEH Metro Station, Andheri-E, Mumbai - 400099.**

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely  
For Info Edge India Ltd

I accept the terms and conditions of this offer

  
Sharmeen Khalid  
Chief Human Resources Officer

Corporate Office : B-8, Sector - 132 Noida - 201304 Tel: 0120-3082000 Fax: 0120-3082095  
EMAIL: [webmaster@naukri.com](mailto:webmaster@naukri.com) URL: <http://www.infoedge.com> CIN No: L74889DL1995PLC0069021  
Regd. Office: Ground Floor, 12A-91, Meghdoot, Nehru Place, New Delhi-110019

  
MS Goli Ram

  
Dakshina M



For Sheila Raheja School of Business  
Management & Research

  
Director

Annexure

|   |                    |   |                 |
|---|--------------------|---|-----------------|
| Name: Akshata Chitlangia                          |                    | Designation: Senior Executive Corporate Sales |                 |
| Work Level : MT                                   |                    | Location: Mumbai Andheri                      |                 |
| <b>Entitlement</b>                                | <b>Per Month ₹</b> | <b>Per Annum ₹</b>                            |                 |
| Basic Salary                                      | 16,871             | 2,02,452                                      |                 |
| House Rent Allowance (HRA)                        | 8,436              | 1,01,232                                      |                 |
| Special Allowance                                 | 8,305              | 99,660  |                 |
| Statutory Bonus                                   | 2,080              | 24,960  |                 |
| <b>Sub Total 1</b>                                | <b>35,692</b>      | <b>4,28,304</b>                               |                 |
| Company's Contribution to PF                      | 1,800              | 21,600  |                 |
| <b>Sub Total 2</b>                                | <b>37,492</b>      | <b>4,49,904</b>                               |                 |
| <b>Annual Entitlement</b>                         |                    |   |                 |
| Leave Travel Allowance (LTA)*                     |                    |   | 10,000          |
| Group Mediciclaim Insurance**                     |                    |   | 10,100          |
| Gratuity (Estimated)***                           |                    |   | 9,738           |
| <b>Sub Total 3</b>                                |                    |   | <b>29,838</b>   |
| <b>Gross Annual Fixed (Grand Total)</b>           |                    |   | <b>4,79,742</b> |
| <b>Annual Variable Pay^</b>                       |                    |   | <b>1,60,000</b> |
| <b>Total Cost to Company ^^^ (at 100% payout)</b> |                    |   | <b>6,39,742</b> |

**^ Annual Variable Pay:**

- For the financial year 2019-2020 the indicative range of Performance Incentive at your work level is zero to Rs. 1,60,000/- The amount will be paid on pro-rata basis on the target achievement.
- Please note that this is not a guaranteed component of your compensation and the actual payout shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.

**^^^ Total Cost to Company:**

- Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above

**Leave Travel Allowance (LTA)**(claimed as per Income Tax rules) would be non-taxable. In case an associate does not want to utilize this allowance, they can update on the payroll portal at the beginning of the year for payout of pro-rata amounts with the monthly payroll after deduction of appropriate taxes.

ESI/Income tax/ local tax will be deducted as per the prevailing rules.

Apart from the above, you will be entitled to insurance coverage. The details of the same mentioned below:

**\*\* Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

**\*\*\*You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972"**

The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of six months. The payment shall be contingent upon continuous Service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**ACCIDENTAL INSURANCE**

You will be entitled to Accidental Insurance Coverage as per company policy.

*Sharmen Kishor*

naukri.com



Jeevansathi.com

99

shiksha

Corporate Office : B-8, Sector - 132 Noida - 201304 Tel: 0120-3082000 Fax: 0120-3082395  
 EMAIL: webmaster@naukri.com URL: http://www.infoedge.in CIN No: L74999DL1995PL0068021  
 Regd. Office : Ground Floor, 12A, 54, Meghdoot, Nehru Place - New Delhi-110019

*AN Anshu Panu*

*DR JASVIR K*



**For Sheela Raheja School of Business Management & Research**

*[Signature]*  
Director

23-May-2019

To,  
Mr. Ronit Dennis Lobo  
Sharad Nagar Society,  
Vashinaka, RC Marg,  
Chembur (E), Mumbai - 74

Letter of Appointment

Dear Ronit Dennis Lobo,

We are pleased to appoint you for the position of **Senior Executive Corporate Sales**, Info Edge India Ltd. at our office in **Mumbai**. The following terms and conditions will be applicable.

1. **SALARY & ALLOWANCE:** You will be entitled to Gross salary as per annexure attached.
2. **EFFECTIVE DATE OF APPOINTMENT:** Your actual date of joining i.e. 23-May-2019 shall be deemed as your effective date of appointment.
3. **PLACE OF POSTING:** You will be part of our **Sales 99Acres (99Acres.Com)** department at our Company Office located at **Mumbai**.
4. **PROBATION:** You will be on probation for a period of six months. Your confirmation will be subject to satisfactory performance during the probationary period.
5. **TRANSFER:** You may be liable to be transferred from one department to another, one section to another, one branch to another, one establishment to another or to any of its associate companies, in India or abroad, either existing today or to be started at any time subsequent to your employment.
6. **FULL TIME EMPLOYMENT:** This is a full time employment, and therefore you shall devote full time to the work of the company and will not undertake any direct/ indirect business or work, honorary or remuneratory, except with prior written permission of the Management, in each case.
7. **CONFIDENTIALITY/SECRECY:** During the term of your appointment and for at least two (2) years after its termination, you shall not disclose, divulge to anyone by word of mouth or otherwise the content of this offer letter, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary information pertaining to the company either directly or indirectly, which may be your personal privilege to know by virtue of being in employment of the company. You will also maintain complete confidentiality with respect to client data and information, whether acquired during the course of the company's business dealings or otherwise. Any contravention/transgression of the strict confidentiality conditions of this Section 7 will render you liable to summary dismissal and/or prosecution for criminal breach of trust and any other cause of action available under Indian law. You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity other than Info Edge (India) Limited any confidential, technical or sensitive information or trade secrets relating to or belonging to Info Edge (India) Limited or its affiliates. You are also expected to keep confidential all sensitive data that you may have in your possession and pertaining to your ex employer.
8. **MEDICAL FITNESS:** This appointment and its continuance are subject to your being found & remaining in sound physical and mental health. As and when required you shall report for any medical examination to a qualified doctor as recommended/ appointed by the company.

For Info Edge (India) Limited



Employee Name - Mr. Ronit Dennis Lobo  
For Sheila Raheja School of Business  
Management & Research

For Info Edge (India) Limited  
For Sheila Raheja School of Business  
Management & Research

Director

naukri.com



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Corporate Office : B-8, Sector - 132, Noida - 201304, Tel.: 0120 - 3082000, Fax : 0120-3082095  
EMAIL : [webmaster@naukri.com](mailto:webmaster@naukri.com) URL : <http://www.infoedge.in> CIN No.: L74899DL1995PLC068021


Regd. Office : Ground Floor, 12A, 94, Meghdoot, Nehru Place, New Delhi-110019

9. **RESIDENTIAL ADDRESS:** Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform the management about the same, in writing.
10. **NON SOLICIT/COMPETITION:** During the term of your employment with the company, and for a period of two years after the termination thereof (whether by yourself or the company) you will not be employed by, act as consultant or to be in any way concerned by the ownership, management, administration or business of any company or entity that carries on any business that is similar to the company.
11. **TERMINATION:** In case you decide to leave the service of the organization, you will be required to give notice as per company policy. For Associates at WL 8A and above, the notice period is 90 days and for Associates below WL 8A the notice period is 30 days. The organization in its sole discretion can decide to reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Notice Period Recovery Amount along with GST (as per applicable rate) for the notice period so reduced. In case the organization decides to terminate your employment services, it will give notice as per company policy or pay gross salary as per WL applicable in lieu of the notice period. Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or without payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of terms of this letter of appointment or have violated any of the applicable policies that the employees of the Company are expected to adhere to.
12. In the event of your leaving the company within 12 months of your joining, any payment made to you on account of either notice period buy out or joining bonus needs to be returned to the company in gross.
13. **RETIREMENT AGE -** You will retire from the services of the company at the age of 58 years or the least day before that, in case that day does not fall on a working day. The official record of your date of birth with the company shall be considered for the purpose of calculation of your age.
14. Please ensure that all the documents submitted by you and the details provided in the company application forms are authentic and accurate. In the event the said particulars are found to be incorrect or that you have withheld some other relevant facts, your appointment in the company shall stand cancelled without any notice. Your appointment and continuance in employment is also subject to satisfactory outcome of required checks that may be conducted either before or after the date at which full-time employment commences. Such checks may or may not include any or all of the following: (i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application); (ii) reference checks; (iii) fingerprinting; (iv) drug testing; (v) medical examination(s) as determined to be relevant by the Company.
15. **INVENTIONS AND PUBLICATIONS:** Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company, free of charge. You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this Section and in order to vest them in the Company.
16. **LEAVE:** You will be entitled to earned leave and casual leave as per the rules operational in the Company and which is subject to change.

For Info Edge (India) Limited

For Sheila Raheja School of Business  
Management & Research

  
Anil Kumar

  
Dr. P. S. M. A. M.



2

For Sheila Raheja School of Business  
Management & Research

  
Director

  
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Corporate Office : B-8, Sector - 132, Noida - 201304, Tel.: 0120 - 3082000, Fax : 0120-3082095  
EMAIL : [webmaster@naukri.com](mailto:webmaster@naukri.com) URL : <http://www.infoedge.in> CIN No.: L74899DL1995PLC068021

Regd. Office : Ground Floor, 12A, 94, Meghdoot, Nehru Place, New Delhi-110019



17. DOCUMENTS: On the day of reporting you are required to bring the following documents for our records. Your appointment is valid subject to submission of these documents.

- Relieving letter from the last employer / Resignation acceptance letter.
- 5 recent Passport size photographs.

You shall conduct all activities under this appointment in accordance with sound business practices and ethics and in a manner which reflects favorably upon the company and its products and the goodwill associated herewith.

The terms of your employment with the Company may be revised as per the prevailing policies of the Company with prior notice to you.

The appointment will be governed by the Indian Laws and be subjected to the jurisdiction of Delhi Courts.

Please submit to us the written acceptance of this offer by signing the second copy of this letter.

We welcome you to Info Edge India Ltd. and look forward to your continued growth with us. We are sure you will enjoy being part of the team.

Yours sincerely,  
For Info Edge India Ltd.

*Sharmeen Khalid*

Sharmeen Khalid  
Chief Human Resources Officer

Accepted by:  
**Ronit Dennis Lobo**

*Dr. Ashi Parmer*

*Dr. Arshad Ali*



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
Director

For Info Edge (India) Limited

Employee Name – Mr. Ronit Dennis Lobo

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EMAIL : [webmaster@naukri.com](mailto:webmaster@naukri.com) URL : <http://www.infoedge.in> CIN No.: L74899DL1995PLC068021

Regd. Office : Ground Floor, 12A, 94, Meghdoot, Nehru Place, New Delhi-110019

**Annexure**

|   |  |                   |
|---|--|-------------------|
| <b>Name:</b> Ronit Dennis Lobo                    | <b>Designation:</b> Senior Executive Corporate Sales |                   |
| <b>Work Level :</b> MT                            | <b>Location:</b> Mumbai Andheri                      |                   |
| <b>Entitlement</b>                                | <b>Per Month*</b>                                    | <b>Per Annum*</b> |
| Basic Salary                                      | 16,871   | 2,02,452          |
| House Rent Allowance (HRA)                        | 8,436  | 1,01,232          |
| Special Allowance                                 | 8,305  | 99,660            |
| Statutory Bonus                                   | 2,080  | 24,960            |
| <b>Sub Total 1</b>                                | <b>35,692</b>  | <b>4,28,304</b>   |
| Company's Contribution to PF                      | 1,800  | 21,600            |
| <b>Sub Total 2</b>                                | <b>37,492</b>  | <b>4,49,904</b>   |
| <b>Annual Entitlement</b>                         |  |                   |
| Leave Travel Allowance (LTA)*                     |  | 10,000            |
| Group Mediclaim Insurance**                       |  | 10,100            |
| Gratuity (Estimated)***                           |  | 9,738             |
| <b>Sub Total 3</b>                                |  | <b>29,838</b>     |
| <b>Gross Annual Fixed (Grand Total)</b>           |  | <b>4,79,742</b>   |
| <b>Annual Variable Pay^</b>                       |  | <b>1,60,000</b>   |
| <b>Total Cost to Company ^^^ (at 100% payout)</b> |  | <b>6,39,742</b>   |

**^ Annual Variable Pay:**

The Indicative range of Annual performance Incentive at your work level is Rs.0/- to Rs.1,60,000/-  
Please Note:

- This amount will be paid on pro-rata basis on the target achievement.
- This is not a guaranteed component of your compensation and that actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- The incentive plan may be revised from time to time.

**^^^Total Cost to Company:**

- Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above

**Leave Travel Allowance (LTA)**(claimed as per Income Tax rules) would be non – taxable. In case an associate does not want to utilize this allowance, they can update on the payroll portal at the beginning of the year for payout of pro rata amounts with the monthly payroll after deduction of appropriate taxes.

ESI/Income tax/ local tax will be deducted as per the prevailing rules.

Apart from the above, you will be entitled to insurance coverage. The details of the same mentioned below:

**\*\* Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

**\*\*\*You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972"**

The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous Service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**ACCIDENTAL INSURANCE**

You will be entitled to Accidental Insurance Coverage as per company policy.

*Sharmeen Khalid*

Sharmeen Khalid  
Chief Human Resources Officer



**For Sheela Raheja School of Business  
Management & Research**

*Director*

*Dr. Gresh Panni*

*Dr. Jyoti...*

For Info Edge (India) Limited

Employee Name – Mr. Ronit Dennis Lobo

18th June 2019

**Swati Patil**  
45/1102, Swagat Neminath's Imperia,  
SVP nagar, MHADA, Andheri(West)

Re: Employment Offer

Dear Swati,

I am pleased to confirm our offer of employment with GlobeOp Financial Services Technologies (India) Private Limited ("GlobeOp") and look forward to have you joining our organisation. We believe you will have a challenging and rewarding career here at GlobeOp and look forward to your contributions to GlobeOp's further growth and success. Your position title will be **Associate**, reporting to your line manager. The office is located in Mumbai. Your detailed duties and responsibilities will be discussed with you subsequent to your joining GlobeOp.

Should you accept this offer, your employment will commence on 19th June 2019. The first three months will be treated as a probationary period.

#### Salary and Benefits

Your total Cost to the Company at the commencement of your employment with GlobeOp will be **INR 350000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum subject to an annual review and an annual discretionary bonus, and will be paid on a monthly basis, in arrears, after statutory and tax deductions at source. This lump sum amount will be allocated between basic salary, allowances and contributions as per company policy, which will be issued in due course by our accounts department.

Should you accept this offer, your employment will commence on Start date. During probation period you will be provided training. On successful confirmation you will be bound to serve the Company for a minimum period of 6 months. If you resign/serve notice before completion of this 6 month period, you will be required to pay the Company an amount of **INR 30,000 (Rupees Thirty Thousand only)**, towards training investment incurred by the Company.

#### Orientation

On your joining you will be scheduled to participate in GlobeOp's employee orientation program.

#### Background Investigation

By signing this offer letter, you are verifying that the information you provided both verbally and on the resume/application form as well as on the Background Investigation, Information and Consent Form is complete and accurate. You understand that a false statement may disqualify you from employment or cause your subsequent discharge if you are employed by GlobeOp.

As an employee of **GlobeOp** it is likely that you will become knowledgeable about confidential and/or proprietary information relating to the operations, services and clients of the Company. Therefore, to protect the interest of all parties, **GlobeOp** requires all employees to sign the Employee Non-Disclosure and Non-Solicitation Agreement and to abide by this and the Company's other policies.

GlobeOp Financial Services Technologies (India) Private Limited  
Unit 2, 8th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belpur Road, Airoli, Navi Mumbai 400 708  
T: +91-22-6813-4000 | F: +91-22-6813-4001 | [careers@globefin.com](mailto:careers@globefin.com) | [www.globefin.com](http://www.globefin.com)  
CIN - U72309MH2011FTC216781

Regd. Office Unit 2 & 3, 4th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belpur Road, Airoli, Navi Mumbai 400708  
T: +91-22-4117-5000 | F: +91-22-4117-5001 | [careers@globefin.com](mailto:careers@globefin.com) | [www.globefin.com](http://www.globefin.com)

501/502, 5th Floor, Interface Building No 16, Malad Link Road, Malad (West), Mumbai-400 064  
T: +91-22-6753-9000 | F: +91-22-6753-9001 | [careers@globefin.com](mailto:careers@globefin.com) | [www.globefin.com](http://www.globefin.com)

801/802, 8th Floor, Interface Building No. 11, Malad Link Road, Malad (West), Mumbai-400 064  
T: +91-22-4094-9600 | F: +91-22-4094-8401

4<sup>th</sup> Floor, North Wing, Roita Corporate Park, Plor No. 187, Phase I, Udyog Vihar, Gurgaon 122 016, Haryana, India  
T: +91-124-3356000 | F: +91-124-3356001 | [careers@globefin.com](mailto:careers@globefin.com) | [www.globefin.com](http://www.globefin.com)

  
Anshu Patil

  
Director



For Sheela Raheja School of Business  
Management & Research

  
Director



If you wish to accept this offer of employment please sign and return to me the enclosed copy of this letter, within the next ten days, after which this offer will lapse. Your full contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement will be issued in due course.

