

## **CRITERIA V: STUDENT SUPPORT**

### **5.2.1: AVERAGE PERCENTAGE OF PLACEMENT OF OUTGOING STUDENTS DURING THE LAST FIVE YEARS**

**DATA COLLECTION YEAR FOR ASSESSMENT**

**2020-21**



PRIVATE & CONFIDENTIAL

26 Feb 2021

Ritika Gupta

A-303, Puja Appartments Plot No-77 Patparganj Ip Extension, Delhi 110092

**Subject: Letter of Intent**

Dear Ritika,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation / Post Graduation Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

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In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

*Accepted*

*Ritika*

*14<sup>th</sup> March 2021*

*Amelia*

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**



PRIVATE & CONFIDENTIAL

26 Feb 2021

Shreya Yadav

C 56 Golf View Apartments, Saket, New Delhi 110017

**Subject: Letter of Intent**

Dear Shreya,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted  
Shreya  
14/03/21


**Re: JIMS students details for Tommy Hilfiger & CK**

Simerdeep Kaur <simerdeep.kaur@th-india.com>  
 To: jasmeet.bajaj@jagannath.org  
 Cc: Careers <careers@th-india.com>, bharat@th-india.com

Fri, Feb 19, 2021 at 3:59 PM

Dear Ms. Bajaj,

Jagannath International Management School,

Greetings from PVH Arvind Fashion,

Below are the details of the selected students. They can reach out to Mr. Bharat Rishi (+91 9958026978)/ Simerdeep Kaur (+918146333095) for any further query.

Kindly ensure the students have their Adhaar & Pan Card ready (carrying the same name in both the documents).

The candidate must also have an individual bank account on their names.

Sr. No.	Zone	Name of the Candidate	Mob. No.	College Name	Expected DOJ	Intern/ Employee	Designation	Salary	Store Location	Store Name	Area Manager
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9	North	Vibhor Thareja	9911649055	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat

Request you to kindly block their placements with us and help us ensure their on-time joinings.

Regards

Simerdeep Kaur

**From:** Simerdeep Kaur [mailto:simerdeep.kaur@th-india.com]  
**Sent:** 03 February 2021 12:14  
**To:** 'jasmeet.bajaj@jagannath.org' <jasmeet.bajaj@jagannath.org>  
**Subject:** RE: JIMS students details for Tommy Hilfiger & CK

Hi Jasmeet,

[Quoted text hidden]

Simerdeep Kaur

Hi Simer,

29/06/2021

Jagannath International Management School Mail - Re: JIMS students details for Tommy Hilfiger & CK

Campus tomorrow. 100+ Students. All JIMS Campuses. Don't do JIMS Rohini. Their management is different apparently.

Campus Coordinator - **Jasmeet Kaur Bajaj**

Manager - Legal & Corporate Affairs  
Jagannath International Management School  
(Accredited by NAAC & Affiliated to GGS Indraprastha University, Delhi)  
OCF Pocket 9, Sector - B,  
Vasant Kunj, New Delhi - 110070  
Ph: 011-40619300, Ext: 334  
09910355339

[jasmeet.bajaj@jagannath.org](mailto:jasmeet.bajaj@jagannath.org)



PRIVATE & CONFIDENTIAL

26 Feb 2021

Simran Ghura

30/11 Top Floor Old Rajinder Nagar, New Delhi 110060

**Subject: Letter of Intent**

Dear Simran,

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Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted

14th March, 2021



**PRIVATE & CONFIDENTIAL**

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[jasmeet.bajaj@jagannath.org](mailto:jasmeet.bajaj@jagannath.org)



PRIVATE & CONFIDENTIAL

26 Feb 2021

Jeevesh Kumar

H no 89/10 , Link Road, Bhim Nagar, Gurugram 122001

**Subject: Letter of Intent**

Dear Jeevesh,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

15<sup>th</sup> March, 2021



PRIVATE & CONFIDENTIAL

26 Feb 2021

Sakshi Chhabra

D-2/92 Janak Puri New Delhi, Delhi 110058

**Subject: Letter of Intent**

Dear Sakshi,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted

16th March 2021



PRIVATE & CONFIDENTIAL

26 Feb 2021

Mehak Bakshi

403/4 Mehrauli ND-30, Mehrauli 110030

**Subject: Letter of Intent**

Dear Mehak,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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For **RBS Services India Private Limited**

**Dexter Almeida**

**Head – Colleagues Experience and Delivery**

**HR People Services India**

**Accepted**

**14-03-2021**



PRIVATE & CONFIDENTIAL

26 Feb 2021

Alok Chakraborty

PL no 91 , Shunham Vihar 4th Mangalam Balaji City,Op Kediaz, Jaipur 302012

**Subject: Letter of Intent**

Dear Alok,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted  
Dishu  
15/3/21



PRIVATE & CONFIDENTIAL

26 Feb 2021

Nimit Rastogi

D1, D2, 7/1, Civil Lines, Nainital Road, Rudrapur, Uttarakhand, Rudrapur 263153

**Subject: Letter of Intent**

Dear Nimit,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**

**Head – Colleagues Experience and Delivery**

**HR People Services India**

Accepted

13-Mar-2021



**PRIVATE & CONFIDENTIAL**

26 Feb 2021

**Dushyant Arora**

103 A, Phase 1 Virat Nagar, Model Town, Panipat 122103

Subject: Letter of Intent

Dear Dushyant,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with RBS Services India Private Limited ("Company") ("this LOI").

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**Dexter Almeida**

**Head – Colleagues Experience and Delivery**

**HR People Services India**

Accepted.

Dushyant Arora

15/03/2021





PRIVATE & CONFIDENTIAL

26 Feb 2021

Rohan Nayyar

k-23b Ground Floor, Kalkaji, New Delhi 110019

Subject: Letter of Intent

Dear Rohan,

Congratulations on being selected for a job with us!

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Dexter Almeida  
Head - Colleagues Experience and Delivery  
HR People Services India

Accepted

14-03-2021



PRIVATE & CONFIDENTIAL

26 Feb 2021

Shagun Dixit

1/2891 A Gali Post Office Ram Nagar Loni Road, Shahdara, Delhi 110032

**Subject: Letter of Intent**

Dear Shagun,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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ACCEPTED  
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15/03/2021


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**Offer for Management Trainee II Zone Media**

---

**Alankriti Yaduwanshi** <alankriti@zonemedia.co>

Thu, Aug 20, 2020 at 2:44 PM

To: siddharthchawla547@gmail.com

Cc: Sumit Gupta &lt;sumit@zonemedia.co&gt;, Abhinav Sharma &lt;abhinav@limebrands.co&gt;, Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;, Gopal Kumar &lt;gopal@zonemedia.co&gt;

Dear Siddharth,

It is with great pleasure that I am writing to you to offer you the position of **Management Trainee** with Zone Media. Your experience and enthusiasm will be an asset to our company.

As discussed, your joining date will be **24<sup>th</sup> August 2020** with an annual CTC of **1.2 LPA**. Please share the following documents as your acceptance to the offer.

1. Mark sheet of Matriculation
2. Mark sheet of Intermediate
3. Mark sheet of Highest Qualification
4. Adhaar card
5. PAN Card
6. Passport size photograph

We look forward to welcoming you as part of the Zone Media Team!

--  
**Thanks & Regards**

**Alankriti**

7291868378



Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

---

**Fwd: Job in Sales and Marketing**

---

**Md. Kashif** <kashif.ahmad5146@gmail.com>  
To: Shruti Bhuttani <shruti.bhuttani@jagannath.org>  
Cc: Jasmeet Bajaj <jasmeet.bajaj@jagannath.org>

Tue, Nov 10, 2020 at 9:19 AM

Hi ma'am, please have a look at the proposal below for job in inglu global, I believe it's the good package, we need to talk to the company officials regarding the 2020 batch or 2021 batch also a brief about work that student needs to do.

If you want me to have the conversation let me know. Waiting for your response.

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

From: **vanshita joshi** <1310vanshita@gmail.com>  
Date: Tue, 10 Nov, 2020, 9:06 am  
Subject: Fwd: Job in Sales and Marketing  
To: <kashif.ahmad5146@gmail.com>

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

From: **INGLU GLOBAL** <hr.inglu@gmail.com>  
Date: Tue, 10 Nov, 2020, 12:34 AM  
Subject: Job in Sales and Marketing  
To: <1310Vanshita@gmail.com>

Good Morning

Thankyou for Reaching out to us

We are totally Looking Forward to Collaborate with your Esteemed College and hire Your Students for Job In the profile of Sales and Marketing.

We are looking for New and the fresh talent with great Enthusiasm.

The details of the Job are as follows -

Job Profile - Sales and Marketing

Job Location - Satya Niketan

Salary and Perks -

CTC -4.5 LPA - 5.5 LPA

CTC BREAKUP -

Fixed Pay - 80%

Variable Pay - 20 %

Looking for a positive Response

REGARDS  
TEAM INGLU  
ANMOL  
(HR HEAD)  
8368529190

--  
Regards,

Arika Dubey  
Chief Operating Officer (COO)  
Phone number - 8949482583

08/01/2022, 16:04

Jagannath International Management School Mail - Fwd: Job in Sales and Marketing

mail id. - [arika@ingluglobal.com](mailto:arika@ingluglobal.com)



Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

---

**(no subject)**

---

**INGLU GLOBAL** <hr.inglu@gmail.com>

Sat, Dec 12, 2020 at 12:36 AM

To: placements.vk@jagannath.org, jasmeet.bajaj@jagannath.org

Cc: kashif.ahmad5146@gmail.com, vanshitajoshi@gmail.co

GOOD AFTERNOON

Thanks for collaborating with our Organization

We are obliged to onboard students from your college.

Our heartiest congratulations to the following students for getting selected for the Sales and Marketing Job -

**VAIBHAV****NAVNEET****SIMRAN****SAURABH**

The orientation for the students is Completed and now they will be starting with their tasks for the training period.

Also We will be providing the offer letter to the students tomorrow i.e Saturday , 12th December.

The students will be given the offer letter tomorrow for the training period and soon after the training period ends we will be providing them the Offer letter for the JOB.

The Tenure of the Training period is for 2 Months

start date and the ending date of the TRAINING PERIOD are as follows-

STARTING - 12 th DECEMBER 2020

ENDING - 12th FEBRUARY 2021

And their full time jobs will start Soon after their graduation.

As Due to COVID 19 Situations

REGARDS

TEAM INGLU

ANMOL CHAWLA

HR HEAD

8368529190





3July 2021

**Sourabh**

**Subject: Offer Letter Industrial Training**

Dear **Sourabh**,

In reference to your application we would like to congratulate you on being selected for Industrial Training with **Shoperty Consultants Pvt. Ltd.** based at Gurugram. Your training is scheduled to start effective **15 July 2021** for a period of 6 months.

All of us at Shoperty are excited that you will be joining our team!

As such, your job profile will include gaining in depth knowledge of Real Estate Market & Products and will be required to sell Real Estate Products under guidance and mentorship of experienced professionals.

During your training you will be entitled to get a monthly stipend of Rs. 15,000/- along with performance incentives.

On successful completion of training with exemplary performance you will get an opportunity to get associated with us as a full time employee with a salary package of 4L.P.A.

We will look forward to working with you.

Yours sincerely,

A handwritten signature in black ink on a white background, appearing to be 'Sourabh'.

**Signatory**  
**Human Resource**



WINSPARK INNOVATIONS LEARNING PVT LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

## **Offer Letter**

Date: 08/04/2021

**To**

**Isha Gupta**

Employee Code: \_ PS01774

Dear Isha,

### **Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **13<sup>th</sup> April 2021**. You will be based out of Planet Spark office at 1108-1109, 11th Floor. JMD Megapolis, Sohna Road, Gurgaon.

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

**Emoluments can be bifurcated as under:**

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

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

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

**7. Annual Leave:**

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

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

**9. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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

Signature

Date



# Pickrr Technologies Private Limited

Dated: April 22, 2021

Dear Mr. Shalini Singh

It's been a pleasure interacting with you and we are truly inspired to have you as part of the original team that will help build Pickrr.

We are pleased to extend an offer to join us as 'Business Development Manager' and would like to formally welcome you to our team.

We believe that you would be a great addition to our team and we look forward to working with you. We are building an organization, where professionals find complete satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

The terms and conditions of the Offer are as under:

- I. You will be designated as 'Business Development Manager' and will be based out of Gurugram;
- II. The date of commencement of your employment will be May 01, 2021;
- III. You will be entitled to an annual cost to Company of INR 08 lacs (INR 05 Lacs Fixed and INR 03 Lac variable). The breakdown of your Remuneration is detailed in Annexure I of this letter;
- IV. Your employment will be subject to the terms and conditions mentioned in your employment letter which will be issued to you on your Date of Joining ("Employment Letter").
- V. You will be on probation for a period of 3 months from the Date of Joining.
- VI. In case if anytime you wish to resign from your services at Pickrr, you need to serve One -month notice.

You are requested to report at our Gurgaon office latest by May 01, 2021. The address and contact numbers are as follows.

M/s Pickrr Technologies Pvt. Ltd  
Fourth Floor, 448A, Udyog Vihar, Ph-5,  
Gurgaon, Haryana, 122022

We shall appreciate your confirmation of acceptance of the above offer latest by April 24, 2021. Non-acceptance before the stipulated date shall make this offer redundant automatically.

You are requested to bring along the following documents on your date of joining and hand over to the HR department. (Photocopy only) as mention below:-

- a) Passport size Photographs- 2 copies
- b) Self-Attested documents of your all educational and degree certificate (X, XII, Degree, PG Certificate)
- c) Permanent & Temporary address proof and telephone no.
- d) Current & Previous Employer relieving letter & experience letter
- e) Current Employer appointment letter
- f) Last 3 month of salary slip, Form 16
- g) Copy of Pan Card
- h) Copy of Aadhar Card
- i) Tax Certificate from previous employer.
- j) Canceled Cheque

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

We look forward to a long mutually beneficial and rewarding association.

Yours faithfully,

For Pickrr Technologies Private Limited

RHITIMAN  
MAJUMDER  
Date: 2021.04.22  
19:02:55 +05'30'

Director



# Pickrr Technologies Private Limited

## ANNEXURE-I

Name: Shalini Singh

DOJ : May 01, 2021

Department: Sales

Location: Gurgaon

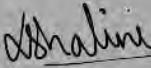
Head Office-Fourth Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022

Gross	39,867
-------	--------

COMPONENTS	MONTHLY	ANNUAL
	Amount in	
Basic Salary	19,933	239,200
HRA	9,967	119,600
Special Allowance	9,967	119,600
Gross	39,867	478,400
Esic Employer	-	-
PF( Employer Cont. )	1,800	21,600
Variable (As per offer letter)	-	300,000
CTC Total	41,667	800,000

Net Take Home	38,067	Before deducting tax
---------------	--------	----------------------

RHITIMAN Digitally signed  
by RHITIMAN  
MAJUMDER  
Date: 2021.04.22  
R 19:03:22 +05'30'  
Authorized Signatory

  
Employee  
Signature

Date: 15<sup>th</sup> Jun 2021

Name: Shrishti Bisht

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

India

Subject: Clearance of Preliminary selection stage for Wipro

Dear: Shrishti Bisht

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For Wipro HR Services India Pvt. Ltd.,



Authorized Signatory



## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

**Gmail** Search mail

Compose

Inbox 914

Snoozed

Drafts 40

Spam 7

Categories

Meet

New meeting

Join a meeting

Hangouts

Sakshi

Shubhit Shokeen  
You: Thankssss

bhavyathareja38@gmail.com

Indu Chhabra  
MMMMMMMMMMMMmmmm

Dear Mehak,

It is with great pleasure that I am writing to you to offer you the position of **Intern in Content Writing** with Zone Media. Your experience and enthusiasm will be an asset to our company. As discussed, your joining date will be **14<sup>th</sup> December 2020** with a stipend of Rs 7,500 per month. Please share the following documents as your acceptance to the offer.

1. Mark sheet of Matriculation
2. Mark sheet of Intermediate
3. Mark sheet of Highest Qualification
4. Adhaar card
5. PAN Card
6. Passport size photograph

We look forward to welcoming you as part of the Zone Media Team!

 **Alankriti**  
HR Manager  
mobile: +91 7291868378  
email: [alankriti@zonemedia.co](mailto:alankriti@zonemedia.co)

0-14300447632\_2....pdf

Show all



Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

---

**Fwd: Campus Recruitment 2021\_GT-JIMS Kalkaji & Vasant Kunj**

---

Anupa sen &lt;anupa.sen@jagannath.org&gt;

Wed, May 26, 2021 at 1:39 PM

To: HOD BBA &lt;hodbba.kj@jagannath.org&gt;, JIMS Kalkaji Educational Channel -UG &lt;staffbba.kj@jagannath.org&gt;, Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

--

Dear Team,

We are glad to confirm the selection of the following candidate/s as part of the Campus Recruitment Process at Godrej & Boyce. The selection/joining of the candidates is subject to successful completion of the documentation process & medical fitness at the time of joining.

JIMS Kalkaji	Mridhanshu Nayyar
JIMS VK	Ishaan Kharbanda

Request you to kindly sign them out of the placement process.

As a next step, we will be connecting with them in the month of June/July to initiate document check & Pre-employment medical.

In case of any queries, the candidates can reach out to me/Ansuman (9167269909). Please acknowledge the receipt of this mail.

Warm regards,

Vishal Makkar



Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

**From:** Anupa sen <anupa.sen@jagannath.org>  
**Sent:** Monday, May 17, 2021 11:59 AM  
**To:** Rameeza Merchant <rameeza@godrej.com>  
**Cc:** Ansuman Panda <ansuman@godrej.com>; Vishal Makkar <vishalm@godrej.com>  
**Subject:** Re: Campus Recruitment 2021\_GT-JIMS Kalkaji & Vasant Kunj

**\*\*\* THIS IS AN EXTERNAL EMAIL: do not click any links or open any attachments unless you trust the sender and know the content is safe. \*\*\***

Thanks for the mail..be safe

[Quoted text hidden]

[Quoted text hidden]

**Warm regards,**  
**Rameeza Merchant**



Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67964187 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

[Quoted text hidden]

- i. Do's and Don'ts for candidates
- ii. System Requirement documents for candidates
- iii. FAQ Document

**5. Key Instructions:**

- i. Candidates will be monitored continuously through **Live Video Monitoring** and will be **disqualified** in case of any malpractice
- ii. Usage of Mobile phones, electronic gadgets, calculators etc. during the test is strictly prohibited and will get captured during Online Monitoring resulting in disqualification
- iii. The test will automatically get disconnected if :
  - a. The candidate moves away from the test window
  - b. The candidate uses keyboard keys like 'Print screen', 'Alt+Tab', 'Escape' during the test
  - c. Any other person/face is detected in front of the camera during the test
  - d. Any object/device like mobile phone, calculator is detected in front of the camera

Please acknowledge the receipt of this mail.

Should you have any concerns, please feel free to write to the undersigned

**Warm regards,**  
**Vishal Makkar**



Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

---

**From:** Anupa sen <[anupa.sen@jagannath.org](mailto:anupa.sen@jagannath.org)>  
**Sent:** Thursday, May 6, 2021 3:35 PM  
**To:** Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)>  
**Cc:** Ansuman Panda <[ansuman@godrej.com](mailto:ansuman@godrej.com)>  
**Subject:** Re: Detail of Interested Students for Campus Recruitment 2021\_GT-JIMS Kalkaji & Vasant Kunj

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Yes that can be done

On Thu, May 6, 2021, 3:21 PM Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)> wrote:

Dear Anupa,

Please confirm if we can go ahead with the online test on **Sunday, 9<sup>th</sup> May at 10:00am?**

The candidates who will clear the online test will undergo 'Video Interview' in the coming week.

**Warm regards,**  
**Vishal Makkar**

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

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**From:** Vishal Makkar  
**Sent:** Thursday, April 22, 2021 3:41 PM  
**To:** 'Anupa sen' <[anupa.sen@jagannath.org](mailto:anupa.sen@jagannath.org)>  
**Cc:** Ansuman Panda <[ansuman@godrej.com](mailto:ansuman@godrej.com)>  
**Subject:** RE: Detail of Interested Students for Campus Recruitment 2021\_GT-JIMS Kalkaji & Vasant Kunj

Dear Team,

Please refer to the file name- 'Shortlist' for the list of shortlisted candidates for the hiring process.