This offer is subject to satisfactory completion of your reference and background check prior to you're agreed upon start date. Please forward the details of two references to myself. On commencement of your employment you will be required to provide evidence of your successful completion of your degree by way of a copy of your degree certificate.

I very much look forward to you joining us and I hope that you will find your employment with us challenging and rewarding. I look forward to hearing from you soon.

If you have any queries regarding the above, please do not hesitate to contact me at +91 22 67539040

Kind regards,

**For GlobeOp Financial Services Technologies (India) Private Limited**

**Pranali Mhatre**  
**Associate Director – Human Resources**

I accept this offer of employment with GlobeOp Financial Services Technologies (India) Private Limited and agree to the terms and conditions outlined in this letter, subject to the contract of employment with the Employee Non-Disclosure and Non-Solicitation Agreement.

GlobeOp Financial Services Technologies (India) Private Limited  
Unit 2, 8th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belpat Road, Airoli, Navi Mumbai-400 705  
t: +91-22-6813-4000 | f: +91-22-6813-4001 | [hr@globeops.com](mailto:hr@globeops.com) | [www.globeops.com](http://www.globeops.com)  
CIN - U72300MH2011PTC218751


Regd. Office Unit 2 & 3, 4th Floor Office Level, Building 5 & 6, Mindspace Business Parks Private Limited SEZ, Thane Belpat Road, Airoli, Navi Mumbai-400 705  
t: +91-22-4117-5000 | f: +91-22-4117-5001 | [info@mindspace.com](mailto:info@mindspace.com) | [www.mindspace.com](http://www.mindspace.com) | [www.globeops.com](http://www.globeops.com)

301/302, 3th Floor, Interface Building No.16, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-6753-9000 | f: +91-22-6753-9001 | [info@interfacedevelop.com](mailto:info@interfacedevelop.com) | [www.interfacedevelop.com](http://www.interfacedevelop.com) | [www.globeops.com](http://www.globeops.com)

801/802, 8th Floor, Interface Building No. 11, Malad Link Road, Malad (West), Mumbai-400 064  
t: +91-22-4094-9600 | f: +91-22-4094-8401

4<sup>th</sup> Floor, North Wing, Rolla Corporate Park, Plot No. 187, Phase I, Udyog Vihar, Gurgaon 122 016, Haryana, India  
t: +91-124-3356000 | f: +91-124-3356001 | [info@rollacorp.com](mailto:info@rollacorp.com) | [www.rollacorp.com](http://www.rollacorp.com) | [www.globeops.com](http://www.globeops.com)

  
mv cost law





**For Sneha Raheja School of Business  
Management & Research**

  
Director

Reference ID: 11572709

June 12, 2019

Varun Nakar

Dear Varun Nakar,

We are pleased to offer you employment in the position of **Associate with Oracle (OFSS) Processing Services Limited ("OFSS")**. Your base of operation is **Mumbai, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 291460** payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the consulting bonus plan applicable to your role and your Line of Business and region. The consulting bonus plan depends on a number of factors, including the performance of the company, the line of business, your performance and funding by the line of business.

At your career level, you may be eligible to earn a Consulting Bonus of up to **INR 26100** per annum. Calculation of the bonus, and payment thereof, is subject to the discretion of the company. Consulting bonus will be paid out subject to you being on the rolls of the company at the time the bonus is paid out. The company may at any time and in its sole and absolute discretion, amend, suspend, vary, withdraw and modify any of the terms and conditions of the consulting bonus plan.

The break-up of your total gross compensation is given below:

| Components                         | Amount (INR) p.a |
|------------------------------------|------------------|
| Basic Salary                       | 181200           |
| Flexible Benefit Plan (FBP) **     | 79800            |
| Annual Gross Pay (AGP)             | 261000           |
| Company's Contribution to PF       | 21744            |
| Company's Contribution to Gratuity | 8716             |
| <b>Total Gross</b>                 | <b>291460</b>    |

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process (including verification of educational qualifications and credentials). If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening

*[Signature]*  
 Mr. Ansh Pannu

*[Signature]*  
 Darshana M



For Sheila Raheja School of Business  
 Management & Research

*[Signature]*  
 Director

process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted **every Monday beginning 09:00 am**. You may therefore choose to commence on any Monday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your HR Rep **Smitha Oswal at 91-22-6718-3091**.

The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof. We look forward to having you with us in our team.

Yours Sincerely,  
for Oracle (OFSS) Processing Services Limited

*Ashima*

**Ashima Maini**  
Senior Director-Human Resources

OFFER LETTER ACCEPTANCE:

I, **Varun Nakar** agree with all the above terms and conditions of employment with Oracle.

I shall commence employment with effect from **August 5, 2019** unless I am notified by HR that I should commence on an alternative date.

This contract is legally binding based on the laws of India.

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

*[Signature]*  
Dr. Gosh Parm

*[Signature]*  
TARSHITA M.



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director

Reference ID: 11572830

June 12, 2019

Sanket Naik

Dear Sanket Naik,

We are pleased to offer you employment in the position of **Associate with Oracle (OFSS) Processing Services Limited ("OFSS")**. Your base of operation is **Mumbai, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 291460** payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the consulting bonus plan applicable to your role and your Line of Business and region. The consulting bonus plan depends on a number of factors, including the performance of the company, the line of business, your performance and funding by the line of business.

At your career level, you may be eligible to earn a Consulting Bonus of up to **INR 26100** per annum. Calculation of the bonus, and payment thereof, is subject to the discretion of the company. Consulting bonus will be paid out subject to you being on the rolls of the company at the time the bonus is paid out. The company may at any time and in its sole and absolute discretion, amend, suspend, vary, withdraw and modify any of the terms and conditions of the consulting bonus plan.

The break-up of your total gross compensation is given below:

| Components                         | Amount (INR) p.a |
|------------------------------------|------------------|
| Basic Salary                       | 181200           |
| Flexible Benefit Plan (FBP) **     | 79800            |
| Annual Gross Pay (AGP)             | 261000           |
| Company's Contribution to PF       | 21744            |
| Company's Contribution to Gratuity | 8716             |
| <b>Total Gross</b>                 | <b>291460</b>    |

\*\* - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.


This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process (including verification of educational qualifications and credentials). If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening

  
Mr Gorkh Parv

  
Darshana M.



For Sheila Raheja School of Business Management & Research 2 of 14

  
Director

process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted every Monday beginning 09:00 am. You may therefore choose to commence on any Monday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your HR Rep **Smitha Oswal** at **91-22-6718-3091**.

The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof. We look forward to having you with us in our team.

Yours Sincerely,  
for Oracle (OFSS) Processing Services Limited

*Ashima*

**Ashima Maini**  
Senior Director-Human Resources

OFFER LETTER ACCEPTANCE:

I, **Sanket Naik** agree with all the above terms and conditions of employment with Oracle.

I shall commence employment with effect from **August 5, 2019** unless I am notified by HR that I should commence on an alternative date.

This contract is legally binding based on the laws of India.

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

*Dr Gok Parm*

*DIPSITAND M.*



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**



21 May 2019

Sanjana shrichand Jaiswal

Maharashtra

400080

Dear Sanjana ,

This refers to our discussion and your application for employment in the organization.


Congratulations!

With reference to your application and subsequent discussions with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization and designated as Assistant Manager - Relationship Banking - Branch Banking in Grade EB2 - Assistant Manager II of the organization based in Vashi . However, this job is transferable at the discretion of the management to any place in the country.

Your appointment is subject to the confirmation of the following terms and conditions:

1. You will be paid a remuneration consisting of Basic, HRA and Allowances as per Enclosure I given herein and forming part of this appointment letter.
2. You will be required to submit a medical certificate of fitness from a registered medical practitioner.
3. You shall during the term of employment:
  - a. Devote your whole time and attention exclusively to the business and affairs of the organization and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.
  - b. Keep as confidential all business and trade secrets and transactions of the organization.
4. If at any time, in the opinion of the organization, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter your services may be terminated without notice.
5. You will be on Probation for Six Months from your date of joining after which you will be eligible to be confirmed into the permanent rolls of the company based on your performance. During probation, this appointment is terminable from either side by giving 30 days notice in writing. You are required to serve 30 days notice period to be eligible for a relieving letter.

  
Gresh Pann

  
Dr. Ramana



**For Sheila Raheja School of Business Management & Research**

  
Director

Disclaimer: This is an electronically generated offer and doesn't require a signature.

6. On confirmation, this appointment is terminable from either side by giving 90 days notice in writing.

7. The appointment letter is valid provided

a. You submit a copy of the resignation letter given to your present employer within 7 days from the date of this letter and

b. You join us on or before 03 June 2019

8. The Retirement age shall be 60 years.

Kindly sign and return a copy of this letter acknowledging your acceptance of the terms of this appointment.

We welcome you and look forward to a long and rewarding relationship.

Yours sincerely,

Accepted by: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Muralidharan S

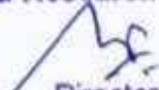
Chief People Officer

Disclaimer: This is an electronically generated offer and doesn't require a signature.

  
Dr. Goh Pann  
  
Dr. Pannan



For Sheila Raheja School of Business Management & Research

  
Director

Enclosure I

| Proposed Salary with Equitas Small Finance Bank Ltd          |  |                |
|--|--|----------------|
| Grade  | EB2 - Assistant Manager II               |                |
| Division   | Branch Banking                           |                |
| Designation  | Assistant Manager - Relationship Banking |                |
| Salary Component   | Monthly (Rs.)                            | Annually (Rs.) |
| Basic  | 15,000.00                                | 180000         |
| Uniform Allowance  | 500.00                                   | 6000           |
| Flexi Benefits Plan  | 16,034.00                                | 192408         |
| <b>Total Gross (Rs.)</b>                                     | <b>31,534.00</b>                         | <b>378408</b>  |
| Bonus*(This is indicative and shall include statutory bonus) | 2,400.00                                 | 28800          |
| Employer's PF Contribution                                   | 1,800.00                                 | 21600          |
| <b>Total (Rs.)</b>   | <b>33,334.00</b>                         | <b>400008</b>  |
| <b>CTC (Rs.)</b>   |  | <b>400008</b>  |

Please Note:

- 12% of Basic shall be deducted towards PF contribution of the Employee as per Employee's Provident Funds and Miscellaneous Provisions Act 1952.
- Profession Tax shall be deducted as per the PT Act 1975 wherever applicable depending on each state.
- Income Tax shall be deducted as per Income Tax Act prevalent wherever applicable.
- Gratuity shall be payable as per payment of Gratuity Act 1972.
- If you are eligible for Statutory Bonus as per The Payment of Bonus Act 1965, the same shall be adjusted against the Bonus paid to you during the year and the Performance Reward/Performance Bonus/Incentive, as the case may be, earned by you during the year.
- Subject to submission of MBA certificate within 6months of your service we will recommend for your probation confirmation basis your performance. Non submission of documents will lead to rescind of your employment with Equitas Small Finance Bank.

"I have received the offer letter in digital form and acceptance given by me digitally shall hold good and binding on me"

Accepted by: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Authorized Signatory

For Equitas Small Finance Bank Ltd,

Muralidharan S

Chief People Officer



DN Gosh Parm

DM -  
DARSHAN M




For Sheila Raheja School of Business  
Management & Research

  
Director

Page 3 of 4

Disclaimer: This is an electronically generated offer and doesn't require a signature.

  
Dr. Gosh Pannu

  
Dr. Pannu. M.



For Sheila Raheja School of Business  
Management & Research

  
Director

CTC Annexure  
Emoluments and Benefits for the grade of Assistant Manager (for Akansha Mohadare)

| COMPENSATION  | Amount             |                  |
|---|--------------------|------------------|
|   | P.A. (₹)           | P.M. (₹)         |
| Basic   | 90,000.00          | 7,500.00         |
| Basket of Allowance                                 | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                              | 10,800.00          | 900.00           |
| Gratuity *  | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>              | <b>2,43,732.00</b> | <b>20,311.00</b> |
| Location Pay  | 31,500.00          | 2,625.00         |
| <b>TOTAL (Fixed Cash+Retirals)</b>                  | <b>2,75,232.00</b> | <b>22,936.00</b> |
| <b>Benefits :</b>                                   |                    |                  |
| Group Mediciam Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit  | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>   | <b>3,53,376.00</b> | <b>29,448.00</b> |

| Loan Eligibilities  |                   |                    |                       |   |   |
|---|-------------------|--------------------|-----------------------|---|---|
| Type of Loan & Purpose of Loan  | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks   |
| Housing Loan  | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI which includes Principal & Interest.            | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan  | Upon Confirmation | 2,00,000.00        | 6%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards Interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |
| Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed. |                   |                    |                       |   |   |

*(Handwritten mark)*

*Dr. Anshu Kumar*

*Dr. Akansha M.*




**For Sheila Raheja School of Business  
Management & Research**

*(Signature)*  
**Director**

| Insurance Details  |                        |   |
|--|------------------------|---|
| Type of Insurance  | Insurance Cover (in `) | Remarks   |
| Group Mediciam Insurance Policy  | 3,00,000.00            | For all the plans, the coverage will be applicable for all employees upon joining the service of the bank.<br><b>Base Policy:</b> Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.<br><b>Top Up Policy:</b> In addition, the Bank also offers a Top Up Policy ranging from coverage of Rs. 3 Lakhs to Rs 40 Lakhs, which an employee can opt for and pay the premium accordingly. Top up Policy will be applicable only for the dependents covered under the Base Policy.<br><b>Parents Policy:</b> The Bank provides Parent Policy ranging from Rs. 1 lakh to Rs. 20 lakhs wherein employee has an option to cover upto 4 dependents under Parents and / or Parent-in-Law's policy by paying the premium. |
| Group Term Life Insurance Policy   | 25,00,000.00           | Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)  |
| The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. |                        |   |
| <b>Note:</b> The terms & conditions of the mediclaim policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal   |                        |   |

| Other Benefits   |  |
|--|--|
| Performance Bonus / Annual Incentive Plan (as may be applicable) | Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee. |
| ** Gratuity will be paid as per the Payment of Gratuity Act.     |  |

  
 DV Cooch Pann

  
 Darshna M.



For Sheila Raheja School of Business  
 Management & Research

  
 Director

WCR016-Mumbai Circle \_MUM/17135/AXIS/HR/REC/We st  
24-May-2019

Mr. Deep Shah  
C/34, TRIMURTI CHS,NORTH AVENUE  
ROAD,Mumbai,Maharashtra,India400054

Dear Deep Shah,

LETTER OF APPOINTMENT

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| <b>Fixed Cash + Retirals:</b>      | <b>Rs.</b> | <b>20,311.00p.m.</b> |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**


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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

  
Anusha Pann

  
Deep Shah



**For Sheila Raheja School of Business  
Management & Research**

  
Director

4.1.2. The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

4.1.3. The below mentioned documents to be submitted by you at the time of your joining –

- a. Joining booklet (duly filled)
- b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c. Proof of date of birth
- d. Copy of Pan Card
- e. Copy of Address Proof
- f. One recent passport size color photograph
- g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

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

#### 4.2. Probation Period:

4.2.1. You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary, on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.

4.2.2. On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.

4.2.3. Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.

4.2.4. Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

#### 4.3. Transfer:

4.3.1. Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.

4.3.2. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.

4.3.3. Your services can be requisitioned by the Bank at any time outside the business / working hours.

#### 4.4. Resignation / Termination / Retirement:

##### 4.4.1. Separation during probation:

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

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

  
Anurag Parv

  
Anurag Parv M



For Sheela Raheja School of Business  
Management & Research

  
Director



**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

Siddhi Thakkar

siddhi.thakkar@axisbank.com

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


Yours faithfully,

Human Resources

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.05.24 10:33:10 +05:30  
Reason: LOI  
Location: mumbai

Encl: - n/a

  
N. Anshuman

  
D.H. Dattaram



**For Sheila Raheja School of Business  
Management & Research**

  
Director

WCR016-Mumbai Circle \_MUM/17134/AXISB/HR/REC/West  
24-May-2019

Ms. Anubha Shrivastav  
C-02 Poonam Crown Co.op Society, Bhaji  
Galli, Palghar, Maharashtra, India 401305

Dear Anubha Shrivastav,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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



Dr. Cecilia Pann



DARSHANA M.