Below is the link for the 'Pre-placement talk' which is scheduled tomorrow i.e **23<sup>rd</sup> April at 4:30 pm.**

This will be followed by an Online test and Video Interviews post **30<sup>th</sup> April 2021.**

Guidelines for Pre-Placement talk:-

1. The students have to click on the link given below 10 minutes before the scheduled time
2. No one will be admitted in the call once the presentation starts
3. Attendance will be taken during the presentation and those who are present will only be allowed to sit for the further process
4. The candidates should be in formal attire (formal shirt) during the presentation. They will have to keep their video ON
5. We will have a Q&A round after the presentation where candidates can ask their queries

Link to join the Pre-placement talk:-

## Microsoft Teams meeting

**Join on your computer or mobile app**

**Click here to join the meeting**

**Warm regards,**  
**Vishal Makkar**

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

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**From:** Anupa sen <[anupa.sen@jagannath.org](mailto:anupa.sen@jagannath.org)>  
**Sent:** Thursday, April 22, 2021 3:25 PM  
**To:** Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)>  
**Cc:** Ansuman Panda <[ansuman@godrej.com](mailto:ansuman@godrej.com)>  
**Subject:** Re: Detail of Interested Students for Campus Recruitment 2021\_GT-JIMS Kalkaji

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It's fine.

On Thu, Apr 22, 2021 at 3:10 PM Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)> wrote:

Hi Anupa,

Sorry for changing the time slot again. We will have to keep it at 4:30pm. Awaiting confirmation from your end so that I can freeze the slot.

**Warm regards,**  
**Vishal Makkar**

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

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**From:** Vishal Makkar  
**Sent:** Thursday, April 22, 2021 11:30 AM  
**To:** Anupa sen <[anupa.sen@jagannath.org](mailto:anupa.sen@jagannath.org)>  
**Cc:** Ansuman Panda <[ansuman@godrej.com](mailto:ansuman@godrej.com)>  
**Subject:** RE: Detail of Interested Students for Campus Recruitment 2021\_GT-JIMS Kalkaji

Hi Anupa,

Please check for 12noon.

**Warm regards,**  
**Vishal Makkar**

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11, Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

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**From:** Anupa sen <[anupa.sen@jagannath.org](mailto:anupa.sen@jagannath.org)>  
**Sent:** Thursday, April 22, 2021 9:07 AM  
**To:** Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)>  
**Cc:** Ansuman Panda <[ansuman@godrej.com](mailto:ansuman@godrej.com)>  
**Subject:** Re: Detail of Interested Students for Campus Recruitment 2021\_GT-JIMS Kalkaji

\*\*\* THIS IS AN EXTERNAL EMAIL: do not click any links or open any attachments unless you trust the sender and know the content is safe. \*\*\*

Dear Vishal.

Goodmorning..

As the campus is closed will need time to coordinate ..kindly give time till lunch to confirm the same .

On Thu, Apr 22, 2021 at 8:25 AM Vishal Makkar <[vishalm@godrej.com](mailto:vishalm@godrej.com)> wrote:

Dear Anupa,

Please confirm if it is ok to schedule **Virtual Pre-placement talk** for Graduate Trainees from both the campuses (Kalkaji and Vasant Kunj) **tomorrow at 11:00am**.

This will be followed by an Online test and Video Interviews post **30<sup>th</sup> April**.

I will send you the shortlist for the pre-placement talk once you confirm the schedule for tomorrow.

**Warm regards,**  
**Vishal Makkar**

Personnel and Administration Department | Godrej & Boyce Mfg. Co. Ltd. | Plant 11,  
Pirojshanagar, Vikhroli, Mumbai-400079, Maharashtra, India  
Tel: +91-22-67961420 | Mob: 8657164464 [www.godrej.com](http://www.godrej.com)

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## 2 attachments



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6K



image001.png  
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**Ms. Mansha Batra**

**Dated: 11 May'2021**

**D/o Mr. Pradeep Batra**

**90 / 49, Malviya Nagar,**

**New Delhi - 110017**

**(M) +91 8447820202**

**E-mail: - [manshabatra1999@gmail.com](mailto:manshabatra1999@gmail.com)**

**Aadhar No. 331496279251**

**Subject : Offer Letter**

Dear Ms. Mansha,

With reference to your application and subsequent interview, we are pleased to offer you the position of “**HR Executive**” in our organization. Your minimum probation period will be three months.

The appointment letter shall be issued on the date of joining of the organisation.

We would like you to join as early as possible not later than “**15th May 2021**” beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

We are sure that you will be able to fulfill our requirements and value addition while working with us.

We wish “Good Luck” in your new Endeavour.

Please sign this Letter, as a proof of your acceptance and return it to us.

Thanking you in anticipation.

**For GreenTech ITS LLP**



**Authorized Signatory**

---

Office Address: Pibco Complex, Punj Sons Premises, Plot No-2, Kalkaji Industrial Area, New Delhi- 110019

P: 011-26449201 | [www.greentechits.com](http://www.greentechits.com)

LLP IN no.AAD-0937





**GREENTECH ITS**  
TRANSPORT SOLUTIONS SIMPLIFIED

**Annexure I**

**Compensation Breakup for Ms. Mansha**

Components		Amount	Amount
		(INR/Month)	(INR/Annum)
A. Basic Salary	Basic Salary	8000	96000.00
B. Monthly Allowance	HRA	4500	54000.00
	Education Allowance	0	0
	Conveyance Allowance	1600	19200.00
	Medical Allowance	1250	15000.00
	Special Allowance	2750	33000.00
<b>C. Gross Fixed Salary (A+B)</b>		<b>18100</b>	<b>217200.00</b>
Benefits	Employer's PF @ 12%	960	11520.00
	Employer's ESI @ 3.25%	588	7056.00
	Gratuity* @ 4.81%	385	4620.00
<b>D. Total Benefits</b>		<b>1933</b>	<b>23196.00</b>
Deduction	Employee's PF @ 12%	960	11520.00
	Employee's ESI @ 0.75%	136	1632.00
	TDS	0	0
<b>E. Total Employee's Share</b>		<b>1096</b>	<b>13152.00</b>
<b>F. Total Monthly Take Home (C-E)</b>		<b>17031</b>	<b>204372.00</b>
<b>G. Total Cost to Company (C+D)</b>		<b>20033</b>	<b>240396.00</b>

1. All present and future taxes related to your employment will be borne by you.

2. Above mentioned compensation plan/ structure is subjected to change.

\*If you leave the organization any time before 5 years, you cannot claim your Gratuity accumulation.

**11/05/2021**



3July 2021

Ishika

**Subject: Offer Letter Industrial Training**

Dear Ishika,

In reference to your application we would like to congratulate you on being selected for Industrial Training with **Shoperty Consultants Pvt. Ltd.** based at Gurugram. Your training is scheduled to start effective **15 July 2021** for a period of 6 months.

All of us at Shoperty are excited that you will be joining our team!

As such, your job profile will include gaining in depth knowledge of Real Estate Market & Products and will be required to sell Real Estate Products under guidance and mentorship of experienced professionals.

During your training you will be entitled to get a monthly stipend of Rs. 15,000/- along with performance incentives.

On successful completion of training with exemplary performance you will get an opportunity to get associated with us as a full time employee with a salary package of 4 L.P.A.

We will look forward to working with you.

Yours sincerely,

**Signatory**  
**Human Resource**

Sno.	Name of the Student	Email ID	Contact Details
1	Vanshita Joshi	1310vanshita@gmail.com	9650355900
2	Gaurav Singh	gauravsingh9667030983@gmail.com	9667030983
3	Shruti Bhatia	shrutibhatia64@gmail.com	9643301066
4	Mayank Sharma	mayankk.8816@gmail.com	8700970705
5	Aarushi Parmar	aarushi.parmar12345@gmail.com	9968213162
6	Muskan Kashyap	muskankashyap.mk.2000@gmail.com	9870156395
7	Navneet Kumar Himanshu	navneet19.himanshu@gmail.com	9540206332
8	Shalu Sharma	shalu.wfhsolve@gmail.com	8799729428

Duration	Role Status	CV	Designation	Salary/Stipend
3 months	Intern	<a href="https://drive.google.co">https://drive.google.co</a>	Data Analyst	7500/-
3 months	Intern	<a href="https://drive.google.co">https://drive.google.co</a>	Data Analyst	7500/-
3 months	Intern	<a href="https://drive.google.co">https://drive.google.co</a>	Data Analyst	7500/-
3 months	Intern	<a href="https://drive.google.co">https://drive.google.co</a>	Data Analyst	7500/-
6 months	Full time	<a href="https://drive.google.co">https://drive.google.co</a>	Media Analyst	18000/-
3 months	Full time	<a href="https://drive.google.co">https://drive.google.co</a>	Media Analyst Intern	7500/-
6 months	Full time	<a href="https://drive.google.co">https://drive.google.co</a>	Media Analyst	18000/-
6 months	Full time	<a href="https://drive.google.co">https://drive.google.co</a>	Media Analyst	18000/-

Comments
2nd yr student who had applied for 3 month internship.As she is more suited for the Media analyst role, she has been hired as a Media analyst intern for 3 months



Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

---

**JIMS students CV for E.G.M Advisors and Consultants Pvt. Ltd**

---

Sukriti Nain &lt;sukriti@samvad.media&gt;

Sat, Jul 17, 2021 at 9:22 PM

To: Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

Cc: Akshita Jain &lt;akshita.jain@lecpl.com&gt;, Kaushal Sheoran &lt;kaushal@egmconsulting.co.in&gt;, "Sudhipan (LECPL)" &lt;sudhipan@lecpl.com&gt;

Dear Ma'am,

We're glad to share the list of the shortlisted candidates with you. Please refer to the attachment for the same. We'd like to onboard them from the coming **Monday itself i.e. 19th July 2021**, if that's possible.

Kindly share how we may go about any further formalities that may be required. For this, feel free to connect with me over call anytime. Thanks.

Regards

Sukriti Nain

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**Shortlisted Candidates.xlsx**

73K

Sno.	Name of the Student	Email ID	Contact Details	Course	Duration
1	Vanshita Joshi	1310vanshita@gmail.com	9650355900	BBA	3 Months
2	GAURAV SINGH	gauravsingh9667030983@gmail.com	9667030983	BBA	6 Months
3	Shruti Bhatia	May be sourced from Vanshita	May be sourced from Vanshita	BBA	3 months
4	Mayank Sharma	May be sourced from Vanshita	May be sourced from Vanshita	BBA	3 months
5	Aarushi	aarushi.parmar12345@gmail.com	9968213162	BBA	6 Months
6	Muskan Kashyap	muskankashyap.mk.2000@gmail.com	9870156395	BBA	3 Months
7	Navneet Kumar Himanshu	navneet19.himanshu@gmail.com	9540206332	BBA	6 Months
8	Dikshant Chawla	dikshant849@gmail.com	8218444938	BBA	6 Months



Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

---

## JIMS students CV for E.G.M Advisors and Consultants Pvt. Ltd

---

Sukriti Nain <sukriti@samvad.media>

Sat, Jul 17, 2021 at 9:22 PM

To: Jasmeet Bajaj <jasmeet.bajaj@jagannath.org>

Cc: Akshita Jain <akshita.jain@lecpl.com>, Kaushal Sheoran <kaushal@egmconsulting.co.in>, "Sudhipan (LECPL)" <sudhipan@lecpl.com>

Dear Ma'am,

We're glad to share the list of the shortlisted candidates with you. Please refer to the attachment for the same. We'd like to onboard them from the coming **Monday itself i.e. 19th July 2021**, if that's possible. Kindly share how we may go about any further formalities that may be required. For this, feel free to connect with me over call anytime. Thanks.

Regards

Sukriti Nain

[Quoted text hidden]



**Shortlisted Candidates.xlsx**

73K



Sno.	Name of the Student	Email ID	Contact Details	Duration	Salary/Stipend
1	Vanshita Joshi	1310vanshita@gmail.com	9650355900	3 months	7500/-
2	Gaurav Singh	gauravsingh9667030983@gmail.com	9667030983	3 months	7500/-
3	Shruti Bhatia	shrutibhatia64@gmail.com	9643301066	3 months	7500/-
4	Mayank Sharma	mayankk.8816@gmail.com	8700970705	3 months	7500/-
5	Aarushi Parmar	aarushi.parmar12345@gmail.com	9968213162	6 months	18000/-
6	Muskan Kashyap	muskankashyap.mk.2000@gmail.com	9870156395	3 months	7500/-
7	Navneet Kumar Himanshu	navneet19.himanshu@gmail.com	9540206332	6 months	18000/-
8	Shalu Sharma	shalu.wfhsolve@gmail.com	8799729428	6 months	18000/-



## Offer Letter

Name: Shiwam Arora

Date: Tuesday, July 27, 2021

Dear Mr. **Shiwam Arora**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“**Company**”), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, August 3, 2021**. Your work location would be **Noida / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### **6. Department, Designation & Reporting Manager:**

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Aishvary . (TNL201611035)
Role Location:	Noida / Bangalore
Sales Circle Location:	South Delhi
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.



26th Feb 2021

Urja Chaturvedi,  
New Delhi

**Subject: Employment offer for the post of Associate - Business Development**

Dear Urja,

We are delighted to offer you a position with **Leverage Ed-Tech Private Limited** (the “Company”), at our Delhi office as **Associate - Business Development**. This letter describes the basic terms of the offer subjected to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

#### **Employment Start Date**

You are required to commence employment with the Company on **March 1st, 2021** (the “Joining Date”). You will be on probation for a period of three months from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe reduced with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice during the initial or extended period of probation. In case you decide to leave the company during this period, you will have to give a notice of 15 days to the company.

#### **Employment Benefits and Compensation**

Your annual CTC will be **Rs. 6,60,000/- (Six Lakh Sixty Thousand Only)** per annum

.1) Your **Fixed CTC** will be **Rs. 3,60,000/- (Three Lakh Sixty Thousand Only)** per annum.

Basic Amount	HRA Amount	Special Allowance	Gross Salary	Employer PF	Net Salary (Pre Tax)	Employee PF	Monthly CTC	CTC
15,000	7,500	5,700	28,200	1,800	26,400	1,800	30,000	3,60,000

2) **Variable:** Incentive up to **3,00,000/- (Three lakh Only)** per annum **(based on performance)**.

#### **Leave/Holidays**

You are entitled to a casual leave of 7 days. You are entitled to 7 working days of paid sick leave. You are entitled to 15 days of earned leave as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.



### **Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement**

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and during this employment, will not engage in any other business activity, regardless of whether that activity is pursued profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly, solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a copy of this document signed on each page.

### **Termination conditions**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 60 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

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

### **Documents required**

On the day of your joining please bring the following documents to help us get you onboard quickly.

1. Relieving certificate from the previous employer, if any
2. The Last three-month payslips received from the previous employer if any
3. Form 16 (TDS Certificate), if any
4. 10th mark sheet, 12th mark sheet, Graduation mark sheet, Post Graduation mark sheet, Additional Qualification documents
5. Three passport size photo
6. Identity Proof (PAN Card, DL, Passport, Aadhar Card, etc.)

If you have any queries or need assistance regarding your joining, please contact HR at [hr@leverageedu.com](mailto:hr@leverageedu.com).

We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.



Yours Sincerely,  
**For Leverage ED-Tech Private Limited**

**Akshay Chaturvedi**  
**(Founder & CEO)**

**Employee acceptance:**

**I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_



PRIVATE & CONFIDENTIAL

26 Feb 2021

Lakshay Grover

C -58 2nd floor Old Double Storey Lajpat Nagar 4, New Delhi 110024

**Subject: Letter of Intent**

Dear Lakshay,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation / Post Graduation Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

"Accepted"  
Amelia  
14/03/2021



**PRIVATE & CONFIDENTIAL**

26 Feb 2021

Karsh Malhotra

2, Gandhi Square Malka Ganj, New Delhi 110007

**Subject: Letter of Intent**

Dear Karsh,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation / Post Graduation Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted



NatWest  
Group

PRIVATE & CONFIDENTIAL

26 Feb 2021

Himanshu Rawat

Qtr no.: 1546, Sector 5 R.K. Puram, New Delhi 110022

**Subject: Letter of Intent**

Dear Himanshu,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation / Post Graduation Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted  
Himanshu Rawat  
14/03/2021



Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

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

**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep

confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. 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. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.



NatWest  
Group

**PRIVATE & CONFIDENTIAL**

26 Feb 2021

Himanshu Rawat

Qtr no.: 1546, Sector 5 R.K. Puram, New Delhi 110022

**Subject: Letter of Intent**

Dear Himanshu,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

Please note that your employment with the Company is subject to:

- Satisfactory completion of pre-employment screening
- Your clearing the Graduation / Post Graduation Degree successfully and presenting the mark sheet and certificate / provisional certificate to that effect.
- Such other terms as may be specified in the Employment Contract.

This LOI and the Employment Contract shall stand withdrawn if any of the above conditions are not met and the Company shall not be responsible for any liability arising thereof.

In exceptional circumstances, the Company reserves the right to withdraw this LOI or the Employment Contract.

As a next step to this letter and as mentioned above, a 'pre-employment screening' would be conducted. To enable this, our pre-employment team would reach out to you. Please support them with complete and accurate documents and information.

We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**



**PRIVATE & CONFIDENTIAL**

26 Feb 2021

Raghav Singla

R-18, Sf, Uppal Southend, Sec-49, Gurugram 122001

**Subject: Letter of Intent**

Dear Raghav,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

*Dexter Almeida*

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

*Accepted*  
*RSingh*  
*15/03/21*



NatWest  
Group

PRIVATE & CONFIDENTIAL

26 Feb 2021

Kartavya Sinha

B-104 Prabha Apartment Sector-23 Dwarka, New Delhi 110076

**Subject: Letter of Intent**

Dear Kartavya,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,  
For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

Accepted  
Kartavya  
15/3/2021



Date: 06<sup>th</sup> July 2021

Mr. Md Kashif

Johari Farm, Jamia Nagar,  
Okhla, New Delhi

**Sub: Industrial / Corporate Training**

Dear Mr. Md Kashif,

Based on the request received from your institute JIMS vide email dated 28<sup>th</sup> June'2021 for corporate training opportunity of six months we are pleased to offer the requested **Industrial / Corporate training** in our company based on the following terms and conditions:

1. This industrial / corporate training is for a period of six months starting **08<sup>th</sup> July 2021**. After efflux of this period, your training shall automatically come to an end on **08<sup>th</sup> January 2022**. During the period of your training the Management may, if necessary, terminate your training instantly and/ or without assigning any reasons You will be entitled to an all-inclusive monthly stipend of **INR 25,000/-**
2. You will be placed at our Cyber City (HO) Branch. However, during your training you may be required to travel to any Section/Department, location, office, Associate or sister concern or subsidiary at any place in India, whether existing today or which may come up in future, at any time at the sole discretion of management. In such case, you will be governed by the terms and conditions of the training applicable in the new location.
3. During this Industrial / Corporate Training, your designation shall be that of **Trainee – Digital Marketing**.
4. Your training is based on your representation regarding your experience and qualifications. In case at any point in time this is found to be incorrect, you shall be liable for immediate termination without notice by the company. You consent to initiate all necessary background checks as may be required by the company directly or through a third party.
5. You are being trained on the understanding of you being medically fit to carry out the job role. In case you are found unable to perform as per expectations in the respect, your training will be liable for termination without any reason or notice thereof at any time.
6. Your reporting structure and responsibilities during these six months shall be shared with you by your Divisional Head or any person nominated by him/her, from time to time. Details of your responsibilities shall be mentioned in **Annexure – A** (hereinafter referred to as "**Roles and Responsibilities**").

---

**Employee Name**

**Giving Shape to Ideas**



KONICA MINOLTA

7. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity, and discipline. You will not give out particulars or details of company's processes, agreements, arrangements, administrative matter of confidential or secret nature, which you may acquire during / by virtue of being a trainee of the company. This will be applicable both during your training with the company and even post completion of your training.