For Sheila Raheja School of Business  
Management & Research



Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**


The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

  
M. G. Pann

  
Darshana M



For Sheela Raheja School of Business  
Management & Research

  
Director

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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


#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Anusha Pann

  
Dr. Sheela Raheja



For Sheela Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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


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

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

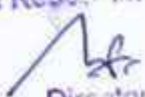
**4.5 Whole-time / Alternative Employment:**

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

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

  
M. C. Pann  
J. S. Sharma

For Sheila Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Siddhi Thakkar**


siddhi.thakkar@axisbank.com

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

Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.05.24 10:31:50 +05:30  
Reason: LOI  
Location: mumbai

  
**Dr. Anshu Ramu**

Encl. - a/a

  
**Dr. Sheela Raheja**

**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

(11)

WCR016:Mumbai Circle \_MUM/17137/AXISB/HR/REC/West  
24-May-2019

Mr. Shubham Masane  
Plot no 139, B/4 Shiv Shakti Society, Gorai  
Road, Mumbai, Maharashtra, India 400092

Dear Shubham Masane,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**


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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

  
Anil Kulkarni

  
Shubham Masane



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**1.3.2 Group Mediclaim (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure


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

Your appointment and subsequent joining is subject to the following:

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

  
Dr. Gush Panu  
Dr. P. S. Maheshwari . M.

For Sheila Raheja School of Business  
Management & Research

  
Director



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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Anshu Panwar

  
Anshu Panwar



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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

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

**4.6 Whole-time / Alternative Employment:**

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

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

  
Mr. Ansh Pannu

  
Dr. Sheela Raheja



For Sheela Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

Siddhi Thakkar

siddhi.thakkar@axisbank.com

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

Yours faithfully,

Human Resources

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.05.24 10:35:21 +05:30  
Reason: LOI  
Location: mumbai

  
M. G. Park

Encl: - a/a

  
Darshana M.

**For Sheila Raheja School of Business  
Management & Research**

  
Director

| COMPENSATION   | Amount             |                  |
|--|--------------------|------------------|
|  | P.A. (₹)           | P.M. (₹)         |
| Basic  | 90,000.00          | 7,500.00         |
| Basket of Allowance                                  | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                               | 10,800.00          | 900.00           |
| Gratuity *   | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>               | <b>2,43,732.00</b> | <b>20,311.00</b> |
| Location Pay   | 31,500.00          | 2,625.00         |
| <b>TOTAL (Fixed Cash+Retirals)</b>                   | <b>2,75,232.00</b> | <b>22,936.00</b> |
| <b>Benefits :</b>                                    |                    |                  |
| Group Mediclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit   | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>    | <b>3,53,376.00</b> | <b>29,448.00</b> |

## Loan Eligibilities

| Type of Loan & Purpose of Loan | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks   |
|--------------------------------|-------------------|--------------------|-----------------------|---|---|
| Housing Loan                   | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI which includes Principal & Interest.            | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan                   | Upon Confirmation | 2,00,000.00        | 6%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards Interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3. |

Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.

  
AN Anshu Parne

  
AN Anshu Parne



For Sheila Raheja School of Business  
Management & Research

  
Director

**Insurance Details**

| Type of Insurance                       | Insurance Cover (in `) | Remarks  |
|---|------------------------|--|
| <b>Group Mediclaim Insurance Policy</b> | 3,00,000.00            | <p>For all the plans ,the coverage will be applicable for all employees upon joining the service of the bank.</p> <p><b>Base Policy:</b> Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p><b>Top Up Policy:</b> In addition, the Bank also offers a Top Up Policy ranging from coverage of Rs. 3 Lakhs to Rs 40 Lakhs, which an employee can opt for and pay the premium accordingly. Top up Policy will be applicable only for the dependents covered under the Base Policy.</p> <p><b>Parents Policy:</b> The Bank provides Parent Policy ranging from Rs. 1 lakh to Rs. 20 lakhs wherein employee has an option to cover upto 4 dependents under Parents and / or Parent-in-Law's policy by paying the premium.</p> |
| <b>Group Term Life Insurance Policy</b> | 25,00,000.00           | <p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>  |

The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.


**Note:** The terms & conditions of the mediclaim policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal

**Other Benefits**

|   |  |
|---|--|
| <b>Performance Bonus / Annual Incentive Plan (as may be applicable)</b> | Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee. |
| ** Gratuity will be paid as per the Payment of Gratuity Act.            |  |

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.06.17 20:29:03 +05:30  
Reason: LOI  
Location: mumbai

  
Dr. Ciroh Pannu

  
Dr. Prashant M.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

19431/AXISB/HR/REC/West/WCR016:Mumbai Circle \_MUM  
20-Jun-2019

Ms. Garishma Nandrajog  
Bhakti dham mandir marg., Flat no.602/B, 6th  
floor.,Mumbai,Maharashtra400022

Dear Garishma Nandrajog,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

  
Gresh Pannu

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure.

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

Your appointment and subsequent joining is subject to the following.

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

  
Anil Kumar

  
Dr. Shilpa



For Sheila Raheja School of Business  
Management & Research

  
Director

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4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

4.1.3 The below mentioned documents to be submitted by you at the time of your joining –

a. Joining booklet (duly filled)

b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.

c. Proof of date of birth

d. Copy of Pan Card

e. Copy of Address Proof

f. One recent passport size color photograph

g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

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

#### 4.2 Probation Period:

4.2.1 You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.

4.2.2 On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.

4.2.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.

4.2.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

#### 4.3 Transfer:

4.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.

4.3.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.

4.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Dr. Ansh Kumar

  
Dr. Ansh Kumar



For Sheila Raheja School of Business  
Management & Research

  
Director



**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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


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

**4.6 Whole-time / Alternative Employment:**

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

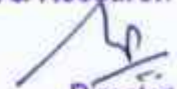
4.6.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc.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

  
Anshu Kumar

  
Darshana



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

savita.muraleedharan@axisbank.com

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

Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.08.20 11:41:03 +05:30  
Reason: LOI  
Location: mumbai

  
**Dr. Gush Kumar**  
Encl - a/a

  
**Dr. Sheela Raheja**



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

19461/AXISB/HR/REC/West/WCR016:Mumbai Circle \_MUM  
20-Jun-2019

Mr. Prince Yadav  
Rm no.2, muranjan compound,,Sundar nagar, tunga  
village, saki vihar road,,Mumbai,Maharashtra400072

Dear Prince Yadav,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

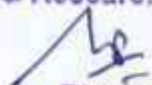
You will be entitled to staff loans at concessional rates of interest after your confirmation in the Bank as per details provided in the CTC Annexure. At the time of your joining, the Bank may, at its discretion, take over certain staff loans with your existing employers. Post confirmation of your service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

  
Anshu Panu

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

  
Anshu Panu

  
Darshan A



**For Sheila Raheja School of Business  
Management & Research**

  
Director

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Mr. Anshu

  
Dr. Sneha M.



For Sneha Katoja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

a. Written resignation should be submitted to your immediate supervisor, and also initiated on HRMS.

Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.

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

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

**4.4.4 Retirement:**

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

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

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

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


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

**4.6 Whole-time / Alternative Employment:**

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

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

  
M. Gosh Pam

  
Dr. Sheela Raheja A.



For Sheela Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

Savita Muraleedharan

savita.muraleedharan@axisbank.com

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

Yours faithfully,

Human Resources

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.08.20 13:21:54 +05:30  
Reason: LOI  
Location: mumbai

Encl - a/a

  
M. Anshu Parri  
Darshana

For Sneha Raheja School of Business  
Management & Research

  
Director

19430/AXISB/HR/REC/West/WCR016:Mumbai Circle \_MUM  
20-Jun-2019

Ms. Bhairavi Gaikwad  
A-403, Jasmine chs., Mumbai, Maharashtra 400081

Dear Bhairavi Gaikwad,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m          |
| Basket of Allowance                | Rs.        | 11,550.00p.m         |
| Provident Fund                     | Rs.        | 900.00p.m            |
| Gratuity                           | Rs.        | 361.00p.m            |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m          |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**


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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

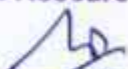
You will be entitled to staff loans at concessional rates of interest after your confirmation in the Bank as per details provided in the CTC Annexure. At the time of your joining, the Bank may, at its discretion, take over certain staff loans with your existing employers. Post confirmation of your service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

  
Mr Anshu Parm

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director



**1.3.2 Group Mediclaim (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

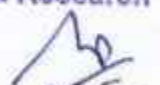
- 4.1.1 Your submission of self-declaration of medical fitness in the prescribed format provided on our onboarding portal.



PV Anshu Pannu



Dipankar Kumar M

**For Sheila Raheja School of Business  
Management & Research**  
Director

4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empaneled by the Bank.

4.1.3 The below mentioned documents to be submitted by you at the time of your joining –

- a. Joining booklet (duly filled)
- b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c. Proof of date of birth
- d. Copy of Pan Card
- e. Copy of Address Proof
- f. One recent passport size color photograph
- g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

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

#### 4.2 Probation Period:

4.2.1 You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.

4.2.2 On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.

4.2.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.

4.2.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

#### 4.3 Transfer:

4.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.

4.3.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.

4.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

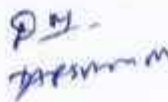
#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Anush Panu

  
P.M. Prasad



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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


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

**4.6 Whole-time / Alternative Employment:**

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

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

  
Anshu Panu

  
Dr. Sheela Raheja



For Sheela Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

[savita.muraleedharan@axisbank.com](mailto:savita.muraleedharan@axisbank.com)

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

Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.05.20 11:38:27 +05:30  
Reason: LOI  
Location: mumbai

Encl. - a/a

  
M. Gosh Pann

  
Arjun M



**For Sheila Raheja School of Business  
Management & Research**

  
Director

16

19429/AXISB/HR/REC/West/WCR016:Mumbai Circle\_MUM  
20-Jun-2019

Ms. Pooja Khaire  
House no.118,,Lokamanya housing  
society,,Raigad,Maharashtra402107

Dear Pooja Khaire,

LETTER OF APPOINTMENT

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m          |
| Basket of Allowance                | Rs.        | 11,550.00p.m         |
| Provident Fund                     | Rs.        | 900.00p.m            |
| Gratuity                           | Rs.        | 361.00p.m            |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m          |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

*Dr Ansh Parm*

*Dr. Divyanshu R.*



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
**Director**

**1.3.2 Group Mediclaim (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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


**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure.

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

Your appointment and subsequent joining is subject to the following:

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

  
Dr. Anshu Paroo  
Director

For Sheila Raheja School of Business  
Management & Research

  
Director

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

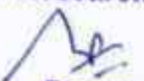
b. **On account of Termination:** During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons therefor.

  
Dr. Anshu Parm

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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

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

**4.6 Whole-time / Alternative Employment:**

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

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

  
Anushka Parm

  
Anushka Parm



**For Sheila Raheja School of Business  
Management & Research**

  
Director



**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

savita.muraleedharan@axisbank.com


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

Yours faithfully,

**Human Resources**

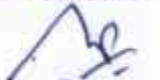
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Reason: LOI  
Location: mumbai

  
**Dr. Gresh Pannu**  
Encl: - a/a  
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Dr. Gresh Pannu - M



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

19470/AXISB/HR/REC/West/WCR016:Mumbai Circle \_MUM  
20-Jun-2019

Ms. Priyanka Kum bhar  
C-24, om prarthana chs ltd.,plot no.834, sector no.8,  
rsc-10,,Mumbai,Maharashtra400067

Dear Priyanka Kum bhar,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits.**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m          |
| Basket of Allowance                | Rs.        | 11,550.00p.m         |
| Provident Fund                     | Rs.        | 900.00p.m            |
| Gratuity                           | Rs.        | 361.00p.m            |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m          |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

*M. Gosh Ram*

*D. M. Jaisankar*



**For Sneha Raheja School of Business Management & Research**

*Sneha Raheja*  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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


**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

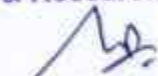
**4. Terms of Employment****4.1 Conditions precedent /Joining formalities:**

Your appointment and subsequent joining is subject to the following:

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

  
Anil Kulkarni  
Anil Kulkarni

**For Sheila Raheja School of Business  
Management & Research**

  
Director

4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.

4.1.3 The below mentioned documents to be submitted by you at the time of your joining –

- a. Joining booklet (duly filled)
- b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c. Proof of date of birth
- d. Copy of Pan Card
- e. Copy of Address Proof
- f. One recent passport size color photograph
- g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

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Ash Parm

Duty -  
Dor-m M



FULL TIME FACULTY School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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

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

**4.6 Whole-time / Alternative Employment:**

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

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

  
Ash Parr

Dy  
Dammu M



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

savita.muraleedharan@axisbank.com

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


Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.06.20 13:28:28 +05:30  
Reason: LOI  
Location: mumbai

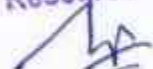
Encl - a/a

  
M. Anshuman

  
Dhanraj M.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

18

Mr. Vipin Nair  
Flat no.404, 4th floor, Chandrodaya CHS., Samta  
colony, pantnagar, Mumbai, Maharashtra 400075

Dear Vipin Nair,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| <b>Fixed Cash + Retirals</b>       | <b>Rs.</b> | <b>20,311.00p.m.</b> |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

  
Mr. Cereke Pannu

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

  
Mr. Ansh Parmar

  
Ansh Parmar



**For Sheila Raheja School of Business  
Management & Research**

  
Director



: 3 :

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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


#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
M. Anshu Kumar

  
Anurag



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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


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

**4.6 Whole-time / Alternative Employment:**

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

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

  
AN Anusha Parne

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.7 Fidelity & Secrecy:**

:- 5 :-

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

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

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

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

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

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

**Savita Muraleedharan**

savita.muraleedharan@axisbank.com

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

Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.06.20 14:43:41 +05:30  
Reason: LOI  
Location: mumbai

Encl: - a/a

*IN Ash Pami* *DM*



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
**Director**



19456/AXISB/HR/REC/West/WCR016:Mumbai Circle \_MUM  
20-Jun-2019

Mr. Anand Chawla  
Plot no.94, kherwadi dayma  
marg,,Mumbai,Maharashtra400051

Dear Anand Chawla,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                             |
|------------------------------------|------------|-----------------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.                |
| Basket of Allowance                | Rs.        | 11,550.00p.m.               |
| Provident Fund                     | Rs.        | 900.00p.m.                  |
| Gratuity                           | Rs.        | 361.00p.m.                  |
| <b>Fixed Cash + Retirals</b>       | Rs.        | <b>20,311.00p.m.</b>        |
| Location Pay                       | Rs.        | 2,625.00p.m.                |
| <b>Total Fixed Cash + Retirals</b> | <u>Rs.</u> | <u><b>22,936.00p.m.</b></u> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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

  
M Anand Chawla

  
Drastra M



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

  
 Anshu Kumar

  
 Director



**For Sheila Raheja School of Business  
 Management & Research**

  
 Director

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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


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

  
Anshu Kumar

  
Anshu Kumar



For Shrija Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

- a. **On account of Resignation:** After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 90 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.
- b. **On account of Termination:** Notwithstanding what is provided in the Staff Rules and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons therefor.

**4.4.3 Separation arrangement:**

- a. Written resignation should be submitted to your immediate supervisor, and also initiated on HRMS. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
- b. Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
- c. On separation, you will have to submit your claim for settlement of Provident Fund in the prescribed form. If no claim is received within 6 months of separation, the Bank will close your Provident Fund account and credit proceeds to your SB account with us or send you the proceeds by Demand Draft.

**4.4.4 Retirement:**

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

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

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

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

**4.6 Whole-time / Alternative Employment:**

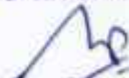
- 4.6.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 4.6.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

  
Anshu Kumar

  
Director



For Sheila Raheja School of Business  
Management & Research

  
Director

:: 5 ::

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

[savita.muraleedharan@axisbank.com](mailto:savita.muraleedharan@axisbank.com)

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

Yours faithfully,

**Human Resources**

Digitally signed by DS: AXIS BANK LTD 2  
Date: 2019.06.20 13:11:40 +05:30  
Reason: LOI  
Location: mumbai

  
**Dr. Ceroh Kumar**  
Encl - a/a

  
**Director**



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



12-Jul-2019

AXISB/WC004\_24:Mumbai Circle/2019/526710

22

Namrata Vinayak Bhojane

Assistant Manager

Dear Sir/Madam,

Greetings! On behalf of Axis Bank we heartily extend a very warm welcome to you.

### Reporting Details:

Further to your acceptance of the offer letter, kindly note that your reporting date is 12-Jul-2019. We request that you report at the below said Address at 9:30 am and meet the HR representative Siddhi Thakkar.

Address: SV Road

### Requirements:


Please ensure that all the forms and details that have been provided to you on the Axis Bank On-boarding platform are duly filled. This is a pre-requisite to start the joining process.

Please carry along a copy of this letter and a printout of the Joining Kit (available on TMI Portal) to help us complete your joining process. We hereby advise you to carry a photo copy and originals of the below mentioned documents to help us verify your testimonials.

- ❖ Academic Mark sheet & Passing certificates (10th)
- ❖ Academic Mark sheet & Passing certificates (12th)
- ❖ Academic Mark sheet & Passing certificates (Graduation)
- ❖ Post-Graduation Mark sheet & Passing certificates (If applicable)
- ❖ Professional Courses certificates (If applicable)
- ❖ Proof of date of birth (Birth Certificate, Passport, Class 10th certificate, School leaving, etc.)
- ❖ PAN Card
- ❖ Proof of Address (Passport, Ration card, etc.)
- ❖ Photo Identification proof (Passport, PAN, etc.)
- ❖ Relieving letter from the previous employer (If available) OR Resignation acceptance from the last employer.
- ❖ Axis Bank, Letter of Appointment.
- ❖ 2 Recent Passport Photographs (With a Light Background colour photo and in Formal Attire)

Kindly note that the completion of your Joining Formalities and your Employee Number generation is subject to submission of the necessary documents mentioned above. Your Date of Joining might get extended or cancelled in case of any pendency or discrepancy.

  
Anshu Paroo

  
Anshu Paroo



**For Sheila Raheja School of Business Management & Research**

  
Director

**CTC Annexure**  
**Emoluments and Benefits for the grade of Assistant Manager (for Namrata Bhojne)**

| COMPENSATION   | Amount             |                  |
|--|--------------------|------------------|
|  | P.A. (₹)           | P.M. (₹)         |
| Basic  | 90,000.00          | 7,500.00         |
| Basket of Allowance                                  | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                               | 10,800.00          | 900.00           |
| Gratuity *   | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>               | <b>2,43,732.00</b> | <b>20,311.00</b> |
| Location Pay   | 31,500.00          | 2,625.00         |
| <b>TOTAL (Fixed Cash+Retirals)</b>                   | <b>2,75,232.00</b> | <b>22,936.00</b> |
| <b>Benefits :</b>                                    |                    |                  |
| Group Mediclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit   | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>    | <b>3,53,376.00</b> | <b>29,448.00</b> |

| Loan Eligibilities  |                   |                    |                       |   |  |
|---|-------------------|--------------------|-----------------------|---|--|
| Type of Loan & Purpose of Loan  | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks  |
| Housing Loan  | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI w hich includes Principal & Interest.             | For takeover loans, the repayment w ill be 240 months or the balance service period (in months) left, w hichever is less.  |
| Vehicle Loan  | Upon Confirmation | 2,00,000.00        | 6%<br>(Simple Int.)   | 84 instalments tow ards Principal & 36 tow ards Interest. | For takeover loans, the repayment w ill be the residual period of the original sanction term, or 120 months, w hichever is less, w ith Principal and Interest instalments in the ratio of 7:3. |
| Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed. |                   |                    |                       |   |  |

  
M Ash Parr

  
Namrata Bhojne



**For Sheela Raheja School of Business  
Management & Research**

  
Director

| Insurance Details  |                        |  |
|--|------------------------|--|
| Type of Insurance  | Insurance Cover (in `) | Remarks  |
| Group Mediclaim Insurance Policy   | 3,00,000.00            | For all the plans, the coverage will be applicable for all employees upon joining the service of the bank.<br><b>Base Policy:</b> Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.<br><b>Top Up Policy:</b> In addition, the Bank also offers a Top Up Policy ranging from coverage of Rs. 3 Lakhs to Rs. 40 Lakhs, which an employee can opt for and pay the premium accordingly. Top up Policy will be applicable only for the dependents covered under the Base Policy.<br><b>Parents Policy:</b> The Bank provides Parent Policy ranging from Rs. 1 lakh to Rs. 20 lakhs wherein employee has an option to cover upto 4 dependents under Parents and / or Parent-in-Law's policy by paying the premium. |
| Group Term Life Insurance Policy   | 25,00,000.00           | Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)   |
| The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. |                        |  |
| <b>Note:</b> The terms & conditions of the mediclaim policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal   |                        |  |

| Other Benefits   |  |
|--|--|
| Performance Bonus / Annual Incentive Plan (as may be applicable) | Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee. |
| ** Gratuity will be paid as per the Payment of Gratuity Act.     |  |

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.07.03 09:30:05 +05:30  
Reason: LOI  
Location: mumbai

  
M. Anshu Panu

  
Director



For Sheila Raheja School of Business Management & Research

  
Director

Fwd: Offer letter

DEEPAK PRAJAPATI <d.prajapati8655@gmail.com>  
To: rahejamgmt@gmail.com

Sat, Mar 20, 2021 at 12:54 PM

23

----- Forwarded message -----  
From: Axis <Axis.Careers@axisbank.com>  
Date: Wed, 3 Jul 2019, 7:09 pm  
Subject: Offer letter  
To: <d.prajapati8655@gmail.com>

Dear DEEPAK PRAJAPATI,

Please find attached your offer letter for Axis Bank

Steps to do:

- 1) Please log on to Career Page (click here) with your credentials
- 2) Accept or Reject the offer on the portal by selecting the relevant option
- 3) For any clarification please get in touch with the HR

Username: d.prajapati8655@gmail.com

Password: 44803

Do note that this offer is subject to the receipt of satisfactory feedback from your referees & satisfactory verification of documentation on joining.

You are requested to revert with your acceptance within 5 days of receiving this email failing which this offer will be deemed to be cancelled.

We look forward to having you on board.

Do feel free to contact us for any further clarifications.

Thanks & Regards,  
Axis Bank Ltd.

DEEPAK PRAJAPATI.pdf  
119K

  
Ansh Parmar

  
Darshan M



For Sheila Raheja School of Business Management & Research

  
Director

CIC Annexure  
Emoluments and Benefits for the grade of Assistant Manager (for DEEPAK PRAJAPATI)

| COMPENSATION   | Amount             |                  |
|--|--------------------|------------------|
|  | P.A. (₹)           | P.M. (₹)         |
| Basic  | 90,000.00          | 7,500.00         |
| Basket of Allowance                                  | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                               | 10,800.00          | 900.00           |
| Gratuity *   | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>               | <b>2,43,732.00</b> | <b>20,311.00</b> |
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| <b>TOTAL (Fixed Cash+Retirals)</b>                   | <b>2,75,232.00</b> | <b>22,936.00</b> |
| <b>Benefits :</b>                                    |                    |                  |
| Group Mediclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit   | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>    | <b>3,53,376.00</b> | <b>29,448.00</b> |

| Loan Eligibilities   |                   |                    |                       |   |   |
|--|-------------------|--------------------|-----------------------|---|---|
| Type of Loan & Purpose of Loan   | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks   |
| Housing Loan   | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI which includes Principal & Interest.            | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan   | Upon Confirmation | 2,00,000.00        | 6%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and interest instalments in the ratio of 7:3. |
| <p>Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.</p> |                   |                    |                       |   |   |

  
Anita Paroo

  
Darshan



For Sheila Raheja School of Business  
Management & Research

  
Director

| Insurance Details   |                        |  |
|---|------------------------|--|
| Type of Insurance   | Insurance Cover (in ₹) | Remarks  |
| Group Mediciam Insurance Policy   | 3,00,000.00            | For all the plans, the coverage will be applicable for all employees upon joining the service of the bank.<br><b>Base Policy:</b> Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.<br><b>Top Up Policy:</b> In addition, the Bank also offers a Top Up Policy ranging from coverage of Rs. 3 Lakhs to Rs. 40 Lakhs, which an employee can opt for and pay the premium accordingly. Top up Policy will be applicable only for the dependents covered under the Base Policy.<br><b>Parents Policy:</b> The Bank provides Parent Policy ranging from Rs. 1 lakh to Rs. 20 lakhs wherein employee has an option to cover upto 4 dependents under Parents and / or Parent-in-Law's policy by paying the premium. |
| Group Term Life Insurance Policy  | 25,00,000.00           | Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)   |
| The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfilment of requirements of the Insurance Company. |                        |  |
| <b>Note:</b> The terms & conditions of the mediclaim policy is valid only till expiry of the insurance policy and are subject to amendments upon renewal  |                        |  |

| Other Benefits   |  |
|--|--|
| Performance Bonus / Annual Incentive Plan (as may be applicable) | Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee. |
| ** Gratuity will be paid as per the Payment of Gratuity Act.     |  |

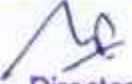
Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.07.03 19:09:12 +05:30  
Reason: LOI  
Location: mumbai

  
per Anshu Kumar

  
Jagannathan



For Sheila Raheja School of Business Management & Research

  
Director

AXISB/HR/REC/West/25822/WCR016:Mumbai Circle \_MUM  
01-Aug-2019

GIRISH TAMBE  
163/06, s v road, Mumbai, Maharashtra 400050

Dear GIRISH TAMBE,

**LETTER OF APPOINTMENT**

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

**1. Remuneration & Benefits**

**1.1 Remuneration:**

|                                    |            |                      |
|------------------------------------|------------|----------------------|
| Basic Salary                       | Rs.        | 7,500.00p.m.         |
| Basket of Allowance                | Rs.        | 11,550.00p.m.        |
| Provident Fund                     | Rs.        | 900.00p.m.           |
| Gratuity                           | Rs.        | 361.00p.m.           |
| Fixed Cash + Retirals              | Rs.        | 20,311.00p.m.        |
| Location Pay                       | Rs.        | 2,625.00p.m.         |
| <b>Total Fixed Cash + Retirals</b> | <b>Rs.</b> | <b>22,936.00p.m.</b> |

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

**1.2 Retirals:**

**1.2.1 Contributory Provident Fund:**

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

**1.2.2 Voluntary Provident Fund (VPF):**

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

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

**1.2.3 Gratuity:**

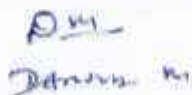
You will be paid gratuity as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service in the Bank. As per the extant rules, the gratuity amount will be calculated @ 15 days on last drawn basic salary for each completed year of service, subject to a maximum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

**1.3 Other Benefits:**

**1.3.1 Loan concession:**

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







For Sheila Raheja School of Business  
Management & Research

  
Director

**1.3.2 Group Mediciam (Floater) Policy:**

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

**1.3.3 Group Term Life Insurance Policy:**

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

**1.3.4 Variable Pay / Incentive Plan:**

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

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

**2. Reimbursement of Notice Period Pay**

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

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

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

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

Your appointment and subsequent joining is subject to the following:

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

  
M Ansh Kumar

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director



:: 3 ::

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

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

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

#### 4.2 Probation Period:

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

#### 4.3 Transfer:

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

#### 4.4 Resignation / Termination / Retirement:

##### 4.4.1 Separation during probation:

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

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

  
Dr. Anshu Panu

  
Dr. Anshu Panu



For Sheila Raheja School of Business  
Management & Research

  
Director

**4.4.2 Separation after Confirmation:**

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

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

**4.4.3 Separation arrangement:**

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

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

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

**4.4.4 Retirement:**

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

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

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

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


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

**4.6 Whole-time / Alternative Employment:**

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

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

  
Ansh Pann

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**4.7 Fidelity & Secrecy:**

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

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

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

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

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

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

**Savita Muraleedharan**

savita.muraleedharan@axisbank.com

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

Yours faithfully,

**Human Resources**

Digitally signed by DS AXIS BANK LTD 2  
Date: 2019.08.01 14:36:05 +05:30  
Reason: LOI  
Location: mumbai



**Dr. Anshu Kumar**  
Encl - a/a



**Dr. Anshu Kumar**



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**

26

Date:21-08-2019

**Welcome Note**

Dear **Ms. Mitali Vikas Vartak**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to **Click here to log in Randstad Portal**
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

**For Randstad India Pvt Ltd.**

*N. Swaminathan*  
**N Swaminathan Iyer**  
 Vice President - SSC

*PN Ansh Kumar*

*Dr. M. S. ...*



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**

Date: 21-08-2019

To,  
Ms. Mitali Vikas Vartak,  
Empcode -1404463

**FIXED TERM CONTRACT OF EMPLOYMENT**

We are pleased to appoint you in our organisation as Unit Manager, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 13-08-2019 to 12-08-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 2000000 and medical insurance upto 200000, per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at HDFC Asset Management Company Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!  
Yours truly,

For Randstad India Pvt Ltd.

*N. Swaminathan*  
N Swaminathan Iyer  
Vice President - SSC



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

**Acceptance:**

I Mitali Vikas Vartak have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

  
M V Vartak

DM  
Mitali Vikas Vartak



For Sheila Raheja School of Business Management & Research

  
Director

Date: 21-08-2019

Ms. Mitali Vikas Vartak,  
Empcode -1404463

### DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to HDFC Asset Management Company Limited with effect from 13-08-2019 at their BORIVALI office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 13-08-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from HDFC Asset Management Company Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by HDFC Asset Management Company Limited.
5. You shall be bound to follow the working hours of HDFC Asset Management Company Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside HDFC Asset Management Company Limited and use such information only in connection with the service provided to HDFC Asset Management Company Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against HDFC Asset Management Company Limited. This arrangement is purely a contractual agreement between Randstad and HDFC Asset Management Company Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/lies in the property of HDFC Asset Management Company Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of HDFC Asset Management Company Limited entrusted to you in the due discharge of your duties and shall indemnify HDFC Asset Management Company Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,  
For Randstad India Pvt Ltd.

*N. Swaminathan*

**N Swaminathan Iyer**  
Vice President - SSC

I, Mitali Vikas Vartak have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

*Dr. Cith Pam*

*Dr. Cith Pam*



**For Sheila Raheja School of Business  
Management & Research**

*[Signature]*  
Director

**Schedule A**

**Assignment Details of Mitali Vikas Vartak**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>Name</b>                     | <b>Mitali Vikas Vartak</b>            |
| <b>Client Name</b>              | HDFC Asset Management Company Limited |
| <b>Place of Deputed</b>         | BORIVALI                              |
| <b>Designation</b>              | Unit Manager                          |
| <b>Start date of Assignment</b> | 13-08-2019                            |
| <b>End date of Assignment</b>   | 12-08-2020                            |

**Salary Break - Up Details**

| Component                        | Monthly          | Yearly            |
|----------------------------------|------------------|-------------------|
| Basic                            | 17,300.00        | 207,600.00        |
| House Rent Allowance             | 2,557.00         | 30,684.00         |
| Statutory Bonus                  | 1,442.00         | 17,304.00         |
| Leave Encashment                 | 1,331.00         | 15,972.00         |
| <b>Gross Salary</b>              | <b>22,630.00</b> | <b>271,560.00</b> |
| Employer's Contribution to EPF   | 2,076.00         | 24,912.00         |
| Insurance                        | 497.00           | 5,964.00          |
| <b>CTC (Cost to the company)</b> | <b>25,203.00</b> | <b>302,436.00</b> |
| Employee's Contribution to EPF   | 2,076.00         | 24,912.00         |
| <b>Net-Take Home</b>             | <b>20,554.00</b> | <b>246,648.00</b> |

\* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.  
 \* Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**

**Accepted By**

*N. Swaminathan*  
**N Swaminathan**  
**Iyer**  
**Vartak**  
 Vice President - SSC

**Mitali Vikas**

*[Signature]*  
**Dr. Cosh Ramu**

*[Signature]*



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**



**General Terms & Conditions**

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
  - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
  - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accept or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,

**For Randstad India Pvt Ltd.**

*N. Swaminathan*

**N Swaminathan Iyer  
Vice President - SSC**

I, Mitali Vikas Vartak have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

*DN Cosh Panu*

*D. M. Vartak*



**For Sheila Raheja School of Business Management & Research**

*[Signature]*  
**Director**

**Annexure 2: HEALTH AND SAFETY POLICY**

**1. Introduction**

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeployed to various client sites, where each clients Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

**2. Health & Safety Policy**

Health & Safety in the work place is every ones responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

**General Safety**

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

**Fire Safety**

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

**Accident & First Aid**

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

*[Signature]*  
 Dr Gosh Parne

*[Signature]*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
 Director

In places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

#### Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

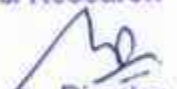
For Randstad India Pvt Ltd.

  
Anush Panu

  
Dr. M. S. D. S.



For Sheila Raheja School of Business  
Management & Research

  
Director

**CODE OF CONDUCT**

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

**Protection Of Confidential Information**

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

*[Handwritten signature]*  
 Anshu Panw



**For Sheila Raheja School of Business  
 Management & Research**

*[Handwritten signature]*  
 Director

**Protection And Use Of Randstad's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

**Protection And Use of the Client's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

**Employee Developments**

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

**press releases**

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

**Disciplinary Actions**

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)  
By  
.....  
Name  
.....  
Title  
.....  
Witness  
.....

(Randstad India Ltd.)  
By  
.....  
Name  
.....  
Title  
.....  
Witness  
.....

*[Signature]*  
Dr Ansh Parm

*[Signature]*



For Sheila Raheja School of Business Management & Research  
*[Signature]*  
Director

**Non-Disclosure Agreement**

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter of .....aged about.....years and residing at..... hereinafter referred to as employee.