8. You will solely work as trainee during this six-month period for the company and will not engage yourself in any direct / indirect businesses or remuneratory work, except with prior written permission of the company.

9. You are expected to keep in good condition all company property that you may possess during your training period with the company. Any such loss may be assessed by the company and necessary damages may be recovered from you as deemed fit by the company at any time. Upon conclusion or termination of this training, you will return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your training is deemed to be concluded.

10. In case of continued ill health, your training is liable to be terminated without any salary in lieu thereof.

11. In case of any misconduct (including any act involving immoral act or including any personal activity which is commercial in nature), disloyalty, indiscipline or non-adherence to minimum performance standard, your training is liable to be terminated.

12. In case of you opting out of your training, you are expected to serve a notice period of 15 days. The company shall be free to terminate this fixed term training any time before-referred period being over. In the event of cessation of training (applicable for both forced and voluntary), you will handover charge and any company property that you may possess at such time. You will be liable to pay damage for any loss caused by you directly or indirectly which may be required for violating any provisions of this letter. Any disputes arising out of or in connection with this, including any question regarding its existence, validity, or termination, shall be referred to and finally resolved by arbitration in Gurgaon, Haryana, India. Where reference to the courts is necessary, the parties hereby submit to the non-exclusive jurisdiction of Gurgaon.

You are requested to submit the documents in originals at the time of joining for verification and a photocopy of the same (Please refer **Annexure – B**)

Wishing you all the best for your assignment.

---

**Deepa Sripathi**

Head – HR & Admin

Konica Minolta Business Solutions India. Pvt. Ltd.

I agree to the terms and conditions of my training as mentioned above and I accept the offer of this corporate training without any reservation.

---

**Emp Name**

**Giving Shape to Ideas**





KONICA MINOLTA

## Roles & Responsibilities

### Annexure – A

Detailed description of your Key Performance Indicators “KPI” for the period of your corporate training shall be as under:

Sr No	KPI Description	Measures	Target Description
1	Handle external agencies - PR; Social; ad-words; email marketing	10%	Execute the desired level of work by having proper instruction given by concerned supervisor
2	Understand field requirement and coordinate with external agencies for fulfilment	60%	Maintain effective stakeholder management with external as well as internal customers
3	Report preparation and timely submission	15%	Adhere to timelines and deliverables and generate from time-to-time basis as desired by business
4	Vendor invoice processing	15%	Check coherence of Invoices and verify their correctness and raise them as per process on timely basis to avoid delay/late payment

---

**Emp Name**

**Giving Shape to Ideas**



KONICA MINOLTA

## **List of Documents for Submission**

### **Annexure – B**

1. Two passport size color photographs
2. Self-attested copies of educational certificates
3. Date of Birth Certificate
4. Identity proof (Driving License / Aadhar Card / Voter ID Card / Passport)
5. Copy of PAN card & Aadhar Card Mandatory
6. Address proof (Fixed Line Phone Bill / Ration Card / Voter ID Card / Electricity Bill / Driving License)
7. Copy of Cancelled Cheque of your bank account.

**Giving Shape to Ideas**



PRIVATE & CONFIDENTIAL

26 Feb 2021

Kartik Jaswani

H NO. 51, Nehru Nagar, Srinivaspuri, New Delhi 110065

**Subject: Letter of Intent**

Dear Kartik,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst with RBS Services India Private Limited** ("Company") ("this LOI").

The Terms and Condition of Employment Contract ("Employment Contract") will be sent to you in due course, which would contain the detailed terms and conditions of employment including the salary details.

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**

**Head – Colleagues Experience and Delivery**

**HR People Services India**

Accepted

Kartik  
15/03/21



PRIVATE & CONFIDENTIAL

26 Feb 2021

Muskan Malik

152 Prabhavi Apartment Sec-10, Dwarka, New Delhi Delhi 110075

**Subject: Letter of Intent**

Dear Muskan,

Congratulations on being selected for a job with us!

As you have successfully cleared our selection process, we are pleased to inform you that we intend to offer you a job of **Customer Service & Operations Analyst** with **RBS Services India Private Limited** ("Company") ("this LOI").

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We look forward to welcoming you on board!

Yours sincerely,

For **RBS Services India Private Limited**

**Dexter Almeida**  
**Head – Colleagues Experience and Delivery**  
**HR People Services India**

ACCEPTED  
Muskan  
14/03/2021


**Re: JIMS students details for Tommy Hilfiger & CK**

Simerdeep Kaur <simerdeep.kaur@th-india.com>  
 To: jasmeet.bajaj@jagannath.org  
 Cc: Careers <careers@th-india.com>, bharat@th-india.com

Fri, Feb 19, 2021 at 3:59 PM

Dear Ms. Bajaj,

Jagannath International Management School,

Greetings from PVH Arvind Fashion,

Below are the details of the selected students. They can reach out to Mr. Bharat Rishi (+91 9958026978)/ Simerdeep Kaur (+918146333095) for any further query.

Kindly ensure the students have their Adhaar & Pan Card ready (carrying the same name in both the documents).

The candidate must also have an individual bank account on their names.

Sr. No.	Zone	Name of the Candidate	Mob. No.	College Name	Expected DOJ	Intern/ Employee	Designation	Salary	Store Location	Store Name	Area Manager
1	North	Deepti	9315659478	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
2	North	Dewansh Behl	9718799802	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
3	North	Diksha Walecha	8929888178	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
4	North	Disha Dhar	9310042274	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
5	North	Priyal Chowdhary	9650304058	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
6	North	Rakshita Jain	9318439647	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
7	North	Sanjana Ghosh	9582555301	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
8	North	Simran Ghura	9899162414	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat
9	North	Vibhor Thareja	9911649055	JIMS	01-Jun	Employee	CRO	20k	Delhi/NCR	TBU	Bharat

Request you to kindly block their placements with us and help us ensure their on-time joinings.

Regards

Simerdeep Kaur

**From:** Simerdeep Kaur [mailto:simerdeep.kaur@th-india.com]  
**Sent:** 03 February 2021 12:14  
**To:** 'jasmeet.bajaj@jagannath.org' <jasmeet.bajaj@jagannath.org>  
**Subject:** RE: JIMS students details for Tommy Hilfiger & CK

Hi Jasmeet,

[Quoted text hidden]

Simerdeep Kaur

Hi Simer,

29/06/2021

Jagannath International Management School Mail - Re: JIMS students details for Tommy Hilfiger & CK

Campus tomorrow. 100+ Students. All JIMS Campuses. Don't do JIMS Rohini. Their management is different apparently.

Campus Coordinator - **Jasmeet Kaur Bajaj**

Manager - Legal & Corporate Affairs  
Jagannath International Management School  
(Accredited by NAAC & Affiliated to GGS Indraprastha University, Delhi)  
OCF Pocket 9, Sector - B,  
Vasant Kunj, New Delhi - 110070  
Ph: 011-40619300, Ext: 334  
09910355339

[jasmeet.bajaj@jagannath.org](mailto:jasmeet.bajaj@jagannath.org)


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OCF Pocket 9, Sector - B,  
Vasant Kunj, New Delhi - 110070  
Ph: 011-40619300, Ext: 334  
09910355339

[jasmeet.bajaj@jagannath.org](mailto:jasmeet.bajaj@jagannath.org)


**IHS Markit selection email**

**Jasmeet Bajaj** <jasmeet.bajaj@jagannath.org>  
 To: Deepak Sharma <deepak.sharma@jagannath.org>  
 Cc: pramod pandey <pramod.pandey@jagannath.org>, anu bhardwaj <anu.bhardwaj@jagannath.org>

Fri, Feb 19, 2021 at 3:24 PM

PFA

Best Regards  
**Jasmeet Kaur Bajaj**  
 Manager - Legal & Corporate Affairs  
 Jagannath International Management School  
 (Accredited by NAAC & Affiliated to GGS Indraprastha University, Delhi)  
 OCF Pocket 9, Sector - B,  
 Vasant Kunj, New Delhi - 110070  
 Ph: 011-40619300, Ext: 334  
 09910355339  
 Fax: 40619333  
 Visit us at : [www.jimmsd.org](http://www.jimmsd.org)  
 Follow us on : Facebook : <https://www.facebook.com/jimmsd.vasantkunj>  
 Twitter : <https://twitter.com/JIMMSVK/>  
 LinkedIn: [www.linkedin.com/pub/jims-vasant-kunj/80/522/bb4](http://www.linkedin.com/pub/jims-vasant-kunj/80/522/bb4)

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

From: **Sakshi Chhabra** <[sakshichhabra1999@gmail.com](mailto:sakshichhabra1999@gmail.com)>  
 Date: Fri, Feb 19, 2021 at 3:19 PM  
 Subject: Fwd:  
 To: Jasmeet Bajaj <[jasmeet.bajaj@jagannath.org](mailto:jasmeet.bajaj@jagannath.org)>

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

From: **Karan chauhan** <[ckaran053@gmail.com](mailto:ckaran053@gmail.com)>  
 Date: Tue, Jan 26, 2021 at 9:13 AM  
 Subject:  
 To: [sakshichhabra1999@gmail.com](mailto:sakshichhabra1999@gmail.com) <[sakshichhabra1999@gmail.com](mailto:sakshichhabra1999@gmail.com)>

Hi Sushmita,

Please note that IHS Markit have selected the below students for 2021 BBA graduate role. The compensation offered is INR 4 lakh fixed per annum plus benefits. They will roll out the offer soon.

Please inform the candidates accordingly.

Himanshu Tiwari	FN-Jagannath International Management School	<a href="mailto:himanshutiwari376@gmail.com">himanshutiwari376@gmail.com</a>	8800624054
<b>Karan Veer Singh Chauhan</b>	FN-Jagannath International Management School, Vasant Kunj, New Delhi	<a href="mailto:karanofficial0007@gmail.com">karanofficial0007@gmail.com</a>	7834909791

Thanks,

Danish

--  
Sent from Karan's iPhone



WINSPARK INNOVATIONS LEARNING PVT LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

## **Offer Letter**

Date: 08/04/2021

**To**

**Vikram Nasa**

Employee Code: \_ PS01775

Dear Vikram,

**Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **13<sup>th</sup> April 2021**. You will be based out of Planet Spark office at 1108-1109, 11th Floor. JMD Megapolis, Sohna Road, Gurgaon.

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

**Emoluments can be bifurcated as under:**

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

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

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

**7. Annual Leave:**

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

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

**9. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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

Signature

Date

29-Oct-20

**Offer Letter**

To,

**Name - Gayatri Chauhan**

Location - Delhi

With reference to your interview with us, we are pleased to offer you the position of **SERVICE BRAND ACTIVATOR** from **29-Oct-20** to **20-Nov-20** as per the terms and conditions hereunder & mutually agreed upon.

Basic	Rs. 18000.00P.M
HRA	Rs. 0.00P.M
Other Allowance	Rs. 0.00 P.M
<b>Gross</b>	<b>Rs. 18000.00 P.M</b>
Employee's PF 12%	Rs. 2160.00 P.M
Employee's ESI 0.75%	Rs. 135.00 P.M
<b>Cash In Hand</b>	<b>Rs. 15705.00 P.M</b>
Employer's PF 13%	Rs. 2340.00 P.M
Employer's ESI 3.25%	Rs. 585.00 P.M
<b>CTC</b>	<b>Rs. 20925.00 P.M</b>

You have been appointed to work for our client **Sony India Pvt. Ltd** and shall currently be deputed at **M/s NAVRANG AUDIO VIDEO (P) LTD**. However, please note that the deputation is temporary in nature and you can be transferred to different locations within India, as may be deemed fit by the management.

You are requested to report for duty on or before **29-Oct-20**. In case you fail to report on duty on the said date, unless otherwise conveyed by you in writing and agreed by us, the offer shall stand withdrawn.

**Note: You shall become eligible for a bonus of Rs. 1499 upon satisfactory completion of 36 days of regular working.**

For Superwell Services Pvt. Ltd



**Authorized Signatory**





**Dear Sales and Marketing Executive,**

I am delighted & excited to welcome you as a Sales and Marketing Executive At INGLU, we believe that our team is our biggest strength as we stay like a family. 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 training experience with INGLU.

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 text 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!**



## **Annexure A**

You shall be governed by the following terms and condition of service during your training in INGLU, and those may be amended from time to time.

1. You are being hired as a Sales and Marketing Executive for training. As a Sales and Marketing Executive your role will be to create real time leads for sales for products of INGLU.

2. You will get special training for the ease of work management through your designated mentor, and any problem regarding work can be shared with your mentor

3. Your duration of the training would be minimum 2 months . During this time you are expected to devote your time and efforts solely to work at INGLU. You are also required to let the leaders of your group know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.



4. You will be working remotely for the duration of the training. There will be catch ups scheduled with your leaders to discuss work progress and overall training experience at regular intervals. All the conference calls and online meetings are important and compulsory.

5. Under normal circumstances either the company may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

6. 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.

**7. 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 hard work — and expect appreciation & rewards to follow.**



**8. 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.**

**9. The terms binded under this offer leter are legal so any step which may lead to Offer Lettter breach will lead to termination of all incentives**

10. Stipend will be fixed targetted ₹ 5,000. Along with that we would be offering some Non-monetary Incentives like Certificate , LOR (if performed well) , etc. through the authorised organisation.

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 -**

**Sincerely,**

**Signature**

**Mr.Ansh**

**Name -**

**Founder & CEO (INGLU)**



# Pickrr Technologies Private Limited

**Dated: May 02, 2021**

**Dear Mr. Tushar Bhardwaj**

It's been a pleasure interacting with you and we are truly inspired to have you as part of the original team that will help build Pickrr.

We are pleased to extend an offer to join us as '**Associate- Customer Success**' and would like to formally welcome you to our team.

We believe that you would be a great addition to our team and we look forward to working with you. We are building an organization, where professionals find complete satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

We are sure that you have had opportunities to understand in detail your role and the organization. Should you need, we would be glad to provide any further clarification.

The terms and conditions of the Offer are as under:

- I. The date of commencement of your employment will be **May 04, 2021**;
- II. You will be entitled to an annual cost to Company of **INR 03.40 Lacs Fixed**. The breakdown of your Remuneration is detailed in **Annexure I** of this letter;
- III. Your employment will be subject to the terms and conditions mentioned in your employment letter which will be issued to you on your Date of Joining ("Employment Letter").
- IV. You will be on probation for a period of 3 months from the Date of Joining.
- V. In case if anytime you wish to resign from your services at Pickrr, you need to serve One -month notice.

You are requested to report at our Gurgaon office latest by **May 04, 2021**. The address and contact numbers are as follows.

**M/s Pickrr Technologies Pvt. Ltd  
Fourth Floor, 448A, Udyog Vihar, Ph-5,  
Gurgaon, Haryana, 122022**

We shall appreciate your confirmation of acceptance of the above offer latest by May 03, 2021. **Non-acceptance before the stipulated date shall make this offer redundant automatically.**

You are requested to bring along the following documents on your date of joining and hand over to the HR department. **(Photocopy only) as mention below:-**

- a) Passport size Photographs- 2 copies
- b) Self-Attested documents of your all educational and degree certificate (X, XII, Degree, PG Certificate)
- c) Permanent & Temporary address proof and telephone no.
- d) Current & Previous Employer relieving letter & experience letter
- e) Current Employer appointment letter
- f) Last 3 month of salary slip, Form 16
- g) Copy of Pan Card
- h) Copy of Aadhar Card
- i) Tax Certificate from previous employer.
- j) Canceled Cheque

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

We look forward to a long mutually beneficial and rewarding association.

Yours faithfully,

**For Pickrr Technologies Private Limited**

**Director**

**Registered Office: Third Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022**

CIN: U74140HR2015PTC057213

Email Id: [info@pickrr.com](mailto:info@pickrr.com)

Website: [www.pickrr.com](http://www.pickrr.com)



# Pickrr Technologies Private Limited

## ANNEXURE- I

**Name:** Tushar Bhardwaj

**DOJ:** May 04, 2021

**Department:** Customer Success

**Location:** Gurgaon

**Head Office-Fourth Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022**

<b>Gross</b>	<b>26,730</b>
--------------	---------------

<b>COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
	<b>Amount in</b>	
Basic Salary	13,365	160,382
HRA	6,683	80,191
Special Allowance	6,683	80,191
<b>Gross</b>	<b>26,730</b>	<b>320,764</b>
Esic Employer	-	-
PF( Employer Cont. )	1,604	19,246
Variable ( As per offer letter)	-	-
<b>CTC Total</b>	<b>28,334</b>	<b>340,010</b>

<b>Net Take Home</b>	<b>25,127</b>	Before deducting tax
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**Authorized Signatory**

**Employee  
Signature**



To,  
**Tushar Bhardwaj,**  
Noida, UP

**Subject:** Offer Letter from Get Me Rank to “TUSHAR” (**BUSINESS DEVELOPMENT EXECUTIVE**).

Dear Tushar,

Further to our discussions, we have pleasure in giving you an offer in our organization as “**BUSINESS DEVELOPMENT EXECUTIVE**”. This offer takes effect from your date of joining **15 March 2021** which shall not be later than **15 March 2021**.

We would request you to report at the following address,

**“Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301”**

Your compensation package would be as in **Annexure A**. 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.

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

**As per the company HR Policy, you are strictly not allowed to discuss about your salary with anybody other than your Team Leader or HR. 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**

Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301  
+91 (0120) 425 7477  
[www.getmerank.com](http://www.getmerank.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.

This offer is valid till **15 March 2021**, if you do not confirm the acceptance, **Get Me Rank**, 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 bring the following documents for verification / submission. 1. Original and copies of educational certificates and mark sheets.

2. Relieving letter & experience certificate from previous employer[s].

3. Salary certificate from previous employer.

4. Copy of your ID Proof (Passport / License/ Voter Id card)

5. Three passport size and one stamp size colored photograph

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance. Wish you all the best

**For Get Me Rank**

**Anupam Rajey**

Authorized Signatory Acceptance Signature

Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301

+91 (0120) 425 7477

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





## ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)

**Name:** Tushar Bhardwaj

**Designation:** Business Development Executive

**Date of joining:** 15/03/2021

**Location:** Noida

### a) Remuneration

SALARY COMPONENTS	MONTHLY	ANNUALLY
BASIC	6,900	82,800
HRA	3,750	45,000
CCA	1800	21,600
CONVEYANCE	750	9,000
SPECIAL ALLOWANCE	1800	21,600
<b>GROSS SALARY</b>	<b>15,000</b>	<b>1,80,000</b>

### b) Leave

You will be entitled to privilege, sick, earned and casual leave as applicable to your category of employees.



WINSPARK INNOVATIONS LEARNING PVT LTD.  
1108-1109, 11<sup>th</sup> floor, JMD Megapolis, Sohna Road, Gurgaon  
<http://www.planetspark.in>

## **Offer Letter**

Date: 08/04/2021

**To**

**Vikram Nasa**

Employee Code: \_ PS01775

Dear Vikram,

### **Sub: Offer Letter**

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **13<sup>th</sup> April 2021**. You will be based out of Planet Spark office at 1108-1109, 11th Floor. JMD Megapolis, Sohna Road, Gurgaon.

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

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

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

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

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

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

**Emoluments can be bifurcated as under:**

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

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

**1. Personal Particulars:**

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

**2. Probation**

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

**3. Nature of Work:**

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

**4. Training:**

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

**5. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**6. Secrecy/Confidentiality:**

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

**7. Annual Leave:**

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

**8. Termination of Service:**

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

**9. Appointment in Good Faith:**

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

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

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



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

Signature

Date



## Pickrr Technologies Private Limited

Dated: April 22, 2021

Dear Mr. Manik Kumar Nagpal

It's been a pleasure interacting with you and we are truly inspired to have you as part of the original team that will help build Pickrr.

We are pleased to extend an offer to join us as 'Business Development Manager' and would like to formally welcome you to our team.

We believe that you would be a great addition to our team and we look forward to working with you. We are building an organization, where professionals find complete satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

The terms and conditions of the Offer are as under:

- I. You will be designated as 'Business Development Manager' and will be based out of Gurugram;
- II. The date of commencement of your employment will be **May 01, 2021**;
- III. You will be entitled to an annual cost to Company of **INR 08 lacs (INR 05 Lacs Fixed and INR 03 Lac variable)**. The breakdown of your Remuneration is detailed in **Annexure I** of this letter;
- IV. Your employment will be subject to the terms and conditions mentioned in your employment letter which will be issued to you on your Date of Joining ("Employment Letter").
- V. You will be on probation for a period of 3 months from the Date of Joining.
- VI. In case if anytime you wish to resign from your services at Pickrr, you need to serve One -month notice.

You are requested to report at our Gurgaon office latest by **May 01, 2021**. The address and contact numbers are as follows.

**M/s Pickrr Technologies Pvt. Ltd**  
**Fourth Floor, 448A, Udyog Vihar, Ph-5,**  
**Gurgaon, Haryana, 122022**

We shall appreciate your confirmation of acceptance of the above offer latest by April 24, 2021. **Non-acceptance before the stipulated date shall make this offer redundant automatically.**

You are requested to bring along the following documents on your date of joining and hand over to the HR department. **(Photocopy only) as mention below:-**

- a) Passport size Photographs- 2 copies
- b) Self-Attested documents of your all educational and degree certificate (X, XII, Degree, PG Certificate)
- c) Permanent & Temporary address proof and telephone no.
- d) Current & Previous Employer relieving letter & experience letter
- e) Current Employer appointment letter
- f) Last 3 month of salary slip, Form 16
- g) Copy of Pan Card
- h) Copy of Aadhar Card
- i) Tax Certificate from previous employer.
- j) Canceled Cheque

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

We look forward to a long mutually beneficial and rewarding association.

Yours faithfully,

For Pickrr Technologies Private Limited

**RHITIMAN** Digitally signed by  
RHITIMAN MAJUMDER  
**MAJUMDER** Date: 2021.04.22  
18:47:15 +05'30'

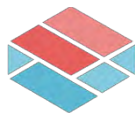
Director

Registered Office: Third Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022

CIN: U74140HR2015PTC057213

Email Id: [info@pickrr.com](mailto:info@pickrr.com)

Website: [www.pickrr.com](http://www.pickrr.com)



# Pickrr Technologies Private Limited

Dated: April 22, 2021

Dear Mr. Adhyayan Karki

It's been a pleasure interacting with you and we are truly inspired to have you as part of the original team that will help build Pickrr.

We are pleased to extend an offer to join us as '**Business Development Manager**' and would like to formally welcome you to our team.

We believe that you would be a great addition to our team and we look forward to working with you. We are building an organization, where professionals find complete satisfaction of a challenging job and an interesting work environment. We welcome your contributions in this regard as well.

The terms and conditions of the Offer are as under:

- I. You will be designated as '**Business Development Manager**' and will be based out of Gurugram;
- II. The date of commencement of your employment will be **May 01, 2021**;
- III. You will be entitled to an annual cost to Company of **INR 08 lacs (INR 05 Lacs Fixed and INR 03 Lac variable)**. The breakdown of your Remuneration is detailed in **Annexure I** of this letter;
- IV. Your employment will be subject to the terms and conditions mentioned in your employment letter which will be issued to you on your Date of Joining ("Employment Letter").
- V. You will be on probation for a period of 3 months from the Date of Joining.
- VI. In case if anytime you wish to resign from your services at Pickrr, you need to serve One -month notice.

You are requested to report at our Gurgaon office latest by **May 01, 2021**. The address and contact numbers are as follows.

**M/s Pickrr Technologies Pvt. Ltd**  
**Fourth Floor, 448A, Udyog Vihar, Ph-5,**  
**Gurgaon, Haryana, 122022**

We shall appreciate your confirmation of acceptance of the above offer latest by April 24, 2021. **Non-acceptance before the stipulated date shall make this offer redundant automatically.**

You are requested to bring along the following documents on your date of joining and hand over to the HR department. **(Photocopy only) as mention below:-**

- a) Passport size Photographs- 2 copies
- b) Self-Attested documents of your all educational and degree certificate (X, XII, Degree, PG Certificate)
- c) Permanent & Temporary address proof and telephone no.
- d) Current & Previous Employer relieving letter & experience letter
- e) Current Employer appointment letter
- f) Last 3 month of salary slip, Form 16
- g) Copy of Pan Card
- h) Copy of Aadhar Card
- i) Tax Certificate from previous employer.
- j) Canceled Cheque

Kindly return the duplicate copy of this offer letter, signed as a token of your acceptance.

We look forward to a long mutually beneficial and rewarding association.

Yours faithfully,

**For Pickrr Technologies Private Limited**

RHITIMAN  
MAJUMDER

Digitally signed by  
RHITIMAN MAJUMDER  
Date: 2021.04.22  
18:57:44 +05'30'

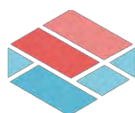
**Director**

**Registered Office: Third Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022**

CIN: U74140HR2015PTC057213

Email Id: info@pickrr.com

Website: [www.pickrr.com](http://www.pickrr.com)



# Pickrr Technologies Private Limited

## ANNEXURE-I

**Name:** Adhyayan Karki

**DOJ:** May 01, 2021

**Department:** Sales

**Location:** Gurgaon

**Head Office-Fourth Floor, 448A, Udyog Vihar, Ph-5, Gurgaon, Haryana, 122022**

<b>Gross</b>	<b>39,867</b>
--------------	---------------

<b>COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
	<b>Amount in</b>	
Basic Salary	19,933	239,200
HRA	9,967	119,600
Special Allowance	9,967	119,600
<b>Gross</b>	<b>39,867</b>	<b>478,400</b>
Esic Employer	-	-
PF( Employer Cont. )	1,800	21,600
Variable (As per offer letter)	-	300,000
<b>CTC Total</b>	<b>41,667</b>	<b>800,000</b>

<b>Net Take Home</b>	<b>38,067</b>	Before deducting tax
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Digitally signed by  
RHITIMAN MAJUMDER  
Date: 2021.04.22  
18:58:02 +05'30'  
**Authorized Signatory**

**Employee Signature**





Jasmeet Bajaj &lt;jasmeet.bajaj@jagannath.org&gt;

## ACCEPTANCE LETTER

**DIRECT ADMISSION GROUP** <info@thedirectadm.com>  
To: DIRECT ADMISSION GROUP <info@thedirectadm.com>  
Cc: jasmeet.bajaj@jagannath.org

Thu, Apr 29, 2021 at 9:27 PM

Greetings from the Direct Admission Group!

This email is sent as the official **letter of acceptance** to the candidates who have been successfully been selected to work in the "Direct Admission Group".

Congratulations on your selection in the Direct Admission Group!

Training with respect to your role as "Senior Business Associate" will start from the following dates at 10:00 am for the below-mentioned candidates:

- 1- **Navneet Kumar Himanshu- 03/05/21**
- 2- **Shubhankar Mohapatra- 03/05/21**
- 3- **Apurva Jain- 01/06/21**
- 4- **Shaurya Chauhan- 01/06/21**

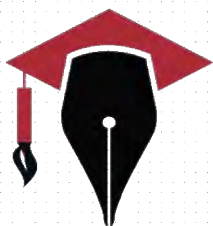
First 8 working days, you will be put on training for a better understanding of our services and products. This period of employment is subject to no payment, wage, or salary.

You will be given an offer letter once you complete your training period.

All the best.

Best regards  
Sanjam Kaur  
Senior Manager  
Direct Admission Group  
8882922455

--



दोन्ट अवेलेन्डोन्ट

### DIRECT ADMISSION GROUP

India | Dubai | Bahrain | Europe

**Toll-Free :** 1800-3000-2688

**Website:** [www.directadmissiononline.com](http://www.directadmissiononline.com)

**Email:** [info@thedirectadm.com](mailto:info@thedirectadm.com)



Date: 15<sup>th</sup> Jun 2021

Name: Govind Vohra

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

India

Subject: Clearance of Preliminary selection stage for Wipro

Dear: Govind Vohra

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For Wipro HR Services India Pvt. Ltd.,



Authorized Signatory

## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

Date: 15<sup>th</sup> Jun 2021

Name: Aman Jain

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

India

Subject: Clearance of Preliminary selection stage for Wipro

Dear: Aman Jain

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For Wipro HR Services India Pvt. Ltd.,



Authorized Signatory

## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

Date: 15<sup>th</sup> Jun 2021

Name: **Vimanyu Rajvedi**

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

India

Subject: Clearance of Preliminary selection stage for **Wipro**

Dear: **Vimanyu Rajvedi**

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For **Wipro HR Services India Pvt. Ltd.**,



**Authorized Signatory**

## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

Date: 15<sup>th</sup> Jun 2021

Name: **Bhavya Pahuja**

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

India

Subject: Clearance of Preliminary selection stage for **Wipro**

Dear: Bhavya Pahuja

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For **Wipro HR Services India Pvt. Ltd.**,



**Authorized Signatory**



## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

Date: 15<sup>th</sup> Jun 2021

Name: Riddhi Khemka

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

India

Subject: Clearance of Preliminary selection stage for Wipro

Dear: Riddhi Khemka

This Letter is to notify that you have cleared preliminary selection assessments stage for the position of **IND Customer Service Representative** in our organization. Please note that your selection for the aforesaid role would be subject to fulfillment of the following terms & conditions:

1. Completion of Training and Assessment - You would be required to go through a Skill Building Program (hereinafter referred to as 'Training') for which, you must enroll within 7 days of receipt of this letter, failing which, this Letter shall expire. The Training would be for a period of **3-4** week and include multiple assessments followed by a final written assessment.
2. Background Verification - The offer for employment shall also be subject to verification of your credentials, testimonials, educational qualifications and other particulars mentioned by you in your application at the time of your enrollment for the Training. Wipro HR Services India Private Limited, either through itself or any third party duly authorized by it, may carry out your background verification process.
3. Educational Qualifications - Your completing graduation degree in 2021 and your submitting documents in proof of such completion to the satisfaction of Wipro HR Services India Pvt. Ltd.

Upon your successful completion of the above mentioned terms and conditions Wipro HR Services India Pvt. Ltd., at its sole discretion, may proceed to make an offer of employment in respect of the referred position. If selected, your total cost to company would be approximately **Rs. 3,08,000/-**. Please note that the total cost to company is non-negotiable and may be subject to change at the sole discretion of the company. You are required to keep this information as confidential and not to share it with any third party without Wipro HR Services India Pvt. Ltd.'s prior written consent.

This Letter should not be deemed to be an offer of employment or any promise or commitment of offer of employment by Wipro HR Services India Pvt. Ltd.

Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

For Wipro HR Services India Pvt. Ltd.,



Authorized Signatory

## Acceptance and Disclaimer

I \_\_\_\_\_ have read and understood the above terms and conditions and the same are acceptable to me. I agree to undergo the Training at my free will and agree to indemnify Wipro HR Services India Pvt. Ltd. and its directors, employees, officials, agents and any third party appointed by it, against any claims, damages, loss (including loss of opportunity), costs (including attorney's fee) that may be incurred by me in connection with this communication

**Signatures:**

**Address:**

**Date:**

# SHAKTI

CIN: U74899DL1989PTC035355

SHAKTI ORTHOPAEDIC INDUSTRIES (P) LTD.  
5, Kaushalya Park, Hauz Khas, New Delhi 110016  
T : +91-11-26536300 / 26536400 / 26568689  
F : +91-11-26568798

Date : 31<sup>st</sup> of May, 2021.

**Udit Sharma**

Marketing Executive  
Shakti Orthopaedic Industries Pvt. Ltd.  
Building No. 5, Kaushalya Park,  
Hauz Khas, New Delhi, 110017.

Dear Udit Sharma,

We are pleased to offer you the position of Marketing Executive at Shakti Orthopaedic Industries Pvt. Ltd. We feel confident that you will contribute your skills and experience to the growth of our organisation.

As per the discussion, your starting date will be on 1<sup>st</sup> of June, 2021. Your starting salary would be 24,000 INR.

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board!

Thanks & Regards,  
Purushottam Sharma  
Managing Director  
Shakti Orthopaedic Industries Pvt. Ltd.

For SHAKTI ORTHOPAEDIC  
INDUSTRIES (P) LTD.

*Purushottam Sharma*  
Director



Factory : Shed No. 78, Type-D, HSIDC, Udyog Vihar, Phase -VI, Gurgaon (INDIA)  
Regd. off.: D-309, Sarvodya Enclave, New Delhi 110017 (INDIA)



3 July 2021

**Vibhor Kataria**

**Subject: Offer Letter Industrial Training**

Dear **Vibhor**,

In reference to your application we would like to congratulate you on being selected for Industrial Training with **Shoperty Consultants Pvt. Ltd.** based at Gurugram. Your training is scheduled to start effective **15 July 2021** for a period of 6 months.

All of us at Shoperty are excited that you will be joining our team!

As such, your job profile will include gaining in depth knowledge of Real Estate Market & Products and will be required to sell Real Estate Products under guidance and mentorship of experienced professionals.

During your training you will be entitled to get a monthly stipend of Rs. 15,000/- along with performance incentives.

On successful completion of training with exemplary performance you will get an opportunity to get associated with us as a full time employee with a salary package of 4L.P.A.

We will look forward to working with you.

Yours sincerely,

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

**Signatory**  
**Human Resource**



3 July 2021

**Rishel Puri**

**Subject: Offer Letter Industrial Training**

Dear Rishel ,

In reference to your application we would like to congratulate you on being selected for Industrial Training with **Shoperty Consultants Pvt. Ltd.** based at Gurugram. Your training is scheduled to start effective **15 July 2021** for a period of 6 months.

All of us at Shoperty are excited that you will be joining our team!

As such, your job profile will include gaining in depth knowledge of Real Estate Market & Products and will be required to sell Real Estate Products under guidance and mentorship of experienced professionals.

During your training you will be entitled to get a monthly stipend of Rs. 15,000/- along with performance incentives.

On successful completion of training with exemplary performance you will get an opportunity to get associated with us as a full time employee with a salary package of 4 L.P.A.

We will look forward to working with you.

Yours sincerely,

**Signatory**  
**Human Resource**



## Offer Letter

Name: Jatin Chhabra

Date: Monday, July 12, 2021

Dear Mr. **Jatin Chhabra**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, July 20, 2021**. Your work location would be **Gurgaon / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### **6. Department, Designation & Reporting Manager:**

Department:	Business Development (51000000)
Designation:	Business Development Trainee - Sales
Reporting Manager:	Aishvary . (TNL201611035)
Role Location:	Gurgaon / Bangalore
Sales Circle Location:	Gurgaon
BDT Training Location	Byjus - Bangalore

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep



confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. 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. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment.

Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

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



9<sup>th</sup> August 2021

To

Banshdeep Singh

Malviya Nagar, M9A TF,

New Delhi-110017

Ph No: - 8368823127

EMAIL ID: banshdeep1999@gmail.com

**Subject: Offer for Employment- (Assistant Sales Manager)**

**Dear Banshdeep**

Apropos Our discussions and your final Interview held on **9 th August 2021** at Our office New Delhi- India.

We are delighted to offer you position of **Assistant Sales Manager** in our organization.

We hereby offer a **CTC of 2,64,000/= Per Annum (22,000 INR, as monthly fixed)**. Plus, sales incentive, which is communicated at the time of joining.

As per Company Policy for the applicable grade in aforesaid designation would include your – Fixed, compensation as Basic Salary, HRA & Other allowances, you are also entitled for health insurance as per the HR policy.

You are required to Report to **Ms Sayma Naz – Asst General Manager - Sales** on or before 16<sup>th</sup> August 2021 at 10 .30 Hrs to our New Delhi Office- FF-45, Omaxe Square, Jasola District Centre, New Delhi-110025. Along with all your credentials (Education certificates, Id proofs, PAN card,).

Please Note this offer is valid till 16th Aug 2021, Formal letter of Appointment will be given at the time of Joining

All the best



**Director & Authorized Signatory –Medikart HealthCare Systems (P) Ltd**

---

Corp. & Regd. Office: **Medikart HealthCare Systems Pvt. Ltd.**

FF-45, Omaxe Square, Jasola District Centre, Behind Apollo Hospital, New Delhi-110025

Phone: +91-11-46601398 | E-mail: info@medikart.co.in | Website: www.medikart.co, www.medikart.co.in

CIN No.: U51909DL2013PTC262006 | GSTIN No.: 07AAICM9747P1ZH



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206601014/Delhi**  
**Date: 22/03/2021**

**Ms. Sameeksha Chopra**  
Flat Number 14, Nehru Nagar Market,  
Nehru Nagar,  
New Delhi-110065,  
Delhi.  
Tel# 91-8800305794

Dear Sameeksha Chopra,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

TCS Confidential  
TCSL/DT20206601014

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2351 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

1



**BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly

~~TCS Confidential~~

December 13, 2021

**Ms. Sameeksha Chopra**  
New Delhi

Dear Sameeksha Chopra,

This is to inform you of your compensation structure revision effective **December 01, 2021**.

Your revised Annual Compensation for the year 2021-22 is **Rs. 7,09,618/-**.

The details of your compensation and related benefits are enclosed in the Annexure to this letter. Kindly note that the above details are specific to India and may be subject to change of long term deputation on international assignments, if any.

I look forward to your continued commitment and a fulfilling career with TCS in the years to come.

Warm regards and best wishes,



Milind Lakkad  
Chief Human Resources Officer

8:09

19%



to me



Infosys

Move forward  
Take the world with you

CAMPUS RECRUITMENT PROGRAM



Dear Sameeksha Chopra,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

Copyright © 2021 Infosys Limited



7:29

73%



Campus HR Team 5 Mar

to me



March 5, 2021

Dear SAMEEKSHA CHOPRA ,  
Resume Number - 20739221

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be

 Deloitte\_Offer

DocuSign Envelope ID: A840D650-CCA8-4C0D-8B96-959277F001E6

**Deloitte.****Deloitte Consulting India Private Limited**Building No.5, Tower 1, Block C1, 77  
Degree Town Centre,  
Survey No.123, 132/2, 133/2, 133/3  
and 136/1,  
Amani Bellandur Khane Village,  
Varthur Hobli,  
Bengaluru Rural, Karnataka - 560037Tel: +91 080 6755 5000/ +91 080  
6755 4000  
www.deloitte.com

08/23/2021

**Ms. Muskan Chhonker**

Flat 15, Harmony Apartments, Sector 4, Pocket 1, Dda Flats, Dwarka, New Delhi - 110075

New Delhi - 110075

**Subject: Offer of Employment****Dear Muskan Chhonker:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 27, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **September 27, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India  
GST Reg No: 29AABCD0476H1Z0 CIN: U72900TG2000PTC039976

DocuSign Envelope ID: A840D650-CCA8-4C0D-8B96-959277F001E6



Mobile view



Edit





# Infosys Campus Recruitment

## Program: Congratulations!



You have a job offer Inbox



Infosys Freshers R... 6:34 PM



to me v



Dear Muskan Chhonker,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@Infosys.com](mailto:Talent.Acquisition@Infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys



## Letter of Intent

22<sup>nd</sup> May'2021

**Keshav Gupta**

Jagannath International Management School, Vasant Kunj(JIMS), New Delhi  
New Delhi

Dear Keshav Gupta

We congratulate you on being selected for our "Graduate Trainee - WILP" program.

This is a customized scholarship and working program that will enable you to obtain an M.Tech degree from Birla Institute of Technology and Science (BITS), Pilani.

On joining, you will be enrolled in our Preparatory program conducted by our Corporate University to prepare you for work in real-time projects. On successful completion of this program, you will be enrolled in the BITS Work Integrated Learning Program (WILP).

During the four-year academic program, you will be entitled to remuneration as detailed below.

Period	Scholarship (INR Per Month)	ESIC (Company Contribution) (INR per month)	Total Remuneration (INR per month)
The first year of Work Integrated Learning Program (WILP)	19000/-	618	19,618/- *
Second-year of WILP	21000/-	683	21,683/-*
Total Cost to Company (INR Per Annum)			
Third-year of WILP		Rs.3,25,000*	
Fourth-year of WILP		Rs.3,82,000*	

*\*You will be responsible for payment of all statutory contributions, taxes, dues, and levies as applicable under different Acts, including the ESIC Act.*

You will be required to sign a service agreement for 60 months from the date of joining. Your date of joining will be intimated later. You will receive a formal letter of scholarship/appointment with all the terms and conditions at the time of joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com).