**To**

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

**WHERE AS**

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

**WHERE AS**

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

**NOW THE PARTIES AGREE AS FOLLOWS**

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of Information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road

*Dr. Anshu Ramu*



For Sheila Raheja School of Business  
 Management & Research

*[Signature]*  
 Director

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,



For Sheila Raheja School of Business  
 Management & Research

*[Signature]*  
 Director

*[Signature]*  
 Ansh Kumar

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)  
By  
.....  
Name  
.....  
Title  
.....  
Witness  
.....

(Randstad India Ltd.)  
By  
.....  
Name  
.....  
Title  
.....  
Witness  
.....

  
AN Ansh Kumar

  
.....



For Sheila Raheja School of Business Management & Research

  
Director



**Self-Declaration & Undertaking form**

Name:  
 Employee ID:  
 Designation:  
 Service Function / Vertical :  
 Centre / Location :

**Sub: Acceptance of Established policies and affiliated risks**

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that I would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date

  
 DV Choh Pan

  
 P.M.  
 [Illegible handwritten text]



**For Sheila Raheja School of Business Management & Research**

  
 Director

Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

18 June 2019

Shikha Manoj Shethia  
201, 2nd Floor, Jasu Building,  
Dadabhai Road, Vile Parle (West)  
Mumbai – 400 056

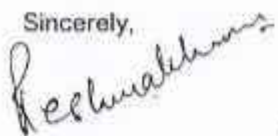
Dear Shikha,

Reference: Offer letter dated 23 May 2019

We write with reference to the offer letter dated 23 May 2019 (the "Offer Letter") extended to you by Nomura Services India Private Limited ("Company") confirming your appointment as an employee of the Company, which you have kindly accepted by signing and delivering the signed Offer Letter back to us. As you are aware, the Offer Letter states that your start date shall be 03 June 2019. However, since you have been able to report for work on 10 June 2019, we would like to inform you that your start date shall be 10 June 2019.

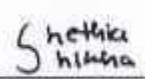
All other terms of the Offer Letter remain the same.

Sincerely,

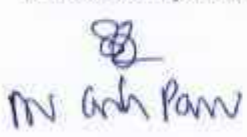


Reshma Khanna  
Vice President – Human Resources

Accepted by:



Shikha Manoj Shethia



Mr. Anil Patil



For Sheila Raheja School of Business  
Management & Research



Director

## Nomura Services India Private Limited

10th Floor, Nomura, Hiranandani Business Park, Powai,  
Mumbai - 400 076, India

Telephone +91 22 3053 4626  
Facsimile +91 22 3053 2111  
Website www.nomura.com

28

RESHMA KHANNA  
VICE PRESIDENT - HUMAN RESOURCES

02 August 2019

Hetanshi Vijay Zaveri  
704, Gopal Sadan,  
Old Pump House, Service Road,  
Andheri (East), Mumbai - 400 093

Dear Hetanshi,

We are pleased to extend to you this conditional offer of employment to join Nomura Services India Private Limited (the "Company", which together with Nomura Holdings, Inc. and certain of its subsidiaries is referred to as "Nomura"), on the terms and conditions set out in this Agreement.

Your title and start date will be as indicated in **Annexure A**. You will be based in Mumbai and will be reporting to such person as may be indicated by the Company from time to time. You are required to work exclusively for the Company unless you obtain prior written consent from the Company with respect to outside employment or business activities. Although your employment will be with the Company, you may be seconded to other companies within Nomura from time to time at Nomura's discretion. During your employment, you may be also required to work in any other office Nomura may have or establish in India, and to work on a temporary basis in any of Nomura's international offices for training or other purposes. In such circumstances, Nomura will provide you travel assistance in accordance with applicable travel policies.

So long as you remain actively employed by the Company, you will be eligible for the compensation indicated in the attached **Annexure A**, subject to the following terms and conditions:

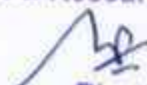
- The fixed pay is set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with Nomura's normal payroll practice.
- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances, as specified in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documentation, in accordance with Company policy and applicable tax regulations. For further information, please contact Human Resources.
- All payments described in this letter and **Annexure A** will be made less taxes and other applicable payroll deductions.
- You will also be eligible to participate in the Company's discretionary bonus award program in effect from time to time. Please note that bonus awards are determined at the Company's sole discretion, based on numerous factors as determined by the Company from time to time. These factors may include, but are not limited to, Nomura's performance and profitability, business unit performance and profitability, individual performance and contribution and other factors, which Nomura deems relevant in a given year and for each business. To be eligible for a bonus award under this program you must be employed with the Company and must not have given or received notice of termination of your employment, at the time the bonus awards are made. Entitlement to a bonus payment is, therefore, not automatic and no single award or series of awards, creates an entitlement for further bonus awards. In addition, the entitlement to be considered for the payment of a discretionary bonus award does not confer any entitlement to a payment which accrues on a daily basis.

  
Ash Pareek

  
Reshma Khanna



For Sheila Raheja School of Business  
Management & Research

  
Director

Hetanshi Vijay Zaveri  
02 August 2019

Page 2 of 6

- The nature and amount of such bonus (if any) will be determined at the discretion of Nomura. The payment of any bonus in respect of any year and the amount of such bonus, if paid, shall not give rise to any expectation for the payment or amount of any bonus in any future year of employment. You acknowledge that no representation, assurance or guarantee has been provided by or on behalf of Nomura with respect to the payment of any discretionary bonus and you also acknowledge that you may receive a nil bonus.
- Nomura reserves the right to defer all or part of any bonus award payable to you, either as cash or stock, subject to the rules of the relevant bonus plan in force, from time to time, and to impose reasonable conditions, on the future payment of any such deferral, as Nomura considers appropriate.

In addition to the total compensation indicated above, you will also be eligible for Company contributions to the Provident Fund as indicated in Annexure A.

You would be on probation for a period of six months following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. The notice period applicable during probation for all employees across all titles joining the Company is 1 month. The notice period after confirmation is 3 months.

If you resign from your position with the Company, you are required to provide written notice of resignation and serve a notice period as stipulated above. Further if the Company asks you to leave, it shall follow the process with regard to the notice period as stipulated in the India Employee Handbook. The Company may elect (but shall not be obliged) to terminate your employment prior to the expiry of the notice period and make a payment in lieu of notice, unless your employment is terminated for "Cause".

For purposes of this letter, "Cause" means (i) your material neglect or material failure to perform your job duties and responsibilities, (ii) your failure or refusal, after due notice, to comply with lawful policies or directives of Nomura, (iii) your material breach of any contract or agreement between you and Nomura, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to Nomura, (iv) your commission of an act of fraud, theft, embezzlement or other criminal offence against Nomura or your engaging in unprofessional, unethical or other intentional acts that materially discredit Nomura or are materially detrimental to the reputation, character or standing of Nomura, or (v) your indictment, conviction or nolo contendere or guilty plea with respect to any felony or crime of moral turpitude.

You will also be eligible for certain other discretionary benefits, as may be announced by the Company during your employment. Such discretionary benefits shall accrue to you subject to the terms and conditions of such benefit programs (which may be withdrawn or varied by the Company from time to time).

You agree that during the term of your employment with the Company and for three (3) months after the cessation thereof, regardless of the reason for the cessation of your employment, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company, to cease their employment relationship with the Company.

Please note that this offer and any subsequent employment, is conditional upon the following terms and may be withdrawn, rescinded, or terminated as applicable, without liability on our part, should any or all of them not be met.

1. Successful completion of a background investigation, as well as on your satisfactorily meeting all pre-employment requirements. This background investigation will include verification of identity and information provided by you to the Company as part of the application process. The provision of false or misleading information may be grounds for the withdrawal of this offer or once your employment has begun, for disciplinary action against you including termination of employment.

  
Dr. Corah Parw

  
Date: 02.08.19





For Sheila Raheja School of Business  
Management & Research

  
Director

Hetanshi Vijay Zaveri  
02 August 2019

Page 3 of 6

2. Your agreement to comply with and compliance with our policies, which may be amended from time to time, including the "Staff Dealing Rules", "Chinese Wall Policy", "Gifts and Entertainment Policy", "Policies and Procedures for Prevention of Money Laundering and Terrorist Financing" and the "Code of Ethics" (collectively referred to as the "Policies").
3. Your agreement to comply with and compliance with applicable Nomura policies in effect from time to time during your employment, including without limitation to provisions of the India Employee Handbook. It is hereby clarified that the terms of the India Employee Handbook (which includes provisions relating to notice period) may be amended by the Company, in its sole discretion, from time to time and the same shall take precedence over the terms set out in this Agreement. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.
4. Your agreement to comply with and compliance with the Confidentiality Undertaking and Intellectual Property Agreement both of which are included with this letter.
5. You being free of any restrictions imposed by any current/ previous employer. It is your responsibility to promptly advise us if there are any potential difficulties in this respect, including any notice requirement you may have with your current employer. By signing this letter you are confirming to us that you are not subject to any duty or obligation that would prevent you from taking up employment with us on your start date or which would prevent you from performing all or any duties for the Company relating to your position.
6. Proof of entitlement to work in India.

Please note that employment is for no fixed term and either you or the Company may terminate the employment relationship at any time for any reason, in accordance with applicable Company policy and law. Any payments that may be due to the Company by you may, upon the termination of your employment with the Company, be reduced from any amount payable to you by the Company, at the Company's discretion.

The Company's normal working hours will apply to your employment. Due to business requirements, working hours may vary in different teams or departments which will be informed to the employees from time to time by the reporting manager as required. You agree to provide services exclusively to the Company and not to enter into any form of employment or contract with other organizations. You may also be required to perform services not only for the Company, but also for any company affiliated with the Company without further remuneration.

You are required to comply with the India Employee Handbook and any other rules, policies or procedures of the Company as issued and/or amended from time to time. Application of such rules, policies or procedures is at the Company's discretion and is not a contractual entitlement unless otherwise specified in the India Employee Handbook. The Company reserves the right to supplement, change, amend, withdraw or discontinue its policies, guidelines and procedures at its discretion and in accordance with applicable law. Please take the time to familiarize yourself with these policies and guidelines as they are made available to you.

You will keep in strictest confidence the existence, all past and present discussions or correspondence relating to your candidature, this letter, as well as and the terms of this letter and will not disclose this letter or its terms to anyone other than your spouse, parents, attorney or accountant, without the Company's consent. This agreement constitutes the entire agreement between the parties and supersedes any previous written or oral agreement or understanding between them in relation to the matters dealt with in it (including any statements made during your interviews or other recruitment process). You acknowledge that you have not been induced to enter into this agreement by any representation, warranty or undertaking not expressly incorporated into it. No variations to the terms will be valid unless they are authorized in writing by Human Resources.

  
Dr Anshu Pami

  
Dr Jyoti





For Sheila Raheja School of Business  
Management & Research

  
Director

Hetanshi Vijay Zaveri  
02 August 2019

Page 4 of 6

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Mumbai, pursuant to the Rules of Arbitration of the International Chamber of Commerce. The language of the arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of our organization. To accept this offer of employment, you will need to sign this offer letter, complete all the attached employment forms indicated below and return the materials indicated below to Uma Pillai, Human Resources, 10th Floor, Nomura, Off High Street, Hiranandani Business Park, Powai, Mumbai – 400 076, within such time as requested by the Company. All additional pre-employment documentation provided to you must be completed and returned on or before your start date. An additional copy of this letter is enclosed for your files.

Please note that you need to meet Sameeksha Dhyani in Human Resources, on your first day, to complete your joining formalities.

We look forward to your joining the Company.

Sincerely,

Reshma Khanna  
Vice President – Human Resources

Accepted by:

\_\_\_\_\_  
Hetanshi Vijay Zaveri

\_\_\_\_\_  
Date

  
N Ash Ranv

For Sheila Raheja School of Business  
Management & Research

  
Director

Hetanshi Vijay Zaveri  
02 August 2019

Page 5 of 6

Annexure A

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

Name: Hetanshi Vijay Zaveri

Corporate Title: Analyst

Functional Title: Analyst

Division: Operations

Start Date: 12 August 2019

For Sheila Raheja School of Business Management & Research



*[Signature]*  
Director

|            |  | Annum (INR)    | Month (INR)   |
|------------|--|----------------|---------------|
| Fixed Pay  | Basic Salary                             | 142,500        | 11,875        |
|            | House Rent Allowance                     | 71,250         | 5,938         |
|            | Special Allowance*                       | 71,250         | 5,938         |
|            | <b>Total Fixed Pay</b>                   | <b>285,000</b> | <b>23,750</b> |
| Retirement | Company's Contribution to Provident Fund | 17,100         | 1,425         |
|            | <b>Total Fixed Pay + Retirement</b>      | <b>302,100</b> | <b>25,175</b> |

\* As part of the Special Allowance, you will be able to declare Leave Travel Allowance (LTA) amount of up to 8.33% of your basic salary. Such expenses will be exempt from taxes and paid to you upon submission of documentary evidence of incurring these expenses in accordance with Nomura's policies.

\*As part of Special Allowance, employees who are "blind or orthopedically handicapped with disability of lower extremities are eligible for an allowance exemption of INR 3,200 per month, subject to submission of requisite documentary evidence.

\*You may also contribute up to 10% of your basic salary towards "Corporate National Pension System" which will be deducted from your Special Allowance

Other Benefits:

- Eligibility for Gratuity as per the Payment of Gratuity Act.
- Medical Insurance for self, spouse, children and any two persons amongst your parents or parents-in-law up to INR 600,000/- per year.
- Personal Accident Insurance (up to 5 times of Total Fixed Pay + Retirement in case of permanent disability/ death).
- Life Insurance for self (5 times of Total Fixed Pay + Retirement), contingent upon medical clearance, if applicable

*[Signature]*  
Mr. Anshu Panu

*[Signature]*  
Reshma Khan



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

Hetanshi Vijay Zaveri  
02 August 2019

Page 6 of 6

### Annexure B

#### Documents Required:

1. Signed copy of Offer Letter along with signed Annexure A;
2. 2 passport size photographs;
3. Forms, statements and agreements :
  - a. Employment Application Form;
  - b. Letter of Authorization;
  - c. Confidentiality Undertaking;
  - d. Compensation Information Confidentiality Form;
  - e. Intellectual Property Agreement;
  - f. Questionnaire – New Employees Form; and
  - g. Personal Information Collection Statement.

Please carry the relieving letter from your current employer (if applicable) on your date of joining.



For Sheila Raheja School of Business  
Management & Research  
Director

  
Dr. Anshu Patil

  
Anshu M.



29



PRIVATE AND CONFIDENTIAL

Reference No. - 1383828012  
Applicant ID - 3681030

14-May-2019

vaishnavi badgujar

Dear vaishnavi,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.


In case you have any queries please feel free to contact at the below mentioned details:


E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,

Lalita Ganesan

  
Mr Ash Panu

  
Darshan M.



For Sheila Raheja School of Business Management & Research

  
Director

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383828012

Applicant ID - 3681030

14-May-2019

vaishnavi badgujar

Dear vaishnavi,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in PERSONAL LOAN at MUMBAI - ANDHERI (EAST) MIDC.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 23-May-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

  
Mr Ansh Parmar

  
Sheila Raheja



For Sheila Raheja School of Business  
Management & Research

  
Director

**Reference No. - 1383828012**

vaishnavi badgujar

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

  
Mr. Ash Panu

  
Dep. Secy

**Reference No. - 1383828012**

vaishnavi badgujar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

  
Dr. Anshu Parth

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1383828012**

vaishnavi badgujar

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheet at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.


If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGERDigitally signed by JAISEE SUNIL MEHTA  
Date: 2019.05.14 12:50:01 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1997PT021012Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.  
Mr. Anshu PanuDM -  
Dipankar**For Sheila Raheja School of Business  
Management & Research**  
Director

**Reference No. - 1383828012**

vaishnavi badgujar

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 2,12,100/- (Rupees Two Lakh Twelve Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.


**Superannuation Allowances:**


- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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Vadodara 390 007, India.

  
M. C. Par

  
D. S. M.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Remuneration Details**

Name : vaishnavi badgujar  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| Supplementary Allowance*           | 17,675                  | 2,12,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 1,830                   | 21,960          |
| <b>Total CTC</b>                   | <b>29,855</b>           | <b>3,58,260</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total (incl PLRP)</b>           | <b>34,355</b>           | <b>4,12,260</b> |

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 14-May-2019

Digitally signed by JAISEE SUNIL MEHTA

Date: 2019.05.14 12:50:01 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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Regd. Office : ICICI Bank Tower,  
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 Vadodara 390 007, India.