Truly yours,

For Hexaware Technologies Limited

*Monica Mathur*

Monica Mathur  
Vice President-Asia Pacific Recruitment

Accepted

Candidate Signature and Date

Keshav Gupta



### HEXAWARE TECHNOLOGIES LTD.

Regd. Office: Bldg No. 15 Z, Millennium Business Park, Sector -18, 'A' Block, TTC Industrial Area, Malhapor,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72100MH1992PLC069662 URL: www.hexaware.com



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207201433/Trivandrum**  
**Date: 17/03/2021**

Mr. Keshav Gupta

40 C, Jia Sarai, Near lit Hauz Khas,  
Hdfc Atm,  
New Delhi-110016,  
Delhi.  
Tel# 91-9873601528

Dear Keshav Gupta,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.


This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**Wipro** Campus Update\_LOI Inbox ☆

 **Campus HR Team** 5 Mar  
to me ↵ ⋮

March 5, 2021

Dear **KESHAV GUPTA** ,  
Resume Number - 20739912

Based on our discussion with you, we would like to inform you of our **intent** to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to

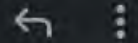
# Infosys Campus Recruitment Program: Congratulations! You have a job offer



Inbox



Infosys Freshers Recruit... Yesterday  
to me



Dear Tushar Malhotra,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.  
**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

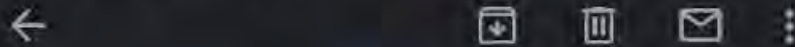
You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

22:56 ✓ ✓ [App Icons] 59%



# Acceptance of TCS Offer Letter

Inbox



TCS Recruitment - Entry L... 22 Mar

to me

**Dear TUSHAR MALHOTRA,**

Thank you for accepting our offer of employment.

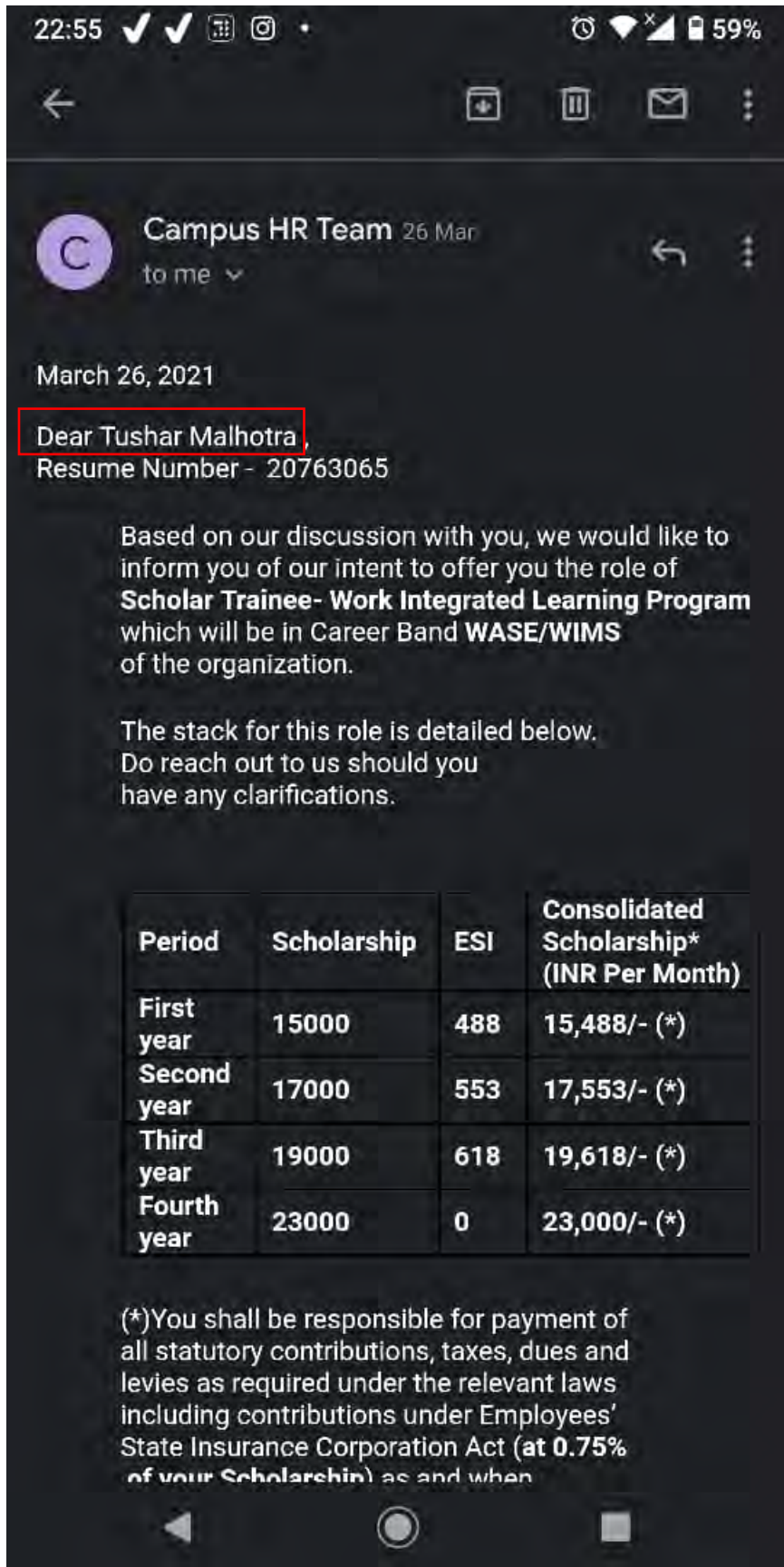
We look forward to having you on-board Team TCS

For any query, please contact 1800-209-3111 (toll free)  
/ilpsupport@tcs.com

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you





Company Name:  
Wipro Ltd

22:55 ✓ ✓ [Icons] 59%

[Navigation icons]

Campus HR Team 26 Mar  
to me

March 26, 2021

Dear Tushar Malhotra  
Resume Number - 20763065

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when


9:20 PM

2.7KB/s      15% 



**Infosys** Campus Recruitment  
Program: Congratulations! You  
have a job offer  Inbox



**Infosys Freshers Recru...** 9:12 PM  
to me 



Dear Tanya Kukreja,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [TalentAcquisition@infosys.com](mailto:TalentAcquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family.

Best regards,

Talent Acquisition  
Infosys

[top@infosys.com](mailto:top@infosys.com) | Bangalore, India





Company  
Name:  
Wipro Ltd

Dear tanya kukreja

Resume Number - 20742559

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.



Letter of Intent

22<sup>nd</sup> May 2021

Neeraj Rai

Jagannath International Management School, Vasant Kunj(JIMS), New Delhi  
NEW DELHI

Dear Neeraj Rai

We congratulate you on being selected for our "Graduate Trainee - WILP" program.

This is a customized scholarship and working program that will enable you to obtain an M.Tech degree from Birla Institute of Technology and Science (BITS), Pilani.

On joining, you will be enrolled in our Preparatory program conducted by our Corporate University to prepare you for work in real-time projects. On successful completion of this program, you will be enrolled in the BITS Work Integrated Learning Program (WILP).

During the four-year academic program, you will be entitled to remuneration as detailed below.

Period	Scholarship (INR Per Month)	ESIC (Company Contributions) (INR per month)	Total Remuneration (INR per month)
The first year of Work Integrated Learning Program (WILP)	19000/-	618	19,618/- *
Second-year of WILP	21000/-	683	21,683/-*
Total Cost to Company (INR Per Annum)			
Third-year of WILP	Rs.3,25,000*		
Fourth-year of WILP	Rs.3,82,000*		

*\*You will be responsible for payment of all statutory contributions, taxes, dues, and levies as applicable under different Acts, including the ESIC Act.*

You will be required to sign a service agreement for 60 months from the date of joining. Your date of joining will be intimated later. You will receive a formal letter of scholarship/appointment with all the terms and conditions at the time of joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com).

Truly yours,

For Hexaware Technologies Limited	Accepted
<i>Monica Mathur</i>	Candidate Signature and Date
Monica Mathur Vice President-Asia Pacific Recruitment	Neeraj Rai



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, Block, TTC Industrial Area, Mehape, New Mumbai, 400710, Tel : +91 22 6791 8585, Fax : +91 22 6793 9500  
(CIN) : L72903MH1982PL0008602 URL: [www.hexaware.com](http://www.hexaware.com)

14:52

2.20 MB/S Vo LTE B 69



# Infosys Campus Recruitment Program: Congratulations!

You have a job offer Inbox



Infosys Freshers... Yesterday  
to me ▾



Dear Neeraj Rai,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition

Infosys

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**Deloitte.**

Deloitte Consulting India Private Limited | March 30<sup>th</sup> 2021



## **Congratulations!** Letter of Intent to Hire

Dear Candidate,

On behalf of **Deloitte** Consulting India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

**As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (April 1, 2021) of receipt of this mail, after which period this offer shall lapse automatically.**

1:50



# Infosys Campus Recruitment

## Program: Congratulations!



You have a job offer Inbox



Infosys Freshers... Yesterday  
to me ▾



Dear Narmi Kapoor,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family.

Best regards,

Talent Acquisition  
Infosys

[Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com)

13:45

📶 🔋 🔒 📶 🔋 84



**Infosys** Campus Recruitment Program: Congratulations!  
You have a job offer Inbox



Infosys Freshers... Yesterday  
to me ▾



Dear Bansu Sharma,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

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 **Campus HR Team** 5 Mar  
to me

March 5, 2021

Dear Debaditya Mandal ,  
Resume Number - 20741809

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)



March 26, 2021

Dear Sanjana Kumar,  
Resume Number - 20757008

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.


The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited**,  
 Sunil Kalachar

This message was sent to [kumar.sanjana1999@gmail.com](mailto:kumar.sanjana1999@gmail.com). If you don't want to receive these emails from this company in the future, please go to: <https://wipro.icims.com/icims2/?r=37EA20757008&contactId=4912527>





Sushmita Jaipurkar &lt;sushmita.jaipurkar@jagannath.org&gt;

**Fwd: Offer Letter / Paarth / App Designer**

2 messages

paarth <paarthbajaj14y@gmail.com>  
To: Sushmita Jaipurkar <sushmita.jaipurkar@jagannath.org>

Tue, Mar 30, 2021 at 10:40 AM

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

From: **Supriya Kaul** <supriya.kaul@decimal.co.in>  
Date: Fri, Mar 26, 2021 at 8:47 AM  
Subject: Offer Letter / Paarth / App Designer  
To: <paarthbajaj14y@gmail.com>

**Dear Paarth,**

Thank you so much for spending time with us regarding your Educational journey, and giving us an opportunity to understand your Educational Background.

All of us, loved interacting with you and are excited to make you an offer for the role of **Graduate Trainee**, and look forward to your joining us on 13th April 2021 Before we welcome you formally, we would like to ask you to send us the soft copies of the following documents, which are called "Pre-joining Documents" as part of the onboarding process:

- A. One passport sized photograph – to be used for sharing your introduction to the organization
- B. Copy of the Pan Card & Adhaar Card (Both sides)
- C. Marksheets of Highest Qualification
- D. Bank Details: Copy of Cancelled Cheque (Bank Name, IFSC Code, Account number should be clearly visible)

In addition, on your date of joining, you would be required to complete the joining forms, and upload your data on our internal shared service portal. You will need other documents (detailed in the Offer letter attached here), which you should collate before joining to enable smooth onboarding.

Please note, our performance management cycle in our organization is from April to March, thus all the new members of the tribe who join us post October 1<sup>st</sup>, will fall due for their review in the next cycle.

Please send us an acceptance of the offer, along with confirmation on the joining date & the pre-joining documents in the response to this email.

Do let me know if you have any questions.

Excited to see you on 13th / April / 2021

Regards,  
Supriya kaul  
HR Intern



Mob : 8826588099 | Web : [www.decimaltech.com](http://www.decimaltech.com)

8th Floor, D- Tower, Pioneer Urban Park, [Golf Course Ext Road, Gurugram, 122018](#)




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 Letter of offer\_paarth.pdf  
141K

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**Sushmita Jaipuria** <sushmita.jaipuria@jagannath.org>

Tue, Mar 30, 2021 at 11:28 AM

To: MEENAKSHI Narula <hodbca.vk@jagannath.org>, Sonali Sharma <sonali.sharma@jagannath.org>

Dear Madam

I would like to inform that one of our final year student from BCA VI(M) got selected with Graduate Trainee at "DECIMALS TECH" find the HR mail in trailing mail also the offer letter.

Now, he need permission to join the company from 13th April.

Also, company wants a confirmation from college that he can join the office from 13th April.(as per verbal discussion.).Kindly, suggest.

**Thanks & Regards**

**Sushmita Jaipuria**  
**Manager - Corporate Affairs & Placements**  
**Jagannath International Management School**  
**OCF , Pkt-9 , Sec B**  
**Vasant Kunj, New Delhi-70**  
**Mob # 9999911284**  
**Land line 011-40619300/327**

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[Quoted text hidden]

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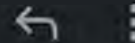
 Letter of offer\_paarth.pdf  
141K

Offer Letter / Paarth / App  
Designer/Decimal Technologies ☆

➤ Inbox



Supriya Kaul 9 Apr  
to me, Shweta ▾



Dear Paarth ,

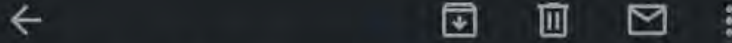
Thank you so much for spending time with us regarding your Educational journey, and giving us an opportunity to understand your Educational Background.

All of us, loved interacting with you and are excited to make you an offer for the role of **Graduate Trainee**, and look forward to your joining us on 13th / April / 2021 Before we welcome you formally, we would like to ask you to send us the soft copies of the following documents, which are called "Pre-joining Documents" as part of the onboarding process:

- A. One passport sized photograph – to be used for sharing your introduction to the organization
- B. Copy of the Pan Card & Adhaar Card (Both sides)

1:40

VoLTE LTE1 85%



have a job offer INBOX



**Infosys Freshers Recr...** Yesterday  
to me



Dear Paarth Bajaj,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

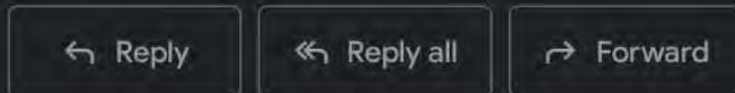
You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

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WhatsApp | Infosys Campus Recruitment Program | Gmail

mail.google.com/mail/u/0/#inbox/7MfegowLsrVb0xWGWjLWVqYqQ23Wf

Search mail

Compose

Inbox 4,877

Starred

Snoozed

Important

Sent

Drafts 13

Categories

Personal

Unwanted

More

Meet

New meeting

Join a meeting

Hangouts

subhash +


suraj Kumar

Infosys Campus Recruitment Program: Congratulations! You have a job offer

Infosys Freshers Recruitment - Talent.Acquisition@infosys.com

To me

Thu, May 6, 6:04 PM (14 hours ago)



Dear Subhash Kumar,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations!** You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com)

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family.

Best regards,  
Talent Acquisition  
Infosys

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19:01

Vo LTE 4G 62



# Infosys Campus Recruitment Program: Congratulations!

You have a job offer Inbox



Infosys Freshers Rec... 18:33  
to abhisheksharmaas5368... ▾



Dear Abhishek Sharma,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [TalentAcquisition@infosys.com](mailto:TalentAcquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys

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13:41

0.27 KB/S



# Infosys Campus Recruitment Program: Congratulations!

You have a job offer



Inbox



Infosys Freshers... Yesterday  
to me



Dear Chirag Taneja,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com)

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition

Infosys

10:35



# Infosys Campus Recruitment Program: Congratulations! You have a job offer

Inbox



Infosys Freshers Recr... 8:37 PM  
to me



Dear Aman Bhardwaj,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys



13:45

93% 4G LTE



# Infosys Campus Recruitment Program: Congratulations!



You have a job offer Inbox



Infosys Freshers... Yesterday  
to me



Dear Sarthak Rana,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [TalentAcquisition@infosys.com](mailto:TalentAcquisition@infosys.com)

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family.

Best regards,

Talent Acquisition

Infosys

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13:01

VoLTE1 VoLTE2 19%



Joining @ BT Inbox



lakshay.sabharwal@... 2 days ago



to

Dear Candidate,

Congratulations we have initiated your joining process.

Kindly reply by saying "Yes" as your joining confirmation so that we can initiate your background verification.

Your joining date is 2<sup>nd</sup> August'21(

Sincerely,

Lakshay Sabharwal

Professional, Campus – Talent Acquisition

Tel In Number: 01244427008|Mob: +91-9417317937





Letter of Intent

15 June 2021

**Shubham Tiwari**

Jagannath International Management School, Vasant Kunj(JIMS), New Delhi  
New Delhi

Dear Shubham Tiwari

We congratulate you on being selected for our "Graduate Trainee - WILP" program.

This is a customized scholarship and working program that will enable you to obtain an M.Tech degree from Birla Institute of Technology and Science (BITS), Pilani.

On joining, you will be enrolled in our Preparatory program conducted by our Corporate University to prepare you for work in real-time projects. On successful completion of this program, you will be enrolled in the BITS Work Integrated Learning Program (WILP).

During the four-year academic program, you will be entitled to remuneration as detailed below.

Period	Scholarship (INR Per Month)	ESIC (Company Contribution) (INR per month)	Total Remuneration (INR per month)
The first year of Work Integrated Learning Program (WILP)	19000/-	618	19,618/- *
Second-year of WILP	21000/-	683	21,683/-*
Total Cost to Company (INR Per Annum)			
Third-year of WILP	Rs. 3,25,000*		
Fourth-year of WILP	Rs. 3,82,000*		

*\*You will be responsible for payment of all statutory contributions, taxes, dues, and levies as applicable under different Acts, including the ESIC Act.*

You will be required to sign a service agreement for 60 months from the date of joining. Your date of joining will be intimated later. You will receive a formal letter of scholarship/appointment with all the terms and conditions at the time of joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com).

Truly yours,

For Hexaware Technologies Limited

*Monica Mathur*

Monica Mathur  
Vice President-Asia Pacific Recruitment

Accepted

Candidate Signature and Date

Shubham Tiwari



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: 4th Flr, 152, Millennium Business Park, Sector - 46, Block E, TTC Industrial Area, MIDC, Navi Mumbai, 400710. Tel: +91 22 6791 8595 Fax: +91 22 6791 4000  
(CIN) : L72900MH1992PL009562 URL: [www.hexaware.com](http://www.hexaware.com)



**Congratulations!**  
Letter of Intent to Hire

Dear Candidate,

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

**As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (April 1, 2021) of receipt of this mail, after which period this offer shall lapse automatically.**

A detailed offer letter describing the terms of your employment and related contingencies will follow **post your acceptance of this letter of intent.**

During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timings, at designated work space and location as may be decided by the Company.

Everyone you have interviewed with joins me in welcoming you. We at Deloitte are looking forward to you joining us. If you wish to gain any further clarity, please feel free to contact us.

**Please note that Aadhaar card with complete date of birth (dd/mm/yyyy format) is required for creating UAN number for PF account. In case you do not have the Aadhaar in the correct format, request you to please update it on priority (refer attached document FAQ on E-Aadhaar for further guidance to obtain the same from the UIDAI portal). This is a very crucial part of offer release.**

[Click here to write to us](#) in case you may have any queries. Thank you!

Regards,  
Campus Recruitment team

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Dear Nidhi Pant ,  
Resume Number - 20760684

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited**,



**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to [nidhipant2001@gmail.com](mailto:nidhipant2001@gmail.com). If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=9BC620760684&contactId=4293645>

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**Deloitte Consulting India Private Limited**

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Degree Town Centre,  
Survey No.123, 132/2, 133/2, 133/3  
and 136/1,  
Amani Bellandur Khane Village,  
Varthur Hobli,  
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080  
6755 4000  
www.deloitte.com

08/27/2021

**Mr. Manoj Singh Adhikari**

**D-36, Shyam Vihar, Phase I, Road No-6, Street No-15,  
Dindarpur, Najafgarh,  
New Delhi - 110043**

**Subject: Offer of Employment**

**Dear Manoj Singh Adhikari:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 27, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **September 27, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

March 5, 2021

Dear MANOJ ADHIKARI ,  
Resume Number - 20762254

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
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Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

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Yours sincerely,  
For **Wipro Limited**,



**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to [manoj Singhadhikari6@gmail.com](mailto:manoj Singhadhikari6@gmail.com).  
If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=19CA20762254&contactId=4293645>

**Infosys** Limited | Virtual  
Onboarding Survey Inbox



**Infosys Limited** 28 Jun  
to me ▾



Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side.