  
 AN Ash Parn

  
 Dr. Sheela Raheja



**For Sheila Raheja School of Business  
 Management & Research**

  
 - Director

3



PRIVATE AND CONFIDENTIAL

Reference No. - 1383832092

Applicant ID - 3795172

27-Jun-2019

Shivakumar Gollapalla

Dear Shivakumar,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,


Lalita Ganesan

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chekli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

  
Dr Ceshi Paraw

  
Dr. Anurag Mishra



For Sheila Raheja School of Business  
Management & Research

  
Director





PRIVATE AND CONFIDENTIAL

Reference No. - 1383832092  
Applicant ID - 3795172  
27-Jun-2019

Shivakumar Gollapalla

Dear Shivakumar,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in CARDS at MUM-ANDHERI (E) CHANDIVALI\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 24-Jul-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

  
Cooli Panu

  
Sheela Raheja



For Sheela Raheja School of Business  
Management & Research

  
Director

**Reference No. - 1383832092**

Shivakumar Gollapalla

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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N. G. Gollapalla

  
Sheela Raheja



**For Sheela Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1383832092**

Shivakumar Gollapalla

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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N. Anshu Parth

  
Dhanu



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1383832092**

Shivakumar Gollapalla

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE MEHTA  
Date: 2019.06.27 16:08:14 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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Mr. Anshu Parmar



Mr. Shivakumar Gollapalla



**For Sheila Raheja School of Business  
Management & Research**



Director

**Reference No. - 1383832092**

Shivakumar Gollapalla

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 2,12,100/- (Rupees Two Lakh Twelve Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**


- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

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Dr. Anshu Parimi

  
Dr. Anshu Parimi



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Reference No. - 1383832092**

Shivakumar Gollapalla

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by JAISEE MEHTA  
Date: 2019.06.27 16:08:14 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**ICICI Bank Limited**  
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Dr. Anshu Pannu

  
Dr. Anshu Pannu



**For Sheila Raheja School of Business  
Management & Research**

  
Director



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Mr. Anshu Pannu

  
Dr. Sheela Raheja



**For Sheila Raheja School of Business  
Management & Research**

  
Director

**Remuneration Details**

Name : Shivakumar Gollapalla  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| Supplementary Allowance*           | 17,675                  | 2,12,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 1,830                   | 21,960          |
| <b>Total CTC</b>                   | <b>29,855</b>           | <b>3,58,260</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total (incl PLRP)</b>           | <b>34,355</b>           | <b>4,12,260</b> |

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 27-Jun-2019

Digitally signed by JAISEE MEHTA  
 Date: 2019.06.27 16:08:14 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

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 ICICI Bank Towers  
 Bandra-Kurla Complex  
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 M. Gosh Parmu

  
 Director



For Sheila Raheja School of Business  
 Management & Research

  
 Director



PRIVATE AND CONFIDENTIAL

Reference No. - 1383845268  
Applicant ID - 3682222

17-Jun-2019

Nilesh Ramprakash Singh

Dear Nilesh,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : lalita.ganesan@icicibank.com

Telephone No. :

Yours sincerely,


Lalita Ganesan

**ICICI Bank Limited**  
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Mr Anshu Pannu

  
Department



**For Sheila Raheja School of Business  
Management & Research**

  
Director

Reference No. - 1383845268

Applicant ID - 3682222

17-Jun-2019

Nilesh Ramprakash Singh

Dear Nilesh,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at MUM - SANTACRUZ (E) KALINA\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 17-Jul-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Anshu Panu

  
DAPS



For Sheila Raheja School of Business  
Management & Research

  
Director

**Reference No. - 1383845268**

Nilesh Ramprakash Singh

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
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N. Anand Pannu

  
Director



**For Sheila Raheja School of Business  
Management & Research**

  
Director

Reference No. - 1383845268

Nilesh Ramprakash Singh

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- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
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  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
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Nilesh Ramprakash Singh

  
Nilesh Ramprakash Singh



For **Sheila Raheja** School of Business  
Management & Research

  
Director

**Reference No. - 1383845268**

Nilesh Ramprakash Singh

**• General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
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If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE MEHTA  
Date: 2019.06.17 11:46:51 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
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Vadodara 390 007, India.  
Dr. Anshu Pannu  
Dr. Sheela Raheja**For Sheela Raheja School of Business  
Management & Research**  
Director

Reference No. - 1383845268

Nilesh Ramprakash Singh

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
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M. Anshu Parmar

  
Director



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Director

**Reference No. - 1383845268**

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- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by JAISEE MEHTA  
Date: 2019.06.17 11:46:52 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Pedra Road,  
Vadodara 390 007, India.

**For Sheila Raheja School of Business  
Management & Research**

  
N Nilesh Ramprakash Singh

  
Director



  
Director

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

  
M. C. Pann

  
D. K. M



**For Sheila Raheja School of Business  
Management & Research**

  
Director



**Remuneration Details**

Name : Nilesh Ramprakash Singh  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

|                                    | Deputy Manager (Band I) |                 |
|------------------------------------|-------------------------|-----------------|
|                                    | Monthly                 | Annual          |
| Basic                              | 9,000                   | 1,08,000        |
| Supplementary Allowance*           | 17,675                  | 2,12,100        |
| Superannuation Allowance **        | 1,350                   | 16,200          |
| <b>Total</b>                       | <b>28,025</b>           | <b>3,36,300</b> |
| <b>Retrials</b>                    |                         |                 |
| Retrials (PF, Gratuity) ***        | 1,830                   | 21,960          |
| <b>Total CTC</b>                   | <b>29,855</b>           | <b>3,58,260</b> |
| Performance Linked Retention Pay # | 4,500                   | 54,000          |
| <b>Total (incl PLRP)</b>           | <b>34,355</b>           | <b>4,12,260</b> |

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 17-Jun-2019

Digitally signed by JAISEE MEHTA  
 Date: 2019.06.17 11:46:52 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

**ICICI Bank Limited**

ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.

For Sheela Raheja School of Business  
 Management & Research

Director

*MV Anshu Ram*

*Dr. Sheela Raheja*



*[Signature]*

Date: 1<sup>st</sup> March 2021

To: Nihal Darji

Dear Nihal,  
Please find below the updated details of your new salary structure.  
This will be in effect from 1<sup>st</sup> March 2021.

| <i>Rupees</i> |  |               |                 |
|---------------|--|---------------|-----------------|
|               | Particulars                                | Monthly       | ANNUAL          |
| A             | Basic                                      | 16,600        | 1,99,200        |
| B             | HRA  | 8,300         | 99,600          |
| C             | Allowances / Flexible Compensation*        | 8,300         | 99,600          |
|               | <b>Gross Fixed</b>                         | <b>33,200</b> | <b>3,98,400</b> |
| D             | Performance Linked Incentive (On Target**) |               | -               |
| E             | Retirals (PF Company Contribution)         | 1,800         | 21,600          |
|               | <b>Total Cost to Company (CTC)</b>         | <b>35,000</b> | <b>4,20,000</b> |

\* You may apportion the allowances if desired in accordance with the guidelines of the Company's Flexible Allowances Remuneration Structure as applicable to your grade by informing the Company in writing at least fifteen days before the first salary due date of the Financial Year. The allowance structure can be modified once during any Financial Year.

Note: The above is subject to any TDS that is deductible on Salary; you are required to provide proof of reimbursements / investments in time to ensure accurate TDS calculations. Professional Tax of Rs.2500 would be deducted every year. If applicable as per laws/regulations, contribution to PF would be deducted.

Yours Sincerely,

  
Srinivasa Addepalli,  
CEO  
GlobalGyan Academy

GlobalGyan Academy of Management Education Private Limited  
#7, Jai Kutir, Taikalwadi, M N Marg, Matunga West, Mumbai 400016  
www.globalgyan.in engage@globalgyan.in +91 8268526265  
CIN: U74120MH2015PTC276198 Regd. Address: 303, Dosti Orchid, Dosti Acres, Wadala East, Mumbai 400037

  
N. C. K. Pann

  
N. C. K. Pann



For Sheila Raheja School of Business  
Management & Research

  
Director

Nihal Darji  
Mumbai, Maharashtra

Date: 20<sup>th</sup> June 2019

Dear Nihal,

**JOB OFFER AT GLOBALGYAN**

We are delighted to make you an offer for the position of **Customer Engagement Executive** at GlobalGyan Academy of Management Education Pvt. Ltd. (Company) at our Mumbai office, commencing 24<sup>th</sup> June 2019.

1. You will be closely working with our Customer Engagement Team. Your reporting manager will be Vrinda Kulkarni. The job description for your role is attached at **Annexure 1**.
2. Usual working hours are 10.00am to 7.00pm, five days a week. However, it is expected that you would be reasonably available at other times in case of any urgent deliverables. No overtime pay would be applicable. You would be eligible for 14 days of leave every financial year (or an appropriate proportion thereof) as per Company's leave policy.
3. Your annual salary (Cost to Company) would be Rs. 3,50,000 per annum, as per the structure in **Annexure 2**.
4. To help you develop your performance, informal reviews will take place every quarter, with a formal annual appraisal that will take place in April every year.

I would be grateful if you would accept this offer by signing the enclosed copy and completing the enclosed New Employee Information form and sending them back to us. Prior to commencement of employment, you would be required to sign an Agreement of Employment which shall set forth detailed rules and policies of employment with the Company. Let me know if you have any further questions.

We look forward to welcoming you to the GlobalGyan team.

Yours sincerely

Sameer Kansal

COO

Accepted.

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

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

GlobalGyan Academy of Management Education Private Limited

#7, Jai Kutir, Taikalwadi, M N Marg, Matunga West, Mumbai 400016

[www.globalgyan.in](http://www.globalgyan.in) [engage@globalgyan.in](mailto:engage@globalgyan.in) +91 8268526265

CIN: U74220MH2015PTC270198 Regd. Address: 303, Dosti Orchid, Dosti Area, Wadala East, Mumbai 400037

  
MN Candh Pann

  
Darshin M



For Sheila Raheja School of Business  
Management & Research

  
Director



Change is Constant

# R. R. CHOKHANI Stock Brokers Pvt. Ltd.

Regd. Office :  
5A, Maker Bhavan - 2,  
Behind Income Tax Bldg.,  
New Marine Lines,  
Mumbai - 400 020.

MEMBER : BOMBAY STOCK EXCHANGE LTD. (CASH, DERIVATIVES, CURRENCY SEGMENT)  
MEMBER : NATIONAL STOCK EXCHANGE OF INDIA LTD. (CASH, DERIVATIVES, CURRENCY SEGMENT)  
~~MEMBER : NATIONAL STOCK EXCHANGE OF INDIA LTD. (CASH, DERIVATIVES, CURRENCY SEGMENT)~~  
~~MEMBER : NATIONAL STOCK EXCHANGE OF INDIA LTD. (CASH, DERIVATIVES, CURRENCY SEGMENT)~~  
DEBENTURE TRUSTEE OF CENTRAL DEPOSITORY SERVICES (INDIA) LTD.

Tel. : 2200 7773 / 72  
Fax : 2200 7722  
E-mail : contract@rrcfinancials.com  
Website : www.rrcfinancials.com  
CIN : U67120MH1998PTC116787

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28/06/2019

To,

Aniket Dhananjay Abhyankar

Sub: Offer for Job as Financial Analyst

Dear Aniket,

We are pleased to confirm your appointment in our organisation effective 1<sup>st</sup> July 2019. Your total Cost to Company will be Rs 3.0 Lakhs annually which includes Basic Salary, Bonus, Leave Allowance etc and would be subject to Statutory and Tax deduction at source. We would review your package periodically on basis of performance.

For R R Chokhani Stock Brokers Pvt Ltd

For R. R. Chokhani Stock Brokers Pvt. Ltd.

Director / Authorised Signatory

Dr Anish Pannu

Director



For Sheila Raheja School of Business  
Management & Research

Director

1<sup>st</sup> February 2019



Mr. Alleyson Thaide

Mumbai,

Subject: Letter of Intent

Dear Alleyson,

With reference to your application and subsequent interview with us, we are pleased to offer you the

Position of Territory Sales Executive in M/S Xylem Resource Management Pvt Ltd based at Mumbai.

The position is benchmarked at an annual CTC Salary INR.4,20,000 /- (Rs. Four Lakhs twenty thousand per annum) The break up for the same is enclosed. Appointment letter will be provided after your joining.

You are advised to share the following documents before your day of joining.

1. Photocopies of all your testimonials including education and experience certificates.
2. Passport size photograph
3. Copy of PAN Card
4. Copy of Aadhaar card
5. Salary slips of last three months
6. Relieving letter from last employer
7. Copy of cheque or bank pass book

We look forward to have you on board and wish you all the best for future assignments with us.

For Xylem Resource Management Pvt Ltd

HR Dept.

Anu Archana

Anu Archana



For Sheila Raheja School of Business  
Management & Research

  
Director

**RXG**  
Retail Wisdom

Xylem Resource Management Private Limited

115/1, Krishnappa Layout, Lalbagh Road, Bangalore-560 027, Telefax: +91 8040832100

Mail: contact@xylemindia.com CIN of Company: U74140KA2007PTC043994

|                              |                           |                |
|------------------------------|---------------------------|----------------|
| Name                         | Alleynson Thaide          |                |
| Designation                  | Territory Sales Executive |                |
| Location                     | Mumbai                    |                |
| Effective                    | DOJ                       |                |
| Components                   | Per Month                 | Per Annum      |
| Basic Salary                 | 12,000                    | 144,000        |
| House Rent Allowance         | 6,000                     | 72,000         |
| Conveyance                   | 1,600                     | 19,200         |
| Other Allowance              | 110                       | 1,320          |
| <b>Sub Total</b>             | <b>19,710</b>             | <b>236,520</b> |
| <b>Benefits</b>              |                           |                |
| Bonus                        | 2,400                     | 28,800         |
| PF Employer                  | 1,440                     | 17,280         |
| Medical                      | 1,250                     | 15,000         |
| <b>Sub Total</b>             | <b>5,090</b>              | <b>61,080</b>  |
| <b>Reimbursements</b>        |                           |                |
| Mobile /Data                 | 1,500                     | 18,000         |
| Local Conveyance             | 2,500                     | 30,000         |
| <b>Sub Total</b>             | <b>4,000</b>              | <b>48,000</b>  |
| <b>Variable</b>              | <b>6,200</b>              | <b>74,400</b>  |
| <b>Total Cost of Company</b> | <b>35,000</b>             | <b>420,000</b> |

|                         |               |                        |
|-------------------------|---------------|------------------------|
| <b>Take Home Salary</b> | <b>25,720</b> | <b>Plus Incentives</b> |
|-------------------------|---------------|------------------------|

**Note:**

1. Gratuity will be paid as per company service rules.
2. Bonus will be paid monthly as per current company service rules.
3. KYC documents to be shared on acceptance of this letter.
4. Taxes as per Income Tax Act 1961, will be deductible as applicable.

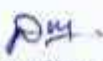
**RXG**  
Retail Wisdom

Xylem Resource Management Private Limited

115/1, Krishnappa Layout, Lalbagh Road, Bangalore-560 027, Telefax: +91 8040832100

Mail: contact@xylemindia.com CIN of Company: U74140KA2007PTC043994

  
Dr. Anshu Kumar

  
Dr. Anshu Kumar



For Sheila Raheja School of Business  
Management & Research

  
Director

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Date: May 28, 2019  
Offer No : QS1636896

ROOM NO C/30, PLOT NO 512, NEELDHARA CHS, NEAR APNA BAZAR CHARKOP, SECTOR 5,  
KANDIVALI WEST, MUMBAI  
MUMBAI 400067  
MAHARASHTRA

**MADHURI NIKAM**

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **MADHURI NIKAM**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to HT MEDIA LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from MAY 29, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

**TENURE:**

The term of your Contract shall be valid from MAY 29, 2019 to APR 28, 2020.

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**

You are required to work at client's location at MUMBAI.

**POSITION:**

You are appointed as CLIENT SERVICING EXECUTIVE .

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid APR 28, 2020 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

*PH -*  
*Dr. Anand Patil*  
*Dr. Anand M*



For Sheila Raheja School of Business Management & Research

*[Signature]*  
Director

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.


For Sheila Raheja School of Business  
Management & Research

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your

  
Director

  
AN Cish.Pam

  
Mason M





employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on May 29 2019 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

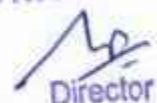
With warm regards,

For **QUESS Corp Limited.**





**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

For **Sheila Raheja School of Business  
Management & Research**

  
Director

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received Quess's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name: .....   




Signature:.....

Place:.....

Date:.....

**Annexure A**

**Compensation Sheet**

Offer No: **QS1636896**

Associate Name: **MADHURI NIKAM**

Designation: **Client Servicing Executive**

Location: **MUMBAI**

| Pay Heads            | Rs. Monthly Pay | Rs. Annual Pay |
|----------------------|-----------------|----------------|
| Basic                | 12915           | 154980         |
| House Rent Allowance | 6362            | 76344          |
| Statutory bonus      | 825             | 9900           |
| <b>Gross Salary</b>  | <b>20102</b>    | <b>241224</b>  |

| Employer's Contribution       |              |               |
|-------------------------------|--------------|---------------|
| Employer esi                  | 955          | 11460         |
| Employer Provident Fund       | 1679         | 20148         |
| Insurance                     | 44           | 528           |
| <b>Total Contribution</b>     | <b>2678</b>  | <b>32136</b>  |
| <b>Cost to Company: (CTC)</b> | <b>22780</b> | <b>273360</b> |

| Deduction: (Subjected to change) |              |               |
|----------------------------------|--------------|---------------|
| Employee Esi                     | 352          | 4224          |
| Provident Fund                   | 1550         | 18600         |
| Professional Tax                 | 200          | 2400          |
| <b>Total Deduction</b>           | <b>2102</b>  | <b>25224</b>  |
| <b>Net Take Home</b>             | <b>18000</b> | <b>216000</b> |

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge Nxt App.

Please download InEdge Nxt application from

Play Store / Android:<https://goo.gl/rqsMnr> or App Store / iOS : <https://goo.gl/DmHpEj>

You will get User Id and Password via SMS.

*Ikya Confidential*

Offer No : QS1636896

Page 1

This is a system generated letter

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quesscopy.com> | Toll Free No: 1800-208-9900



For Sheela Raheja School of Business Management & Research

Director

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Dear Ruchita,

Greetings from CRISIL!

As discussed with you, we would like to offer you a retainerhip with CRISIL. The retainerhip would commence from **05 August 2019** till **04 February 2020**.


Given the intensity of your role, your base location will be **Mumbai Crisil House**. Your location of work can be changed as per business requirements.


During the period of this Agreement, a consolidated **Monthly professional fee of Rs. 22916/-** shall be paid to you as fixed fee for the identified assignments. The GST payable on the Professional fee shall be paid by CRISIL against the GST registration details to be provided by you. The above payment will be subject to all statutory deductions as per prevailing laws in force at the time of making payment.

All out-of-pocket expenses (OPE) incurred in connection with the work of CRISIL (for domestic/ international travel) will be reimbursed to you provided you seek prior-approval from relevant Project Leader/ Head before incurring OPE on any given assignment.

Please revert with your acceptance for us to share the appointment letter.

Regards,  
Reema Nitin Chaube  
Human Resources

  
P. Groh Pans

  
D. M. ...



For Sheila Raheja School of Business  
Management & Research

  
Director

**Fwd: Welcome to Crisil- Mumbai**

1 message

ruchita gavali <ruchita403@gmail.com>  
To: rahejamgmt@gmail.com

Sat, Aug 3, 2019 at 12:07 PM

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

From: **Malathi Ramaswamy** <Malathi.Ramaswamy@ext-crisil.com>

Date: Fri, Aug 2, 2019, 11:33 AM

Subject: Welcome to Crisil- Mumbai

To: ruchita403@gmail.com &lt;ruchita403@gmail.com&gt;

Cc: Reema Nitin Chaube &lt;Reema.Chaube@ext-crisil.com&gt;, Pranali Koli &lt;pranali.koli@ext-crisil.com&gt;

'External'

Dear Ruchita,

Welcome to CRISIL and we are glad to have you onboard. Please note, as per your date of joining i.e. **Monday, 5<sup>th</sup> August, 2019, your Induction will begin at 10:30 am sharp.** You are required to report to our premises at the below mentioned address **latest by 10 am**, as we will need to escort you to the venue. Please ensure you reach on time and ask for **Ms. Rhea Jacob**. Feel free to call us in case of any challenges.

Address: CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai -400076, India

v. **Supporting Documents (PRINT COPY) to be submitted along with personal data form:**

**1) Photographs – Please carry –**

- a. 2 Passport size Photographs
- b. Color of background - White or Off-White

**2) Previous Employment Documents (Past 5 years' employments) (Clear and Uncut Photocopies of each document which has details of Period of Employment and Designation)**

- a. Resignation acceptance e-mail / letter of immediate previous employment (that is, immediate prior to CRISIL)
- b. Relieving letter or Experience Certificate for all the previous 5 employments, as applicable

**3) Education Documents (Clear and Uncut Photocopies of each document) –**

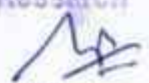
Mark sheets for all Semesters & Degree Certificate (In case you have not received your Final Semester Mark

  
M. Anshu Parmar

  
Dipankar M.



**For Sheila Raheja School of Business  
Management & Research**

  
Director

sheet, / Consolidated Mark sheet, please submit the Provisional Certificate received from the Institute and provide tentative date of receiving the document)

- a. Post - Graduation
- b. Graduation
- c. Certification: (CFA / FRM / Others, if any)

**4) ID & Address Proof Documents (Self-Attested, Clear and Uncut Photocopies of each document required) -**

- a. ID proofs - PAN Card & Aadhar Card (Mandatory). If not available, please apply and share the acknowledgment document
- b. Address proof – current and permanent (as applicable) –
  - Driving License / Election Card / Ration Card / ESIC Card or any other relevant document
- c. In case of any change in your Original Name to New Name – Please furnish copy of relevant documents
- d. If you are staying in a rented apartment after Relocating – Share Rent Agreement copy as Current Address Proof

**5) Original Cancelled Cheque - of any of your existing and active bank account (hard copy) - Mandatory**

Regards,

Malathi Ramaswamy

Executive – Talent Acquisition

Corporate Human Resources

Business Logos

CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai – 400076, India

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Dr. Anshu Parwani



For Sheila Raheja School of Business  
Management & Research


Director

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PN Anshu Pami

  
Dharmendra M.



For Sheila Raheja School of Business  
Management & Research

  
Director

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June 13, 2019

Mr. Shantanu Ramesh Sakharpekar  
B169/2, Government Colony,  
Bandra East,  
Mumbai - 400 0051

Dear Mr. Shantanu Ramesh Sakharpekar,

Subject: Your engagement with the Company.

Bennett, Coleman & Company Limited a Company registered under the Companies Act 1956, having its Registered Office at the Times of India Building, Dr. D.N. Road, Mumbai, having diverse business interests in India and abroad ranging from Publishing and Printing of Newspapers and Magazines, Music, Television, Events, Internet, Multimedia, Radio and other activities is desirous of engaging your services on a Consultancy basis in **Mirror Brand** department of our organization effective from **June 17, 2019 to June 16, 2020** on the following terms and conditions:

1. Operating Title:

While rendering your professional services to the Company, your operating title would be "Consultant".

2. Your Responsibilities under the contract

You will render your professional advice and guidance to the Company in the matters relating to News & Editorial and any other matter incidental or ancillary thereof. You shall provide the services in a competent and professional manner and with all reasonable skill and care required for the effective performance of your obligations setout herein.

3. Scope of Work

The scope of your services is broadly illustrated below, without in any manner limiting the same:

- i. Events Coordination
- ii. Any other work as assigned to you from time to time.

4. Hours of Duty & Adherence to Prescribed Timelines

You will adhere to the timelines prescribed by the Company to complete various assignments. In this regard, you will submit monthly status reports on all assignments handled by you. You will also adhere to the policies, codes of conduct of the Company framed and implemented by the Company from time to time. The terms of your engagement will be read with such policies, codes of conduct and construed harmoniously.


5. Reporting :

During the tenure of this engagement with us you will report to **Mr. Ashwin Rao - Dy. General Manager**

6. Consultation Fees & Taxes thereon

In consideration of your discharging and performing the various responsibilities assigned to you as hereinabove you will be paid a monthly Consultancy Fee of **Rs. 35,000/- (Rupees Thirty Five Thousand Only)** per month, which shall be inclusive of all taxes and duties, excluding GST at applicable rates. This payment is fixed during the entire tenure of this engagement and is all inclusive and comprehensive in nature and unless specifically approved or pursuant to separate policy formed by the Company for this purpose, you shall not be eligible for any other reimbursements, allowances, expenses etc. You shall raise your invoice at the end of every month. The payment against your invoice shall be made on a monthly basis, subject to deduction of income tax at source at applicable rates under the Income Tax Act, 1961 or any modifications thereto.

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Anshu Parwani

  
Anshu Parwani




For Sheila Raheja School of Business  
Management & Research

  
Director

7. The Company shows more appreciation for those who keep away from smoking and drinking and discourages all forms of substance abuse. As part of healthy living, vegetarian food is served in Company's offices and Guest Houses. Filtered drinking water using the Reverse Osmosis process is also provided. If you wish to drink bottled water, the same needs to be procured from outside and paid for by you.
8. **Work Place Equipment**  
During the term of engagement the Company may pursuant to separate policy formed by the Company for this purpose provide to you computers, equipments, transportation and other facilities required for the purpose of carrying on your assignments in an effective manner. You agree that you will take care, maintain and keep such equipments in good condition and order and make use of such equipment and facilities only for the purpose of assignments hereunder.
9. **Contract on Principal to Principal basis**  
This engagement is temporary and on a Principal to Principal basis and does not and shall not be deemed to constitute a partnership or joint venture or agency and accordingly you shall not by any means whether oral or written or otherwise hold yourself out to be, or lead or permit any person to believe that you are an agent of, or is entitled to represent, bind, pledge the credit of, enter into any contracts or engagements on behalf of or otherwise act for the Company. You therefore agree that these presents shall be interpreted as a contract in pursuance of Indian Contracts Act. As you will not be an employee of the Company, you will not be entitled to any other emoluments / benefits / allowances like Provident Fund, Gratuity, Bonus, Leave or any other benefits under the labour laws, during this engagement. You shall not at any time claim employment in the Company.
10. **Intellectual Property Rights**  
You agree and acknowledge that any and all material, technical knowhow, plans, proposals, related to the assignment during the term of this engagement including but not limited to presentations, articles, ideas, proposals, reports, studies, works of authorship, artistic, literary and creative work and the copyright therein etc. shall be the sole and exclusive Intellectual Property of the Company. You have irrevocably assigned in favour of and vest absolutely in the Company, all such rights for the exclusive use of the Company. You hereby represent and covenant to the Company that, ideas, models, processes, other techniques or know-how comprised in your deliverables in this engagement shall not at any time infringe, in any manner, any copyright, patent, trade secret or other property or intellectual property rights of any third party. The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.
11. **Confidentiality and Non-Disclosure**
- You shall exercise all reasonable care and due diligence in carrying out your role under this engagement and hereby undertake not to divulge any Confidential Information which you may have acquired in the course of your tenure as a Consultant with the Company. The Confidential Information in this context includes but is not limited to confidential business information, technical information and knowhow, works of authorship, artistic, literary and creative work and the copyright therein made or developed by you or in collaboration with others in the course of the assignment or shared or disclosed by the Company to you. The Company shall be the sole and exclusive owner of all Confidential Information and you shall protect and safeguard the same in the best manner possible.
  - The Company may give you password access to certain systems for the purpose of carrying out assignments for the Company. If such access is granted, you agree to use the system solely for the provision of services to the Company under this contract, and agree to abide by all conditions stipulated regarding such usage including any technical and security policies. You will keep your password confidential and shall not disclose the password to any third party, other than authorized personnel of the Company.
  - During the term of your engagement, the Company may share its crucial business practices / information, market / financial data and subject to your advice, knowhow, expertise, consider to revise its business processes, formulate plans and strategies etc. In view of the resultant benefits which the Company may derive against valuable consideration, you agree to render your services pursuant to this engagement exclusively to the Company.
  - The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.

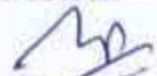
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Anurag Kumar

  
Dr. Sheela Raheja



For Sheela Raheja School of Business  
Management & Research

  
Director



12. **Non-Compete**

Further, you hereby agree that during the term of engagement, you will not compete with the Company, directly or indirectly, whether as an officer, director, shareholder, partner, independent contractor, agent or employee of any person or entity which is engaged in a business similar to that of the Company. Further, any time during a period of one year after the term, in the event you wish to compete with the Company in the normal course of your profession, you may do so only after written permission of the Company (which shall not be unreasonably withheld). The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.

13. **Exclusivity and Non-Delegation of services**

As desired by you with an objective to provide your best services to us and in view of your specialization, knowhow and experience, you hereby voluntarily agree that you will provide your services on an exclusive basis to the Company. You shall not provide to any other person or publish in any media including print or electronic any of your work or part thereof in any assignment under this engagement.

You shall not assign or delegate any of functions, roles and responsibilities without the prior written consent of the Company. The Company may assign your services to any of its subsidiary, associate or group company.

14. **Consequential Damages**

Save as expressly mentioned herein, in no event shall either party be liable to the other for any special, exemplary, indirect, incidental, consequential or punitive damages arising out of or in connection with the terms of this Contract. The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.

15. **Indemnity:**

You hereby agree to indemnify and shall at all times hold the Company, its shareholders, directors, officers, employees and Affiliates (each an "Indemnified Person"), harmless and indemnified at all times hereafter, from and against any loss, liabilities, claims, damages, costs or expenses of any kind, including reasonable attorney's fees and legal costs (incurred whether in protection or defense) to which the Indemnified Person may be subjected, arising on account of and/or by reason of a breach of any of the terms of this engagement or non-compliance of any applicable laws. The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.


16. **Term & Tenure of the Contract**

This engagement is valid for a period of one year from June 17, 2019 to June 16, 2020 unless terminated earlier in terms of Clause 18 below. After this term, the engagement may, without intended to be any commitment in this respect, be reviewed and renewed if mutually agreed to in writing by both Parties on mutually acceptable terms and conditions.

17. **Adherence to Laws**

You shall while discharging your obligations for this engagement, comply with all the applicable laws including but not limited to Information Technology Act, 2000, laws of Intellectual Property Rights and applicable press and media laws. In consideration to the valuable remuneration / payment / other benefits made under this Contract, all your posts or any material created or any work in any media, including but not limited to on social networking, micro blogging, video publishing, other social platforms, mobile platforms, internet websites like www.facebook.com or www.twitter.com, or Times Group blogs, or any other blog, or discussion forums, or newsgroups or mailing lists, through any means or under any name, directly or indirectly, all intellectual property rights in such material or work, shall vest solely with the Company in perpetuity. It is also agreed that you shall create or post any material or work in any media only with prior written approval of the Company, which may be allowed on a case to case basis, subject to prevailing Company policies. All acronyms and passwords used for creating or posting any such material or work shall be deemed to be the sole property of the Company. Notwithstanding anything contained above, you may operate any internet user account in a personal capacity. You shall not post any news and other related material on such personal internet user account.

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Dr. Anshu Pannu

  
Sandra



For Sheila Raheja School of Business  
Management & Research

  
Director

In the event the Company approves posting of any material or work in any media, as stated above, all posts by you shall be made under a name / acronym which contains the Company's trademark "Times or TOI," or any other mark allowed by the Company, as a prefix or a suffix. You shall not alter the allowed name / acronym or any related password(s) without written permission of the Company, to be given by Company's relevant brand director or publisher. For the consideration under this Contract, and in light of the fact that such posting shall be advertised by the Company in its sole discretion and at its expense in various media, you agree that any and all goodwill that is generated from your said posting, all content of the material or work created for such posting, the platform of such posting and related followership of people / unit of friends / readership, acronyms and passwords shall also be owned by the Company as the first rights holder and that you shall do everything required, both legally and morally, to ensure that such rights subsists in perpetuity with the Company.

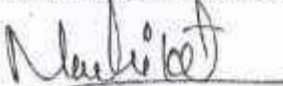
18. Contract Termination & Return of Confidential Information and Material

Notwithstanding anything contained in Clause 18 above, this engagement may be terminated by either party at any time without assigning any reason whatsoever by giving 30 (thirty) days advance notice in writing to the other Party or 30 (thirty) day's fee in lieu thereof, subject to fulfillment of the respective obligations set out herein till the effective date of termination, to the satisfaction of the other Party. Further, notwithstanding anything to the contrary contained in this Agreement, the Company may terminate this engagement forthwith, if you have, in the sole opinion of the Company, committed any act of gross negligence, fraud, moral turpitude or willful breach of any of the terms of this engagement. Upon termination, you shall promptly return, deliver to the Company or otherwise dispose of in accordance with the Company's directions, all Confidential Information, copies of all documents, records and other property of the Company, including tools and equipments, as may be in your possession. You shall immediately cease to make any representations that you are associated with the Company. During the notice period, you shall continue to perform your respective obligations under the Agreement. The provisions in this clause shall however survive the term and termination of this Engagement, regardless of the reasons for such termination.

19. The Parties agree that any dispute or difference in relation to or arising out of this engagement or the interpretation of terms hereof, which cannot be resolved by means of mediation within in thirty (30) days of the arising of the dispute, the same shall be resolved by the Vice President - HR or any other Authorised Nominee of the Company, as Sole Arbitrator under the provisions of the Indian Arbitration and Conciliation Act, 1996. The language of the arbitration shall be English and the venue of arbitration shall be New Delhi/ Mumbai.

Please signify your acceptance of the terms as stated above by signing and returning the duplicate copy of this letter.

For Bennett, Coleman & Company Limited



Nachiket Upadhyay  
\* Assistant General Manager  
Human Resources

The engagement and its terms as contained herein are accepted, the same being in my best interest.