Kindly [click here](#) to update your details at the earliest.

Please note, it is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

We look forward to welcoming you at Infosys.

Regards,



Dear Jagmohan Upreti,

Guru Gobind Singh Indraprastha University  
H. no.- 234, Street No.- 7 B-Block Uttrakhand  
Enclave, Burari Delhi- 110084

Seasonal Greetings from Hexaware Technologies Ltd!

Congratulations! We are happy to inform you through this mail the provisional confirmation of your selection for the role of "Graduate Trainee" under the **Work Integrated Learning Program (WILP)** with Hexaware Technologies. Please note you will be part of a fully sponsored M Tech program from a prestigious university associated with us.

**You will be entitled for the below remuneration: -**

- Stipend of INR 19000\* for the 1<sup>st</sup> year, INR 21000\* for the 2<sup>nd</sup> year and you will be absorbed as a full-time employee in the 3<sup>rd</sup> year with competitive compensation subject to terms and conditions applicable as per company policy.
- You have to sign a service agreement with Hexaware for a period of 60 months from the date of joining.

**\* Graduate Trainees will be responsible for payment of all statutory contributions, taxes, dues and levies as applicable under different Acts, including the ESIC Act**

Please treat this as a confirmation of the selection, subject to the you strictly meeting the requisite **Eligibility criteria** mentioned during registration for **Hexaware Technologies – WILP Virtual Campus recruitment process**.

Further details will be shared in a Letter of Intent subsequently after the document's verification.

Regards

Team – Campus Recruitment

March 5, 2021

Dear Jagmohan Upreti,  
Resume Number - 20752146

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

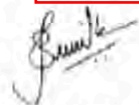
Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
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Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited,**



**Sunil Kalachar**  
General Manager – Talent Acquisition

Dear Ayush Satyam,

133a/9, Kishangarh Village, Vasant Kunj, New Delhi

Seasonal Greetings from Hexaware Technologies Ltd!

Congratulations! We are happy to inform you through this mail the provisional confirmation of your selection for the role of "Graduate Trainee" under the **Work Integrated Learning Program (WILP)** with Hexaware Technologies. Please note you will be part of a fully sponsored M Tech program from a prestigious university associated with us.

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- Stipend of INR 19000\* for the 1<sup>st</sup> year, INR 21000\* for the 2<sup>nd</sup> year and you will be absorbed as a full-time employee in the 3<sup>rd</sup> year with competitive compensation subject to terms and conditions applicable as per company policy.
- You have to sign a service agreement with Hexaware for a period of 60 months from the date of joining.

**\* Graduate Trainees will be responsible for payment of all statutory contributions, taxes, dues and levies as applicable under different Acts, including the ESIC Act**

Please treat this as a confirmation of the selection, subject to the you strictly meeting the requisite **Eligibility criteria** mentioned during registration for **Hexaware Technologies WILP Virtual Campus recruitment process**.

Further details will be shared in a Letter of Intent subsequently after the document's verification.

Regards

Team – Campus Recruitment

March 26, 2021

Dear Ayush Satyam,  
Resume Number - 20739703

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited,**



**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to [ayushsatyam30@gmail.com](mailto:ayushsatyam30@gmail.com). If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=B1B220739703&contactId=4919527>



**Deloitte Consulting India Private Limited**

Building No.5, Tower 1, Block C1, 77 Degree Town Centre, Survey No.123, 132/2, 133/2, 133/3 and 136/1, Amani Bellandur Khane Village, Varthur Hobli, Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080 6755 4000  
www.deloitte.com

08/27/2021

**Mr. Anshul Rai**

H No. 1010, Amar Bagh, Behind Prem Deep Hotel  
Indra Colony, Ramnagar Road,  
Delhi - 110022

**Subject: Offer of Employment**

**Dear Anshul Rai:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 27, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **September 27, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.



FellaFeeds Private Limited

Digital Feedbacks & Analytics

To

February 26, 2020

Harshit Suneja

H-7/12, Ground Floor H-block

Malviya Nagar, New Delhi 110017

## INTERNSHIP OFFER LETTER

This is to appreciate your perseverance and high level of engagement during the internship. After a thorough evaluation of your performance, we are pleased to offer you a full-time **UI/UX and Graphic Designing** role at FellaFeeds Private Limited from **1st March 2021**. Your salary will be **INR 30,000** per month.

As already mentioned during the internship, upon acceptance of this letter, you will be under an NDA (non-disclosure agreement). The terms and conditions of your employment and your job responsibilities will continue to remain the same.

Based on your performance during this period, we look forward to offering you a raise in salary 1st July 2021 onwards.

We thank you for the contribution made to our process and hope that you will perform with equal enthusiasm in future.

All the best!

Best Regards

For FellaFeeds Pvt. Ltd.

*Bilochi*  
Director

Ravi Shankar Bilochi  
FellaFeeds - Founder & CEO



Office Address: 9th Floor, SAS Tower, Medicity, Sector 38, Gurgaon, Haryana - 122001

Email: [team@fellafeeds.com](mailto:team@fellafeeds.com) | Mobile: +91 99904 06244

Visit us on [www.fellafeeds.com](http://www.fellafeeds.com)



<https://SaleAssist.ai>

## Offer Letter

Date – 09 Mar 2021

**Name : Aryan Jain**

aryanjain9953@gmail.com

+91 9643499731

We are delighted to offer you an **Intern position** with title as **Software Engineer**, with **SaleAssist Innov8 Pvt. Ltd.** from **15<sup>th</sup> Mar 2021** onwards.

For initial 3 months, you would be working as intern and your stipend would be **Rs 10000 per month** and post 3 month, basis your performance, we would like to offer you a permanent Job offer. If you receive Job offer, you would additionally be also receiving annual bonus at the completion of 1 year and your 3 months internship will be included in this 1 year tenure.

We are looking forward to your joining us. Our top priority is to onboard individuals, like you, who can use their technical knowledge and creativity to add value to SaleAssist and its clients. We are sure that you would find life with SaleAssist to be motivating and challenging.

Kindly return a copy of this letter duly counter signed by you, by **12<sup>th</sup> March**, in acceptance of the terms and conditions set out herein. Please refer to the Annexure "A" of this letter for details on the Terms of internship, which shall apply to your internship & subsequently to your job offer. By signing a copy of this letter, you agree to abide by these terms and any other published terms in effect from time to time throughout the period of your internship / employment.

**Best Regards,**

**Deep Malik**

**Authorized Signatory**

99103 65559

Connect@SaleAssist.ai

SALEASSIST INNOV8  
PRIVATE LIMITED

I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the Company as detailed below.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

#### Annexure 'A' – Terms of Internship / Employment

We are detailing below some of the significant terms of employment and employment policies that will apply to you at SaleAssist Innov8 Pvt. Ltd. Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreement, whether written or oral, between you and SaleAssist as to the subject matter covered by this offer letter. During the terms of your internship / employment with the Company, you will subject to all rules and regulations in accordance with Company policies as applicable, enforced, amended or altered from time to time.

**A. Retrials:** You would retire at the age of 60 Years in accordance with the Company's

Retirement Policy. On your retirement, you would be entitled to PF as government policy.

For Gratuity, company will pay Rs.2,50,000/- after completion minimum 5 years of employment with SaleAssist Innov8 Pvt. Ltd.

#### **B. Other Benefits:**

**Relocation Benefit:** This clause is only applicable to you if your package includes a component on relocation. SaleAssist agrees to pay for packing and moving your household goods as well as expense reimbursement for flights associated with your relocation to your home office, up to a maximum amount as stated in your offer letter.



**Notice Period:**

1. There will be initial 3 months internship period and you would be given offer letter after 3 months of consistent performance
2. In the event an employee requests for adjustment of his/her un-availed privilege leave against the stipulated notice period then the Company may in its discretion agree to do so.
3. The notice period will be 45 days. In the event you do not provide the required period of notice, before voluntarily terminating your employment, SaleAssist solely reserves the right to forfeit your salary as per the requisite notice period duration. In addition, SaleAssist will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense Reimbursement, as may be legally permissible.
4. You acknowledge that if you fail to provide the minimum notice of 45 days as stated above, SaleAssist is bound to suffer substantial damages caused due to improper transition of work, delay in completion of work, hiring and training of your replacement as per client's requirements. Therefore, considering the gravity of damages that could be suffered by the Company, the company reserves its right to assess and recover such damages from you as it deems fit.
5. In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to SaleAssist's business and reputation, undertaking fraudulent acts, obtaining a criminal conviction).

**Company Property and Confidentiality:** Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence. During your employment with SaleAssist, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside or within SaleAssist any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to SaleAssist or any of our existing or prospective clients. Upon joining, you will be required to sign the standard SaleAssist Nondisclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your employment.

**Intellectual Property:** All the property rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely.

**Code of Ethics:** It is imperative for you to go through and fully comprehend SaleAssist's Code of Ethics and abide by it. This shall require you to read the Code of Ethics and signifying your acceptance in writing or electronically or both.

**Disclosure Agreement:** 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/es or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment.

**Insider Trading:** Please note that during the period of your employment with SaleAssist and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with India Security Laws, including but not limited to not sharing of non-public information about SaleAssist or any of its Clients or affiliates that may trigger Insider trading violations, with anybody, including spouse and family.

**Absconding Clause:** If you absent yourself without approved leave or remain absent beyond a period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the employment without giving notice unless you return to work within three days of the commencement of such absence, and Give an explanation to the Company regarding such absence.

**Leave:** You will be entitled to leave, holidays, and other service benefits as per the rules of the Company as amended from time to time.

Every Month Leave Accumulation	1.5 days/month
Public Holidays	10

**Travel:** You may be required to travel on Company work and you will be provided expenses as per the Company policy.

**Place of Work:** You may, during your employment with the Company, be considered for employment or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers, which may be for short duration or of a long term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such transfer is requested by the Company, you will be required to report for duty at new place of work from the effective date communicated to you in this regards.

**Work Days, Timings , Shifts:** You would be expected to work for 5 days in a week. However due to demanding client requirements, there could be weekend work as well but you would be given prior notice for that. We would be working average of 9 hours / day. Please note that may SaleAssist may not require you to work in shifts

**Employment Restrictions:** Your employment with SaleAssist is conditional upon you're not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity or being a partner in a partnership firm or a Director on the Board of Any Company or having any other affiliation that will detract from your full time employment with SaleAssist.

**Background Check:** This clause is applicable to you during your probation also. Your appointment is subject to the verification of your credentials, testimonials and other particular mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate

or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

List of documents (Which ever applicable )...

1. Pervious Company's experience & reliving letter
2. Salary slips 2 months
3. Degree
4. Aadhar Card
5. Pan Card
6. Address Proof

Best Regards

v



Deep Malik

Authorized Signatory

I hereby accept and agree to this employment. I agree to abide by the policies, rules, and regulations of the company.

Signature

Name

Date



## Infosys Campus Recruitment Program: Congratulations! You have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: abhishekkarn1025@gmail.com <abhishekkarn1025@gmail.com>

Thu, May 6, 2021 at 18:32



Dear Abhishek Abhishek,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition

Infosys

March 5, 2021

Dear Abhishek Karn ,  
Resume Number - 20739561

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited,**



**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to [abhishekkarn1025@gmail.com](mailto:abhishekkarn1025@gmail.com). If you don't want to receive these emails from this company in the future, please go to:  
<https://wipro.icims.com/icims2/?r=B3F820739561&>

March 26, 2021

Dear Tushar Sharma ,  
Resume Number - 20765679

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
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Fourth year	23000	0	23,000/- (*)

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Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited,**



**Sunil Kalachar**  
General Manager – Talent Acquisition

## WILP | LOI Status Update

Candidate  
Name:  
Sahil Jha

Dear Candidate,

Greetings from Wipro!


We hope you are safe amidst the prevailing COVID-19 pandemic in the country.

Please note that we have released the Letter of Intent offered to you under WILP program. To know your interest in being a part of Wipro, request you to accept the same **at the earliest**.

Your response is valuable to us.

Regards,

Global Campus Hiring Team  
Wipro Limited

cid:image036.png@01D4D277.97D1FE90



March 5, 2021

Dear HIMANSHU GOSWAMI ,  
Resume Number - 20739646

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
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Fourth year	23000	0	23,000/- (*)

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Yours sincerely,  
For **Wipro Limited,**



**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to [himanshugoswami.128@gmail.com](mailto:himanshugoswami.128@gmail.com). If you don't want to receive these emails from this company in the future, please go to:

# Infosys Campus Recruitment Program: Congratulations! You have a job offer

Inbox



Infosys Freshers Recruitme... 21:11

to me ▾



Dear Tanmeet Kaur,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition

Infosys

11:42

Vo) 4G LTE1 47 Vo) LTE2 71%



## Wipro Campus Update\_LOI Inbox



Campus HR Team 7 days ago

to me ▾



June 21, 2021

Dear Tanmeet Kaur ,  
Resume Number - 20740125

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
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Wipro Campus Update\_LOI - m... x +

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Start a new chat

Wipro Campus Update\_LOI > Inbox x

Campus HR Team <wipro+email+1g5oy-a881e73f6@talent.icims.com> Unsubscribe  
to me +

June 25, 2021

Dear MANAN MURARKA  
Resume Number - 20740400

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
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(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Infosys

## CAMPUS RECRUITMENT PROGRAM

Move forward.  
Take the world with you.



Dear Ayush Katoch,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition  
Infosys



# VectoScalar Technologies Private Limited

## OFFER LETTER

Thursday, December 24, 2020

**Amit**

House No 469, Gali No- D34, Molarband,  
Extn Badarpur New Delhi 110044

Dear **Amit**,

We are pleased to offer you the position of **Software Engineer** with **6 months** on job training with us. We are excited about the talent you will bring to our VectoScalar Family and look forward to your many contributions.

Your annual CTC package will be **Rs. 4.50 Lakhs** (Rupees Four lakhs Fifty Thousand). You shall be paid **Rs. 15,000** as stipend in your training tenure (six months).

You shall join us on **January 04, 2021**.

Your appointment is contingent to completion of reference check formalities through our third party vendor and the supporting documents for the same will be collected on the date of joining.

In addition, you would also be entitled to benefits like Medical Insurance Coverage(for self, spouse, two children & your parents) as per company policy.

We are very interested in having you join VectoScalar Technologies. We look forward to hearing of your acceptance of our offer.

You need to submit copies of the following documents at the time of joining:

1. Updated CV and 2 passport size Photographs
2. Pan, Aadhaar and Passport Copy
3. 10th, 12th, Graduation and any other Degree passing certificates and mark sheets
4. Relieving Letter and Salary Slip of last month from previous employers
5. Address Proofs (Current & Permanent both).

For VectoScalar Technologies Pvt Ltd

Dwadashi Jain  
HR Head Executive

I have read and fully understood this Agreement and its annexures accept them fully and agree to be legally bound by them. I have had a reasonable opportunity to seek advice about this Agreement, and have not relied on the advice of the Company about the effect of this Agreement and its annexures.

Name & Signature

Date & Place

**Annexure A**  
**SALARY BREAKUP**

<u>JOB SALARY COMPONENT (IN INR)</u>	
Basic Salary	INR 1,92,000
House Rent Allowance	INR 96,000
Telephone/Internet Reimbursement	INR 12,000
Transportation & Medical Reimbursement	INR 40,000
Other Allowances	INR 10,800
Medical Insurance	INR 6,000
Provident Fund - Employee Contribution	INR 21,600
Provident Fund - Employer Contribution	INR 21,600
Performance Incentive (annual variable component)	INR 50,000
<b>COST TO COMPANY</b>	<b>INR 4,50,000</b>

**Note:**

- Provident Fund is optional, but the decision to opt out of the scheme should be taken at the start of your career. In case, you have been a member of EPFO once, then you are not allowed to opt out of the scheme.
- Both Employee and Employer Contribution of PF Component is part of your CTC.
- Medical Insurance Premium may vary depending upon Cover Amount and respectively shall be adjusted with your Other Allowances Component of your CTC
- Company has full discretion to change Salary Breakup at any time considering company rules & govt taxation rules.
- Retention Bonus, if applicable, shall be paid out every six months, payable in accordance with the Company's standard payroll schedule.

---

I have read and fully understood this Agreement and its annexures accept them fully and agree to be legally bound by them. I have had a reasonable opportunity to seek advice about this Agreement, and have not relied on the advice of the Company about the effect of this Agreement and its annexures.

Name & Signature

Date & Place

---

---

10:12

Vo LTE 4G 95



# We are excited to have YOU!



Inbox



**Infosys** LPCampus Jul 21

to me



Dear Rishabh Jain

We are very happy to have you join our organization and hope you are also equally excited to start your professional journey and be a part of the **Infosys** family. We know you're going to be a valuable asset to our company and we can't wait to see your journey unfold at **Infosys**.

We encourage you to make the most of your time here. Your training experience be one of a kind and it will be what you make it, and your opportunities will only be limited by the limits you place on yourself. Get involved, to participate in and to take part in the array of opportunities and initiatives hosted at the Global Education Center.

We look forward to you being the change agent in making this training experience a class apart. we are all ears to your fresh ideas and perspectives, Feel free to share them with us without any hesitations.

If you have any questions, feel free to email us on [Trainee\\_helpdesk@infosys.com](mailto:Trainee_helpdesk@infosys.com) or Call us on

**080 33554639 option 3. Timing: 8.30 AM IST to 5.30 PM IST Monday to Friday.**

Congratulations once again ! We are thrilled to you have you join our family. Hope you are looking forward to your first day as much as we are!





**CONFIDENTIAL**

1<sup>st</sup> November, 2021

Mr. Abhinav Mehta,  
Gurgaon

**Dear Abhinav,**

**Subject:** Offer Letter for Employment with Decimal Technologies Private Limited (“the Company”)

Further to your interviews and discussions with us, we are pleased to offer you the position of “**Graduate Trainee**” with the Company.

Your date of joining as a full time employee shall be on or before **8<sup>th</sup> November 2021** on the following terms and conditions.

**I. PLACE OF WORK:**

Your principal place of work shall be Decimal Technologies Private Limited, **Gurgaon**, but you may have to travel some other locations for official work as and when required by the company.

**II. COMPENSATION:**

<b>Component</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	10,502.00	1,26,024.00
House Rent Allowance (HRA)	5,251.00	63,012.00
Children Education Allowance	200.00	2,400.00
Children Hostel Allowance	600.00	7,200.00
Books And Periodicals Reimbursement	1,000.00	12,000.00
Mobile and Internet Reimbursement	1,000.00	12,000.00
Attire Allowance	-	-
Fuel Allowance	-	-
LTC	-	-
Sudexo	-	-
CCA	2,451.00	29,412.00
PF Contribution (Employer Portion)	1,950.00	23,400.00
LWF (Employer Portion)	50.00	600.00
Gratuity	504.00	6,048.00
<b>Total Fixed Compensation (A)</b>	<b>23,508.00</b>	<b>2,82,096.00</b>

The aforesaid compensation shall be subject to the usual tax deductions.  
Additionally,



1. You will also be covered under Group Medical Insurance Cover of Rs.3 lacs and accidental insurance cover of Rs. 5 lacs.

Your salary is payable monthly on the first week of each calendar month by direct bank transfer to your personal bank account, less statutory deductions and personal commitments. However, if the last day of the month falls on a weekend then your salary shall be paid on the earliest next working day.

Your salary will be reviewed annually. In any salary review, the current market rates, and your performance as assessed at your annual appraisal will be taken into account. To qualify for the annual salary review an employee must have been employed with the Company for more than 6 months and should be a confirmed employee at the time of review, otherwise the employee will be considered in next cycle of increments. Salary increases will be pro-rated for employees with less than twelve months service at the time of any review.