Shantanu Ramesh Sakharpakar

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Anshu Panni

  
D. H. Sakharpakar



For Sheila Raheja School of Business  
Management & Research

  
Director



March 01 2019

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Mr.Kuber Chauhan,

E 201, NAVAL DEPOT, L B S MARG,HANSBAI CHAWL NO. 5, R NO. 35, NARAYAN NAGAR, GHATKOPAR (W), MUMBAI

**RE: Letter of Appointment**

Dear Kuber,

Further to our discussions we are pleased to appoint you to the position of Associate in Research Department, for the business w.e.f. March 01 2019.The business of BP Wealth is conducted through various legal entities/companies.

Your employment would be on the following terms and conditions:

**1. DUTIES AND OTHER RESPONSIBILITIES**

Your duties and key responsibilities would include but not limited to:

- Setting appropriate short term and long term financial and other key targets and goals and agree the same with the management team.
- To formulate and execute appropriate strategies to achieve the above targets and goals.
- Identify any cross sell opportunities for other parts of the business and work closely with other members of the management team.

**2. PLACE OF WORK**

You are recruited for our Fort office and company reserves the right to transfer you to any of its places of business after giving you reasonable notice.

You will be open to travel in order your services under this Letter of Appointment. All reasonable and necessary professional expenses for travel and lodging, incurred by you in furthering of Company's business, will be reimbursed to you, upon presentation of appropriate and adequate documentary evidence, acceptable to the Company.

**3. REMUNERATION**

Gross Annual Compensation: You will be entitled to gross emoluments of INR 120000/- (One Lakh Twenty Thousand Only) Per Annum.

*Dr. Cash Pan* *Dr. ...*



For Sheela Raheja School of Business Management & Research

*[Signature]*  
Director

**BP COMTRADE PVT. LTD.** Member: NCDEX, MCX, NMCE

Reg. Off.: 24/26, 1st Floor, Cama Building, Dalal Street, Fort, Mumbai - 400 001.  
Corporate Office : 4th Floor, Rustom Building, 29, Veer Nariman Road., Fort, Mumbai - 400 001  
Tel: +91 22 61596161 • Fax: +91 22 61596160 • www.bpwealth.com • CIN No. U45200MH1994PTC081564

4. **RULES AND REGULATIONS**

You shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, employment regulations and such other practices, systems, procedures and policies framed by the Company from time to time by way of issuance of office orders/policies. Also you would be governed by statutory laws enacted by Central or State Government or local authorities/market regulations as may be applicable to the company/ business from time to time.

5. **CONFIDENTIALITY**

You shall maintain highest degree of secrecy and keep as confidential the records, documents, customer lists, business plans and such other information relating to the business of the Company as may be known to you by any means in the course of the employment with the Company. Due to the nature of our services, you are expected to maintain the highest level of confidentiality and not to disclose any Company information to any person other than those of the management.

6. **TERMS OF TERMINATION OF EMPLOYMENT**

Please note that you will be on probation for a period of Six (6) months from the date of your joining the Company, where after the probation period may either be extended at the discretion of the company or immediate supervisor. Unless confirmed in writing, you will be deemed as probationer even after the expiry of the initial or extended period of probation. The Company shall have the right and option to terminate your services without giving any notice and assigning any reasons for the same during the Probation period. During the period of probation you can terminate the employment by giving fifteen (15) days' notice period or on payment of fifteen (15) days of your monthly salary thereof.

After confirmation, this Letter of Appointment is terminable by giving two (2) month's notice on either side or on payment of two (2) month's salary in lieu of notice period by either party. The Company also reserves the right to terminate your services at any time without any notice if at any time it is discovered that you had provided false information to get this job. Notwithstanding any other provision hereof, the Company shall have the right and option to terminate with immediate effect without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this Letter of Appointment

On termination of this Letter of Appointment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company, for handing over to your successor the job responsibilities and functions, in a manner that would ensure continuity in the administration of the Company's affairs.

  
Dr. Anshu Pannu

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



For Sheifa Raheja School of Business  
Management & Research

  
Director

7. **COPYRIGHT:**

Copyright of all the work produced, i.e. Data bases, Research Reports, Presentations, literary, artistic, or other work, documents/materials and intellectual property developed by you or gathered by you during the course of your employment or engagement with us shall remain the exclusive property of the Company. You shall return the same to the Company on or before you are relieved from your duties. This is also applicable to any activity relating to patentable work or activity leading to intellectual property rights.

8. **NON-COMPETITION CLAUSE**

- 8.1 During the Employment period and for a period of 6 months after the end of Employment period, you agree and undertake that you will in no way or circumstances, whether directly or indirectly, solicit the customers/business of BP Wealth or its various legal entities/companies.
- 8.2 During the Employment period and for a period of 6 months after the end of Employment period, you further agree and undertake that you will in no way or circumstances, whether directly or indirectly, attempt to approach any employee of the Company to leave the services.
- 8.3 During the Employment period, you shall under no way or circumstances, whether directly or indirectly, seek to divert customers or obtain any benefit from any of its customers
- 8.4 During the Employment period you further agree and undertake that you will in no way or circumstances, whether directly or indirectly, join the services or solicit employment from a company which is/was client/customer of the Company.

The Company may initiate any action and/or other proceedings whatsoever, civil or criminal against you including recovery of damages caused to Company for a breach or threatened breach of the conditions mentioned in Clauses 6, 7 and 8 above.

9. **GENERAL:**

(a) You will perform, observe and conform to such duties, directions and instructions assigned or communicated by the Company and those in authority over you and keep us informed of any changes in your marital status, contact numbers and address, passport details, etc.

(b) You will abide by the staff rules, regulations and policies as applicable in our Employee Handbook, which are in force for the time being, or may be framed from time to time.

(c) If you are found to be violating the above, the company is free to take any legal action as may be thought suitable against you.

(d) You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

(e) You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

10. **DEDUCTIONS:**

All payments to you under the terms of employment are subject to deduction at source under the Income Tax Act and any other enactments that may be in force from time to time. The value of perquisites shall be calculated as per the prevailing Income Tax Rules.



**11. FULL TIME EMPLOYMENT:**

You shall be a whole time employee and are not permitted to undertake any other business, work or public office, honorary or remunerative, except with the written permission of the management in each case.

**12. LEAVE POLICY:**

You will be entitled to paid leave in accordance with the rules of company. Please refer to the leave policy.

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

We welcome you to our organization and trust that our association will be a mutually rewarding one.

Yours Sincerely

For BP Comtrade Pvt. Ltd

  
Lavi Sarda  
Assitant Manager- HR

I have read and understood the above conditions, and agree with them.

Name: Mr. Kuber Chauhan

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

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

  
Mr. Vinod Pawar

  
Datta



For Sheila Raheja School of Business  
Management & Research  
  
Director

AH

Deepta Narvekar  
to Mr. Arun Anuradha

July 12, 2019

Sharon Koshy  
Mumbai

Subject: Offer of Employment

Dear Sharon,

This has reference to your application and the subsequent discussions we had with you. We have pleasure in offering you an appointment as "Assistant Manager – Customer Engagement" (AM, JB 117) in the Wellness function of our company on the following terms and conditions:

- Your current place of posting will be Mumbai
- You will be reporting to Senior Chief Manager – Wellness
- The proposed compensation details are attached
- Details of required documents at the time of joining are attached as Annexure B.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join latest by August 12, 2019. In the event of you not being able to join on or before the latest date mentioned, please intimate the undersigned, failing which this offer will be deemed void.

This offer is valid, subject to all information, facts and figures provided by you, during your discussions with our company representatives, being accurate and a medical certificate issued by one of our empanelled Medical Centre/Hospital, certifying your employability. Details pertaining to this Medical Centre/Hospital will be conveyed to you within a week of your receiving this offer.

Please return the copy of this letter duly signed as a token of your acceptance.

Thanking you,  
Yours faithfully,

On behalf of Aditya Bira Wellness Pvt Ltd

Deepti Narvekar  
Human Resources



For Sheila Raheja School of Business  
Management & Research

Director

On Anshu Ram  
DHR  
Deepti Narvekar

## Annexure "A"

Name : Sharon Koshy  
 Date of Joining : 12-Aug-19  
 Job Band : 11 Unit : Aditya Birla Wellness Co. Pvt. Ltd  
 Profile Designation : Assistant Manager - Customer Engagement Job Band Designation : Assistant Manager  
 Department : Operations - Wellness Operations (ABW) Performance Review Year : April to March  
 Location of Posting : Corporate Office, Goregaon, Maharashtra Compensation Review Year : July to June


|  | Per MONTH | Per ANNUM | Remarks   |
|--|-----------|-----------|---|
| <b>Salary</b>  |           | 2,40,000  |   |
| Basic Salary   | 20,000    | 2,40,000  | This is paid on a monthly basis. Retirement benefits are linked to it.  |
| <b>Allowances/ Reimbursements</b>  |           | 1,99,656  |   |
| Leave Travel Allowance   |           | 8,000     | This covers reimbursement for travel on leave within India. It is governed by the IT Act where one can take tax exemptions twice in a block of four years.  |
| Education Allowance  | 200       | 2,400     | This is paid on a monthly basis.  |
| Special Allowance  | 14,371    | 1,72,456  | This is paid on a monthly basis. This does not have any link to retirement benefits or any other element of compensation.   |
| Advance Against Statutory Bonus  | 1,400     | 16,900    | This is paid on a monthly basis.  |
| <b>Guaranteed Cash</b>   |           | 4,39,656  |   |
| <b>Retirement Benefits</b>   |           | 40,344    |   |
| Provident Fund   | 2,400     | 28,800    | The employer contributes to the extent of 12% of Gross wages (as per PF guidelines). This amount is deposited with the EPFO. Similar amount is deducted from employee's basic salary as employee's contribution.  |
| Gratuity (15 days Basic)   |           | 11,544    | This is governed by the Payment of Gratuity Act.  |
| Conveyance   |           | -         |   |
| Company Car Allowance  | -         | -         | This amount is cashed out on monthly basis.   |
| Car Operating Expenses   | -         | -         | Car operating expenses p.a. as per company's policy. This can also be cashed out or opted as reimbursement.   |
| <b>Fixed Compensation w/o housing</b>  |           | 4,80,000  |   |
| <b>Housing</b>   |           | 1,20,000  |   |
| HRA  | 10,000    | 1,20,000  | This is calculated @ 50% of Basic Salary. This amount is paid as a part of the monthly salary.  |
| <b>Fixed Compensation</b>  |           | 6,00,000  |   |
| <b>Variable Pay</b>  |           | 90,000    | This is a performance linked pay plan as applicable to all Employees. This amount is the target pay on achievement of 100% of the target set. The amount indicated here is for a performance period of 12 months, Apr-March. The actual payout will vary due to performance levels and period worked in the performance period. |
| <b>Cost to Company</b>   |           | 6,90,000  |   |
| <b>Benefits/ Perks not Valued</b>  |           |           |   |
| Mobile Phone   |           | Yes       | Rental and official calls (For IDEA subscriptions only). 10% of the bill amount is attributed towards personal calls and is required to be paid for by the employee.  |
| Hospitalization Insurance  |           | Yes       | As per company's policy - Rs 2 Lacs p.a. for self and dependents. This is a Co-Pay policy.  |
| Group Accident Insurance   |           | Yes       | As per company Policy. This is borne by company.  |
| Group Term Insurance   |           | Yes       | Coverage as per company's policy. This is a Co-pay policy.  |
| <b>Notes:</b>  |           |           |   |
| - Taxes as applicable, and Employee Contribution to PF to be borne by the incumbent, as per prevailing tax laws. |           |           |   |

For Sheila Raheja School of Business  
 Management & Research

  
 Director



  
 Sharon Koshy

  
 Sharon Koshy



Employment Offer Letter

14 July 2019

Dear Rahul Ramnarayan Rajbhar,

We are delighted to offer you the position of Business Development Manager, at Vivish Technologies Pvt. Ltd., at Mumbai, Maharashtra, India. You are requested to join us on 16 July 2019. Your Compensation details are:

|                              |   |
|------------------------------|---|
| Fixed Annual Salary          | 4,22,000 ( Four Lakh Twenty Two Thousand Rupees)  |
| Performance based Incentives | You will be eligible for quarterly sales incentive plan as per company policy. The details will be shared with you once you join us |
| Total Cost to Company        | 4,22,000(Four Lakh Twenty Two Thousand Rupees)  |

Detailed salary break up in Annexure A

The employment agreement letter (with detailed terms and conditions of employment) will be provided to you on your Date of Joining. You are required to be free from all encumbrances from your previous employer and have your relieving letter at the time of joining.

Congratulations!  
For Vivish Technologies,

Abhishek Kumar  
Director



For Sheila Raheja School of Business  
Management & Research

*[Signature]*  
Director

*[Handwritten signature]*

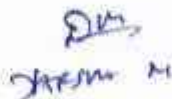
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Annexure A

| SALARY COMPUTATION           |                 |               |
|------------------------------|-----------------|---------------|
| Components                   | Per Annum       | Per Month     |
| Basic                        | 1,68,600        | 14,067        |
| HRA                          | 84,400          | 7,033         |
| Fuel Allowance               | 72,000          | 6,000         |
| Special Allowance            | 76,544          | 6,379         |
| <b>Gross CTC</b>             | <b>4,01,744</b> | <b>33,479</b> |
| <b>Employer Contribution</b> |                 |               |
| PF Employer                  | 20,256          | 1,688         |
| <b>Fixed_CTC</b>             | <b>4,22,000</b> | <b>35,167</b> |
| <b>Variable Pay</b>          |                 |               |
| Total CTC                    | 4,22,000        |               |
| <b>Deductions</b>            |                 |               |
| PF Employee                  | 20,256          | 1,688         |
| Professional Tax             | 2,400           | 200           |
| <b>Net Take Home</b>         | <b>3,79,088</b> | <b>31,591</b> |

Note : Deductions as applicable. (Deduction- PF, Tax, PT)  
For Vivish Technologies,

Abhishek Kumar  
Director


For Shella Raheja School of Business  
Management & Research

  
Director

**Mr. Shubham Chandrakant More**  
**Mumbai**

**Sub: Job Offer Letter**

Dear Mr. Shubham Chandrakant More,

This is with reference to the recent interview we had with you and your desire to seek employment in our organization.

We are pleased to inform you that we have provisionally selected you for the position of **Executive-Account Management** based at **Mumbai** and offer you the same for a total emolument of **Rs. 349716 /- CTC per annum**. If you finally join us after the completion of all formalities, you will be placed on probation for a period of six months from the date of your joining.


The detailed appointment letter will be issued to you in due course, after the receipt of acceptance of this offer from you and completion of other joining formalities.

Please sign the duplicate copy of this letter (attached) as a token of your acceptance of this offer and return it to our office.

As discussed, you will join us at the earliest, and not later than 17 July, 2019.

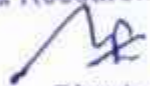
NOTE: You are hereby requested to kindly submit your required documents with the Company as per the attached checklist within 10 days from date of joining. fail to supply adequate documents to satisfy employment term will attract direct termination from services.

**For Calibehr Business Support Services Pvt. Ltd.**

  
Dr. Gudi Pami  
**Swati Chavarkar**  
Deputy Vice President – Client Relations



**For Sheila Raheja School of Business  
Management & Research**

  
**Director**



**Narayan  
Bhargava  
Group**

**Calibehr Business Support Services Pvt.Ltd**  
Corporate Off T- 381, 6<sup>th</sup> Floor, ITC Park,  
Belapur Railway Station Building CBD Belapur, Navi  
Mumbai, Maharashtra 400814. T: 022-61391444  
W: www.calibehr.com

Regd Off: Abel Estate Pvt. Ltd. Ground  
Floor, Off Saki Vihar Road, Opp John &  
Bakers, Andheri (East), Mumbai-400072  
T: 022-42702222  
CIN : U72300MH2006PTC162775

Ref: HR/Offer/31280/19 dated: 17 July, 2019

| Salary Offers                  |                 |               |
|--------------------------------|-----------------|---------------|
|                                | Per Annum       | Per Month     |
| BASIC                          | 1,80,600        | 15,050        |
| HRA                            | 54,180          | 4,515         |
| City Compensation Allowance    | 79,788          | 6,649         |
| Bonus in Gross                 | 9,504           | 792           |
| <b>Gross</b>                   | <b>3,24,072</b> | <b>27,006</b> |
| <b>Company Contribution</b>    |                 |               |
| GPA GMC                        | 2,160           | 180           |
| PF Employer                    | 23,484          | 1,957         |
| <b>CTC</b>                     | <b>3,49,716</b> | <b>29,143</b> |
| <b>Employee's Contribution</b> |                 |               |
| PF Employee                    | 21,672          | 1,806         |
| PT                             | 2,500           | 200           |
| <b>Net Take Home Salary</b>    | <b>2,99,900</b> | <b>25,000</b> |

• Bonus and Gratuity will be paid as per the law.

  
Dr. Gish Pann

  
Dr. Gish Pann



For Sheila Raheja School of Business  
Management & Research

  
Director