### III. CONDITIONS PRECEDENT:

The offer of employment contained in this letter is conditional upon:

- (a) The Company taking up satisfactory references with two of your former employers – your last one and one other.
- (b) You're furnishing us a "relieving certificate" from your former employer.
- (c) Providing us a salary certificate and Form 16 specifying the income tax amount deducted
- (d) You're providing us with a proof of your qualifications.
- (e) You're providing us with 2 identity proofs.

Please confirm your acceptance of this offer of employment by signing the duplicate copy of this letter. If we do not receive the signed letter or in electronic form confirming your acceptance of this offer within seven days from the date of this letter, this offer would stand withdrawn.

Further, on the date of joining you shall be required to execute a definitive contract of employment with the Company. Your employment with the Company shall be governed by the said contract of employment.

We shall be very pleased to welcome you to Decimal and hope that you will have a successful and rewarding career with Decimal. I look forward to meet you in due course.

Yours sincerely

Adarsh Srivastava  
Decimal Technologies Private Limited



**ACCEPTANCE**

I \_\_\_\_\_ accept the offer of employment contained in this letter. I would like to start my employment with Decimal Technologies Private Limited.

On: .....

Signed:..... Date:.....

1:58



< Inbox

3 Messages



Nishchitha N

09/06/21

To: dhruvsansanwal19@... & 2 more >

## Offer Letter - Dhruv/GET/Decimal Technologies

Dear Dhruv

We are glad to inform you that you are selected for the position-**Graduate Trainee** and your joining date would be **10th June 2021**.

Before we welcome you formally, we would like to send us the soft copies of the following documents, which are called "**Pre-joining Documents**" as part of the onboarding process:

- A. One passport sized photograph – to be used for sharing your introduction to the organization





## CONTRACT OF EMPLOYMENT

In accordance with the laws of India, we hereby set out your terms of employment with Decimal Technologies Private limited, Gurgaon hereinafter referred to as the "Company". This contract together with your offer letter (if any) and the stipulated provisions of the Company staff handbook constitute your contract of employment. Should the contents of these documents conflict, the terms of this contract shall prevail.

**1. Name of Employee:** **Mr. Dhruv Chawla**  
**No.601, Lavender Tower, Omex Green Valley, Faridabad,**  
**Haryana- 121010**

**2. Commencement:**

Your employment with the Company for the purposes of continuous employment is effective from "17<sup>th</sup> June'2021". No previous employment counts towards your employment for the purposes of continuous employment.



October 23, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Hritik Baisoya,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **4. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **5. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **6. Regulations of Academic study:**

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.



- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.  
  
Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## **8. OBLIGATION AND RESPONSIBILITIES:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## **9. CONFIDENTIALITY:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

## 13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

## 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### 17. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I [Hritik Baisoya](#), confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept  Decline

**Signature Hritik Baisoya 23/10/2021 1:44 PM**

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro  
Limited**

**T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur  
Road

**E** :info@wipro.com

Bengaluru  
560 035

**W** :wipro.com

India

**C** :L32102KA1945PLC020800

22442092



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206627563/Delhi**  
**Date: 21/07/2021**

**Ms. Nisha Chand**

Village- Barkidandi Nanakmatta Udham Singh Nagar,  
Nagla,  
Udham Singh Nagar-262311,  
Uttarakhand.  
Tel# -9319206952

Dear Nisha Chand,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

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TCSL/DT20206627563



## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### **1. House Rent Allowance (HRA)**

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year

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Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: [www.tcs.com](http://www.tcs.com)

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **3. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **5. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **6. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **7. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **8. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **9. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **10. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **11. Terms and Conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.



## **12. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **13. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## **14. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## **15. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **16. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## **17. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

## 18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



### **23. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xperience Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Nisha Chand</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Jagannath International Management School, New Delhi</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



6:45



X Offer Letter.pdf



HRD/2T/1002277509/21-22

November 2, 2021

Mr. Gunit Narang  
Wz-1468,  
Rani Bagh,  
Delhi-110034  
India

Ph: +91-8929729269

Dear Gunit,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.11.02 10:20:13  
Reason: Digital Signature  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*



HRD/1002277509/21-22

November 2, 2021

Mr. Gunit Narang  
Wz-1468,  
Rani Bagh,  
Delhi-110034  
India

Ph: +91-8929729269

Dear Gunit,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

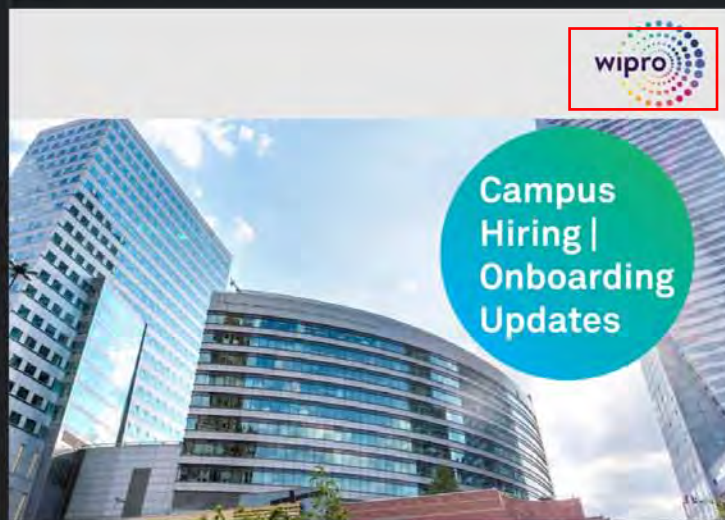
Commencement date of employment with us will be **25 Nov 2021**

12:35

53



to me



Welcome to Wipro | Virtual Onboarding Day – 10th November 2021

Dear Ketan Ghillodia

Resume Number - 20756457,

Greetings from Wipro!

We hope you and your loved ones are staying safe and well.

We are pleased to inform you that your joining in Wipro is scheduled on 15th November 2021.

In order for a successful joining in Wipro, we would like to onboard you virtually on 10th November 2021 for completion of your joining formalities as per the information mentioned below.

Please click on the below mentioned link for joining the onboarding virtually from your laptop/desktop. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding - <https://wiproon.webex.com/join/alek.kashy>

Virtual Onboarding Date	Time	Contact Person
10th November 2021	9:00:00 AM	Arun John Afen

\*Kindly note



24<sup>th</sup> December 2020

**Subject: Offer letter for the position of Social Media Marketing Manager at WISE**

**Dear Wajiha Haider,**

We are excited to make your working tenure at the WISE App full-time as a Social Media Marketing Manager. We feel that your skills and experience will be valuable assets to our team and this letter finds you mutually excited about your continuance with us.

Your joining date will be 1<sup>st</sup> February 2021 and your CTC will be 4.2L. You will be entitled to a further review of your compensation as per the company practice. This will be linked to your performance and will be the discretion of the management. Other terms and conditions as per company policy will be applicable from time to time.

You will be handling all our social media platforms, run and plan the campaigns, help us with projects, being in touch with the users and marketing the online teaching services.

WISE App's team welcomes you and looks for a long term association with all its employees and expects the same from you.

Thank you.

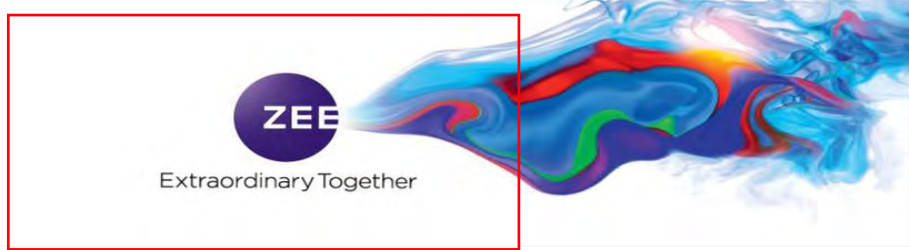
Sincerely,

Mubeen Masudi  
Director  
WISE

**WISE LEAP TECHNOLOGIES PVT. LTD.**

602, 6TH FLOOR E ISHPATIKA APARTMENT, DWARKA SECTOR 4,

SOUTH DELHI, DELHI – 110055  
[info@wiseapp.live](mailto:info@wiseapp.live)



May 31, 2021

Ms. Iraa Paul

### Career Offer

Dear Iraa,

We are pleased to offer you an appointment as per details given below:

- a) You will be designated as **Trainee Sub Editor**
- b) You will be posted at **Noida**
- c) You will be entitled to a compensation [REDACTED] per annum.

This offer remains valid on compliance of the following conditions which are in accordance with organizational processes:

1. Medical fitness being critical to an individual's contribution to business, the onus of submitting a medical fitness report from a recognized medical practitioner rests with you at the time of joining.
2. In line with corporate governance & ethics of business, you shall agree to have necessary credential & reference verification administered on your educational/professional background.
3. You will declare that you do not have any relative(s) working in any Essel Group Company. Relatives are defined as any blood relation, cousins, in-laws, spouse etc.
4. You declare within seven days of receipt of this Offer Letter that you do not have any legal case pending against you in India or abroad, however in case there is any legal case is going on against you, the Company reserves the right to withdraw this offer at its discretion.
5. You declare that you are not a director / partner in any firm. In case you are a director or partner in any company/firm, the Company reserves the right to withdraw this offer at its discretion.
6. Submission of certificates/ proof of qualification and date of birth.
7. Submission of passport size photographs (5).
8. Submission of relieving letter/ certificate from the previous employer.
9. Submission of proof of last salary drawn.
10. Submission of dependent photographs (1/member).
11. Photo ID of self – Aadhaar and Passport/Driving License/Voter ID.
12. We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.
13. Notwithstanding anything contained hereinabove, it is to be noted that this Offer is being made to you subject to and contingent upon successful completion of all background and reference checks along with the required supporting documentation. In case the background and reference checks are not found satisfactory by the Company, the Company shall be authorized to withdraw this Offer at its sole discretion with due intimation to you.

We expect you to join as early as possible, but not later than **June 01, 2021** failing which our offer will stand automatically cancelled. A detailed letter of appointment together with the break-up of CTC will be given to you after you join the organization. Please return the duplicate of this letter duly signed by you in confirmation of receipt and your acceptance.

Yours sincerely,

for Zee Media Corporation Ltd.

**Ruchira Srivastava**

**HEAD - HUMAN RESOURCES**



**Zee Media Corporation Limited**  
(Formerly Zee News Limited)

FC-19, Sector-16A, Film City, Noida - 201301, UP, India.  
P: +91-120-2511064-73 | F: +91-120-2515240

Regd. Office: Marathon Futurex, 14th Floor, A Wing, N M Joshi Marg, Lower Parel, Mumbai - 400013, India  
P: +91-22-7105 5001 | F: +91-22-2300 2017 | www.zeenews.com | CIN: L92100MH1999PLC121506

An **Essel Group Enterprise**

# WUBBA LUBBA DUB DUB

Wubba Lubba Dub Dub Pvt. Ltd.  
61, Krishna Rajendra Rd, Gandhi Bazaar, Baso-  
vanagudi, Bengaluru, Karnataka-560004

Ph: +91 9060066666

Mail: connect@widd.in

Date : 29th April 2021

## Increment Letter

Dear Oindrila,

Following the review of your performance for Appraisal Cycle 2021, we are pleased to inform you that your revised annual CTC would be **INR. 240,000 (Rupees Two lakh forty thousand)**, effective 1st April 2021. In recognition of your excellent performance we have corrected your designation to **Digital Property Associate**.

All other terms and conditions of your contract of employment remain unchanged.

We would like to take this opportunity to thank you for your hard work and efforts. Wubba Lubba Dub Dub is on an exciting journey and you are going to be a pivotal part of the growth story. We wish that you will continue to work closely with us and take things to the next level!

All the best!

Yours sincerely,

Authorized Signatory  
Wubba Lubba Dub Dub Pvt Ltd

Please Note:

- The compensation package must be kept confidential at all times.
- Applicable taxes would be borne by the employee.
- This letter serves as final and the copy of the same is being sent to the payroll department for further proceedings.



To

**Harshita Singhal,**

Noida, UP

**Subject:** Offer Letter from Get Me Rank to “**Harshita**” (**Business Development Executive**).

Dear Harshita,

Further to our discussions, we have pleasure in giving you an offer in our organization as “**Business Development Executive**”. This offer takes effect from your date of joining **17 March 2021** which shall not be later than **17 March 2021**.

**Currently we are working from home so you will be reporting online. As soon as office started we request you to report at the following address,**

**“Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301”**

Your compensation package would be as in **Annexure A**. 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.

You would be posted at the above address. However as and when required, your service will be transferable to any of the offices in India or abroad.

**As per the company HR Policy, you are strictly not allowed to discuss about your salary with anybody other than your Team Leader or HR. 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**

Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301

+91 (0120) 425 7477

[www.getmerank.com](http://www.getmerank.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.

This offer is valid till **17 March 2021**, if you do not confirm the acceptance, **Get Me Rank**, 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 bring the following documents for verification / submission. 1. Original and copies of educational certificates and mark sheets.

2. Relieving letter & experience certificate from previous employer[s].

3. Salary certificate from previous employer.

4. Copy of your ID Proof (Passport / License/ Voter Id card)

5. Three passport size and one stamp size colored photograph

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance. Wish you all the best

**For Get Me Rank**

**Anupam Rajey**

.....

Authorized Signatory Acceptance Signature

Get Me Rank, 405, H-28, Fourth Floor, ARV Park, H Block, Opp. Canon India Office Sector 63, Noida, Uttar Pradesh-201301  
+91 (0120) 425 7477  
[www.getmerank.com](http://www.getmerank.com)





**ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits)**

**Name: Harshita Singhal**

**Designation: Business Development Executive**

**Date of joining: 17/03/2021**

**Location: Noida**

**a) Remuneration**

<b>SALARY COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUALLY</b>
BASIC	6,900	82,800
HRA	3,750	45,000
CCA	1800	21,600
CONVEYANCE	750	9,000
SPECIAL ALLOWANCE	1800	21,600
<b>GROSS SALARY</b>	<b>15,000</b>	<b>1,80,000</b>

**b) Leave**

You will be entitled to privilege, sick, earned and casual leave as applicable to your category of employees.

.....

# INBLOX NETWORK PRIVATE LIMITED

(formerly known as Twysk Technologies Private Limited)  
Corp. Office :903, 9<sup>th</sup> Floor, DLF City Court, Sikanderpur,  
Gurugram – 122002, Haryana  
CIN: U72900DL2015PTC281983

Date: 1<sup>st</sup> October, 2020

To:

Mr Rishabh Lohia

Sec-1 House no 138, vill. Choma  
Palam Vihar, near shiv murti,  
Gurugram, haryana-122017

## Offer Letter

Dear Mr Rishabh,

With reference to your candidature for a suitable career opportunity at Inblox and our subsequent discussions on the same, we take pleasure in offering you the position of "Cinematographer" on the following terms and conditions:

- Ø You will initially be located at Gurgaon Office, India.
- Ø You shall be reporting to Mr Abhimanyu Kashyap and Anand Vijay
- Ø Submission of Documents as per attached sheet.

The annual cost to Company (CTC) applicable to you shall be Rs 6,00,000 (Rupees Six Lakh Only) The compensation sheet with detailed breakup has been enclosed as Annexure-1.

You will be on probation for a period for **6 months** from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job within Probation period. You shall be eligible for Variable pay/performance bonus (optional) only after successful completion of your Probation period.

As mutually agreed your Date of Joining (DOJ) would be on or before "**04<sup>th</sup> October 2020**". In the event of you not being able to join on or before the DOJ as mentioned, please intimate in writing, failing which this offer will be deemed void.

By accepting this offer, you provide consent to conduct the necessary reference and background checks. You are hereby informed that you shall not use this offer letter for negotiations with your Current Employer. Your services may even be terminated (even after your joining), if you are found to have utilized this offer letter for negotiations.

This is only an offer for the job and not an appointment. A formal and detailed Letter of appointment will be issued to you on the date of joining.

We look forward to a mutually beneficial relationship and eagerly waiting you to Welcome you at "Inblox"

# INBLOX NETWORK PRIVATE LIMITED

(formerly known as Twysk Technologies Private Limited)  
Corp. Office :903, 9<sup>th</sup> Floor, DLF City Court, Sikanderpur,  
Gurugram – 122002, Haryana  
CIN: U72900DL2015PTC281983

Kindly sign the attached copy of this letter and the Annexure as an acknowledgement of your acceptance and have it send to us within a week of Offer Letter release date.

Yours's Sincerely,

For Inblox Network Pvt. Ltd.



Authorised Signatory

For Inblox Network Pvt Ltd  
Talent Acquisition Deptt.

I have read the information and accept the offer.



Signed.

Date of Joining:

Date:

7<sup>th</sup> October 2020

# INBLOX NETWORK PRIVATE LIMITED

(formerly known as Twysk Technologies Private Limited)  
Corp. Office : 903, 9<sup>th</sup> Floor, DLF City Court, Sikanderpur,  
Gurugram – 122002, Haryana  
CIN: U72900DL2015PTC281983

## Annexure-1

### Salary Structure for FY 2020-2021

NAME : Rishabh Lohia

DESIGNATION : Cinematographer

GROSS CTC PA : 6,00,000 PA

Salary Structure	Per Month	Per Annum
	INR	INR
Basic	25,000	3,00,000
HRA	10,000	1,20,000
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
Special Allowance	12,150	1,45,800
<b>TOTAL</b>	<b>50,000</b>	<b>6,00,000</b>

(Figures have been rounded off for the sake of understanding & calculation. This is neither a salary slip and is also not a negotiable instrument. This will come into effect at the time of joining to company).

# **INBLOX NETWORK PRIVATE LIMITED**

(formerly known as Twysk Technologies Private Limited)  
Corp. Office :903, 9<sup>th</sup> Floor, DLF City Court, Sikanderpur,  
Gurugram – 122002, Haryana  
CIN: U72900DL2015PTC281983

## **Checklist of Documents/Information to be furnished on the Date of Joining:**

1. Self-attested photocopies of all Degrees, Certificates in support of the Educational/ Professional qualifications declared by you, starting from Class X (SSC).
2. Birth-date Proof – self-attested photocopy of Birth Certificate or PAN card or Driving License or Passport or Voter ID or School Leaving certificate.
3. Identity Proof – self-attested photocopy of PAN Card, Election Card or DL or Passport Copy
4. Photocopy of Income Tax PAN or acknowledgement receipt of PAN Application.
5. Relieving Letter / Resignation Acceptance letter from the Previous employer.
6. Pay-slip for last two months.
7. A cancelled cheque.
8. 2 or 3 Passport sized Colored Photographs.
9. Medical fitness certificate
10. Resume
11. Acknowledgement Copy of offer letter, Appointment Letter
12. Signed copy of NDA & Employee Code of Conduct
13. Employee Profile Sheet.

Compensation or variable pay or Bonus is personal and a confidential matter. We therefore urge you not to share the contents of your compensation with anyone within or outside the Company. If done, it would be treated as violation of Ethical Values of the Company.

**You are requested to carry the Originals for the documents also for verifications. All the above documents needs to be self attested, except for Photo.**

Dear Ms Shreya Bhati,

We would be interested in availing of your professional services w.e.f. June 1st, 2021.

You will be designated as Producer and assigned to the Multimedia Department.

Please note that the service is contingent to a three month probation in which period your services can be terminated without notice or assigning a reason.

Your engagement with the company will be guided by the MOU mutually agreed upon.

Please get the following documents (original and photocopy) with you:

1. Pan card
2. Adhaar Card
3. Proof of residence
4. Date of Birth Certificate and Educational qualification from Class XII onwards
5. Experience Certificates from previous companies if any
6. Last salary Proof
7. References
8. Cancelled Cheque
9. One photograph

Kindly intimate your acceptance of the offer.

With best regards and warm wishes

Mahesh Bhakuni

Head -HR ,ANI,

ANI Building,

Plot No.15, Sector-9,

R.K.Puram,

New Delhi - 110022.

## Blue Frog Pvt Ltd. - Welcome on board | Graphic Designer >

**Human Resources** <hr@bluefrogs.in>

to harshitapant7777, me, Avey, Ayon →

Hi Harshita,

Congratulations! We are delighted to offer you the position of 'Graphic Designer' for Blue Frogs Pvt. Ltd. for 2,40,000 P.A CTC i.e INR 20,000 per month.

### Your KPIs:

- Digital Creatives
- Print Collaterals

Your date of joining will be 1st February, 2021. Your probation period would be 3 months. During the probation the termination will be in the hands of the employer with a 1-day notice.

### Office Timings - 10:00 am - 7:00 pm

Kindly bring the following documents along with you -

- Aadhar card
- Relieving letter / Experience letter
- Last 3 months salary slips or bank statement reflecting your salary
- Pan card
- Resignation letter/ mail
- Passport size photograph

Welcome to the team! Looking forward to working with you

Please revert to this mail with your confirmation within the next three working days.

Thank you,



Warm Regards,

Vrinda Sehgal

HR Department

7303488080 | [hr@bluefrogs.in](mailto:hr@bluefrogs.in)





**To, ISHAAN ROHILLA**

Date: 04 Jan 2021

**Subject: Offer of Employment**

Welcome to the family!

On behalf of Shri Sai Laminates & Hardware, we are pleased to offer you the role of **Jr. Category Manager** with us. The Cost to Company offered to you is **Rs.6,50,000** (Six Lakh Fifty Thousand) per annum which is detailed in **Annexure I** below.

You will be working with us in our office at Greater Noida and your date of joining will be **6<sup>th</sup> Jan 2021**. However, this is subject to change anytime in the future basis business imperatives.

We would appreciate your acceptance of this offer by sending us an email confirmation within two working days (48 hours) post which, the offer shall lapse automatically.

We hope that you find your employment with Shri Sai Laminates enjoyable and professionally rewarding. We assure you of our continued support for your professional development and growth.

Sincerely,

**Naveen Rohilla**

Founder & Owner

**Shri Sai Lamintes &Hardware**

\_\_\_\_\_  
Signature of Employee

## ANNEXURE I

<b>NAME:</b>		ISHAAN ROHILLA	
<b>DESIGNATION:</b>		JR. CATEGORY MANAGER	
<b>Sl.No.</b>	<b>Particulars</b>	<b>CTC (monthly)</b>	<b>CTC (annual)</b>
<b>A</b>	<b>Monthly</b>		
	Basic	27,084	325,002
	HRA	13,542	162,501
	Special Allowance	4,639	55,668
	Flexi-Pay Allowance*	5,800	69,600
	<b>Gross Salary - (A)</b>	<b>51,064</b>	<b>612,771</b>
<b>B</b>	<b>Employer Contribution</b>		
	Provident Fund	1,800	21,600
	<b>Sub-total - (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>C</b>	<b>Gratuity</b>		15,633
	<b>Sub-total - (C)</b>	<b>1,303</b>	<b>15,633</b>
	<b>Total CTC ( A+B+C )</b>	<b>54,167</b>	<b>650,004</b>
	<b>Net Salary (pre TDS)</b> <b>(A - B)</b>	<b>49,264</b>	

\* FPA can be claimed as mobile, internet, LTA and fuel reimbursement for self

\*\* In addition to the above, Medical Insurance for self, spouse, 2 children and dependent parents is offered by the company on its expense

## ANNEXURE II

You are requested to bring along copies of the following mandatory documents on the date of joining please.

- PAN card
- Aadhar Card
- Relieving Letter from previous employer
- Graduation & Post Graduation degree certificates and marksheets (if applicable)
- Cancelled bank cheque for salary processing
- 2 recent photographs



**HT DIGITAL STREAMS LIMITED**

**CIN: U74900BR2015PLC025243**

**Corporate Office:**

Hindustan Times House (2nd Floor)

18-20, Kasturba Gandhi Marg,

New Delhi - 110001, India

Tel.: +91 -11-6656 1608

Fax: +91-11-6656 1445

email: corporatedept@htlive.com

**Mansi Arora**

13/107, Geeta Colony,  
Gandhi Nagar, Delhi - 110031

August 06, 2021

Dear **Mansi**,

Sub: **Agreement to work on Retainership**

We are pleased to engage you as **Retainer**, on retainership basis, based at Noida to look after consulting services for **Digital Content Services** team of **HT Digital Streams Ltd.** On the following terms and conditions:

**1. Scope of Work**

Your scope of work will include content management for various web & mobile platforms for HT Digital Streams Ltd.

**2. Performance and Delays**

The quality of your performance shall be of high standards and to complete satisfaction of the company. You shall complete all the activities entrusted to you within the time period stipulated respectively therein.

**3. Exclusivity**

- (a) You will not enter into a similar arrangement with any other company of similar nature for the period of time that you are associated with HT Digital Streams Ltd in the above-mentioned capacity.
- (b) The copyright and all other associated intellectual property rights arising out of and/or in connection with this arrangement will vest in HT Digital Streams Ltd and will be the property of HT Digital Streams Ltd & you shall do all such acts, deeds and things which may be required by HT Digital Streams Ltd. in connection with ensuring the vesting of such rights in favour of HT Digital Streams Ltd.

**4. Consideration**

- (a) You will be paid retainership fee @ INR. 15,000 (Rupees Fifteen Thousand Only) per month for a period of one year with effect from August 09, 2021. This is inclusive of all benefits, subject to deduction of TDS. The monthly payment will be paid at the end of each month.
- (b) You shall also be entitled to any out of pocket expenses incurred by you on account of out of station travel and stay, as per company's policy, subject to the prior approval or authorization by the Company and production of receipts of expenditure incurred by you in such manner and to such extent as may be prescribed by the company.
- (c) Save and except herein above, you shall not be entitled to any other payment or charges or allowances.

Ref: R548

**Registered Office:**

Budh Marg, Patna - 800 001 (Bihar)

Ph.: +91 612-222 3434/3413

+91 612-661 0650

Fax: +91 612-222 1545

**5. Interface**

You shall be interfacing with Ms. Shalini Kothiyal. This shall be in addition to the prompt reporting of all work assigned and reporting on an urgent basis on all matters as and when the requirement thereof arises.

**6. Relationship between the parties**

The relationship between you and the HT Digital Streams Ltd. is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship. It is clearly understood and agreed that your engagement is being made on retainer basis for a fixed period as stated herein. Your retainer will automatically come to an end on the expiry of the specified period unless otherwise terminated in accordance herewith and no notice pay or retrenchment compensation will be payable to you by the Management.

Since your engagement is being made for a specified period on retainer basis, you will neither have any right nor a lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the work assigned to you in terms of this agreement or otherwise.

**7. Confidentiality**

- (a) You shall keep secret and confidential all disclosures made to you pertaining to the business operations of the HT Digital Streams Ltd. or otherwise, in connection with the professional work assigned to you and shall not disclose any of it, directly or indirectly, to any third party at any time, without the prior written consent of the HT Digital Streams Ltd.
- (b) You shall use the disclosed information solely for the purpose of fulfilling your obligations and discharging your duties towards the HT Digital Streams Ltd. and not for any other purpose.
- (c) In the event of the termination of the contract, all confidential written information in your possession shall be promptly returned to the HT Digital Streams Ltd.
- (c) You shall not in any manner whatsoever, either directly or indirectly disclose to any person any confidential information, pertaining to the HT Digital Streams Ltd. or its affiliates, which comes to your knowledge in the course of provision of your services to the HT Digital Streams Ltd.
- (d) You shall not communicate any such detail/ information and/or any other particulars with respect to the administration/policies/schemes and/or any other matter whatsoever to any one either by word of mouth or in writing at any point of time during the subsistence of this arrangement or thereafter.

**8. Conflict of interest**

- (a) You undertake that at the time of entering into this retainer, you are not holding any position, or have any relationship or transaction, which puts you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd.
- (b) You shall not, in the course of discharge of your professional duties or otherwise, enter into any position, relationship or undertake any transaction, which may put you in a position of real or apparent conflict with the interests of the HT Digital Streams Ltd. In the event any such instance of conflict of interest arises, you shall make a prompt and fair disclosure to the HT Digital Streams Ltd. and in that event you shall abide by the HT Digital Streams Ltd.'s decision.

**9. Term of contract**

This contract shall be valid for a period of one year with effect from August 09, 2021. Either side can terminate this contract by giving a prior written notice of 15 days. On the expiry or earlier termination of this contract you shall promptly return all documents, applications, forms, printed material and/or any other written material pertaining to the HT Digital Streams Ltd. or its affiliates in your possession, without keeping any copies thereof with you.

It is clearly understood between the parties that you are being engaged by the Company on a purely retainership basis for a period of one year and the same is being done on a principle to principle basis during the subsistence of the arrangement.

**10. Taxes**

You shall be liable for payment of all taxes arising in relation to the professional services to be performed on the consideration payable herein. The HT Digital Streams Ltd. shall have the right to deduct tax at source prior to making any payment to you.

**11. Effect of this letter**

This letter supersedes any earlier agreement or arrangement, written or oral, entered into between you and the HT Digital Streams Ltd. and shall alone be valid and in force.

**12. Interpretation**

In the event of any dispute or difference as to the interpretation of any of the terms or conditions of this letter, the decision of the HT Digital Streams Ltd. shall be final and binding.

**13. Acceptance**

Your signature in this letter of offer shall amount to acceptance of the same by you.

**14. Arbitration**

In case of any dispute between you and the HT Digital Streams Ltd., the same shall be referred to the Sole Arbitration of Head - HR of the HT Digital Streams Ltd. under the provisions of Arbitration and Conciliation Act, 1996 and his/her decision shall be final and binding on both the parties.

**15. Indemnification of HT Digital Streams Ltd.**

You shall keep the HT Digital Streams Ltd. indemnified against any claim from third party arising out of your negligence or act of commission or omission.

You may return the original copy of this letter to the HT Digital Streams Ltd., duly signed by you, as a token of your acceptance of the terms and conditions set out herein above.

Thanking You

Yours truly,  
For **HT Digital Streams Ltd.**



**Authorized Signatory**

AGREED AND ACCEPTED BY

Ref: R548

**Registered Office:**

Budh Marg, Patna - 800 001 (Bihar)

Ph.: +91 612-222 3434/3413

+91 612-661 0650

Fax: +91 612-222 1545



**THIS CONSULTANCY AGREEMENT** (hereinafter referred to as the “**Agreement**”) is made on this 01<sup>st</sup> day of November 2021 at Delhi.

**BY AND BETWEEN:**

**Avian Media Private Limited** : a company incorporated under the provisions of the Companies Act 1956 and having its registered office at 74, Link Road, Second Floor, Lajpat Nagar - III, New Delhi - 110 024

*Reference in the Agreement:* **Company**

: Resident of A-401, Jaz Enclave, St. Anthony’s Road, Vakola, Santacruz (East), Mumbai - 400 055

*Reference in the Agreement:* **Consultant-** Mr. Sanchit Dobhal

(The Company and the Consultant are hereinafter collectively referred to as the “**Parties**” and individually as “**Party**”).

**BACKGROUND:**

- A.** The Company is engaged in the business of providing specialist communication consultancy and advocacy.
- B.** Company wishes to engage the Consultant as an Advisor for helping the client servicing teams with communication plans and execution. (Hereinafter referred to as “**Services**”).
- C.** The Consultant has represented to the Company that he has adequate expertise to carry out the responsibilities in terms of this Agreement.
- D.** Based on the representations made by the Consultant, the Company desires to retain the Services of the Consultant, and the Consultant desires to be engaged by the Company, on the terms and subject to the conditions set forth herein in this Agreement.

**NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING PREMISES AND THE MUTUAL COVENANTS HEREIN CONTAINED, THE COMPANY AND THE CONSULTANT AGREE AS FOLLOWS:**

## 1. TERM

- 1.1 The Consultant shall provide Services at Company's office located at 74, Link Road, Second Floor, Lajpat Nagar - III, New Delhi - 110 024 or at such other place as may be notified by the Company from time to time.
- 1.2 The Company hereby appoints the Consultant as an Advisor for helping the client servicing teams with communication plans and execution on the terms and conditions set forth in this Agreement. This Agreement shall commence from **November 01, 2021**. The Agreement shall be effective for a period of **Six Months** on an extendable basis with the mutual agreement of the Company and Consultant, unless terminated by the Parties in accordance with this Agreement (**Term**).
- 1.3 It is agreed between the Parties that the Consultant has been appointed as a full-time consultant and shall not be construed as an employee. The Consultant nor has the power or the authority to bind the Company or any of its affiliates or group companies in any manner whatsoever.
- 1.4 The Consultant will report to **Ms. Prerna Gagera, Sr. Account Manager** or any other person as may be designated by the Company, from time to time.
- 1.5 All or part of the rights and duties resulting from this Agreement cannot be transferred, assigned, or delegated by the Consultant to a third party, or another mandatory, either directly or indirectly, without the prior and written approval of Company.
- 1.6 For the performance of its assignments, the Consultant shall be free and independent as to defining the method used and the means to be employed; he will consider the basic directives and the general principles, principally but not exclusively on technical and economical issues, set forth by the Company.

## 2. DUTIES AND RESPONSIBILITIES

- 2.1 The Consultant shall have read the Company's Policies & Procedures as amended and issued from time to time and shall be bound by any and all polices of the Company.
- 2.2 The Consultant during the continuance of its engagement with the Company can be assigned to work on assignment/project basis to a subsidiary or holding or affiliate Company, for which no additional remuneration would be paid and for all purposes would remain the Consultant of the Company.

## 3. REMUNERATION

- 3.1 The Consultant shall be entitled to an all-inclusive remuneration as per the remuneration structure indicated in **Annexure B – REMUNERATION FEES** (the **Fees**). Any amendment in the Fees, communicated by the Company to the Consultant in writing shall constitute the Fees and shall be binding on the Parties for the term indicated in such communication. In the event such communication does not indicate any term then the amended Fees shall continue to be paid till further amended. Fees shall be the sole discretion of the Company and any amendment to this shall be based on the performance of the Consultant identified by the Company on the basis of the performance standard indicated by the Company from time to time. Any out-of-pocket expenses incurred by the Consultant should be pre-approved by the Company and shall be reimbursed as per Company policy, as amended from time to time.
- 3.2 The Fees shall be paid to the Consultant on the valid invoice raised by the Consultant. The Consultant shall raise an invoice upon the Company for the Services rendered in a particular month on or before 25<sup>th</sup> date of the following month. The payment of Fees shall be made by the Company within 7 Days of undisputed invoice being raised by the Consultant.
- 3.2 Any amendment in the benefits and entitlements of the Consultant, communicated by the Company to the Consultant in writing shall constitute the benefits/ entitlement and shall be binding on the Parties for the term indicated in such communication. In the event such communication does not indicate any term then the amended benefits entitlements shall continue to be paid till further amended.
- 3.3 If, during the Consultant's engagement with the Company, the Consultant becomes indebted to the Company, the Company may, if it so elects, set off any sum due to the Company from the Consultant against the remuneration payable to the Consultant and collect any remaining balance from him.
- 3.4 All the payments made to the Consultant shall be made subject to deduction of applicable taxes. Company shall provide the Consultant with the proof of deduction of taxes.

#### **4. NON-SOLICITATION & NON-COMPETE**

- 4.1 The Consultant hereby agrees and undertakes that during the term of the engagement with the Company, the Consultant shall not, directly, or indirectly:
- (a) solicit or attempt to solicit the employment of or advise any of the Company's existing employees or any Person who was employed by the Company within 1 (one) year prior to such solicitation or any Person providing services to or through Company to terminate his/her/its contract or relationship with or



- (b) contact or attempt to contact any of the existing or prospective clients (*i.e.* any Person with whom the Company is in advanced stages of exploring a professional or business relationship) of the Company to entice such clients away from the Company or to damage in any way their business relationship with the Company or for the provision of substantially the same services provided to such clients by the Company.
- 4.2 It is agreed by and between the Parties that the Consultant's engagement with the Company and the remuneration payable under this Agreement including those in terms of Clause 3 above shall be sufficient consideration for the restrictions placed under this Clause 4.
- 4.3 The Consultant hereby acknowledges and agrees that the limitations as to time and the limitations of the character or nature placed in this Clause 4 are reasonable and fair and will not preclude the Consultant from earning a livelihood, nor will they unreasonably impose limitations on the Consultant's ability to earn a living.
- 4.4 It is expressly understood and agreed by the Parties that although the Consultant and the Company consider the restrictions contained in this Clause 4 to be reasonable, if a final judicial determination is made by a court of competent jurisdiction that the time or territory or any other restriction contained in this Agreement is an unenforceable restriction against the Consultant, the provisions of this Agreement shall not be rendered void but shall be deemed amended to apply as to such maximum time and territory and to such maximum extent as such court may judicially determine or indicate to be enforceable. Alternatively, if any court of competent jurisdiction finds that any restriction contained in this Agreement is unenforceable, and such restriction cannot be amended so as to make it enforceable, such finding shall not affect the enforceability of any of the other restrictions contained herein.

## 5. REPRESENTATION & WARRANTIES AND OBLIGATION OF THE CONSULTANT

- 5.1 The Consultant represents and warrants to the Company that:
  - (a) he/she is subject to no contractual restriction or obligation that will in any way limit his activities on behalf of the Company or prevent the Consultant from performing all or any of the obligations or restrict him from complying with any of the terms and conditions of this Agreement.
  - (b) he/she has not executed any instrument inconsistent with the terms and conditions of this Agreement.
  - (c) the information provided by him/her in terms of **Annexure B titled 'PERSONAL INFORMATION'** is true and correct in every respect.
  - (d) he/she has never been accused of any offence involving moral turpitude.

- 5.2 The Services, Consultant shall contribute to the performance of the assignments pursuant to this Agreement will require diligence and competence. He will perform this assignment in a reasonable and cautious way, heeding the interest of the Company. He will contribute all his know-how, rigorousness, and diligence. While working for the Company and within the general working time stated hereunder, he/she agrees to devote his professional activity to the best accomplishment of his duties, excluding any other competitive activity, act in accordance with general instructions given by the Company management and comply with applicable laws and regulations.
- 5.3 The Consultant is liable to the Company for any error committed during or on the occasion of the performance of his assignment, which would not have been committed by a normally cautious and diligent Consultant operating under the same factual conditions.
- 5.4 Any and all of the Company's Properties, Confidential Information and Intellectual Property of the Company acquired by or in the possession of the Consultant, shall be returned to the Company immediately upon termination of the Consultant's engagement in terms of this Agreement.
- 5.5 Until such time as all of Company's Property, Confidential Information and Intellectual Property is returned to Company, Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold any Fees or other dues of the Consultant then or in future payable to him, and may further, at its discretion, deduct there from the full value of the Properties calculated at its then replacement price. The Consultant recognizes and agrees that the Company shall be entitled to recover from the Consultant and the Consultant shall be bound and liable to make good to Company any loss suffered by the Company on account of misuse of Company's Property, Confidential Information and Intellectual Property by the Consultant and/or any damage occasioned to Company's Property, Confidential Information and Intellectual Property whilst in the custody of or entrusted to the Consultant.
- 5.6 The Consultant shall indemnify, defend and hold the Company, and its respective officers, directors, employees and representatives harmless from and against any and all losses, claims, actions, damages, liabilities, penalties, costs and expenses (including reasonable attorney's fees and court costs) (collectively, **Losses**), resulting from any: (a) wilful misconduct or negligent acts or omissions of the Consultant leading to substantial losses to Company; (b) violation by the Consultant of any of its statutory obligations or violation of laws, rules or regulations applicable in connection with the engagement of Company, (c) violation by the Consultant of any of its statutory obligations or violation of laws, rules or regulations applicable in connection with its Services to the Company, (d) conduct or acts done independently and beyond the scope and mandate of the Company and (d) claim of infringement by any third party of the Intellectual Property Right over any work product provided by the Consultant with respect to the Services. For the purposes of

claiming indemnification for Losses, Company shall: (a) give the Consultant prompt written notice of any such claim, notice or legal proceedings (including a copy thereof); (b) fully cooperate with Consultant and its legal representatives in the investigation and defence of any matter which is the subject of indemnification; and (c) not unreasonably withhold its approval of the settlement of any such claim, liability, or action by the Consultant covered by this indemnification provision.

## **6. CONFIDENTIAL INFORMATION**

- 6.1 The Consultant acknowledges that during the course of his engagement with the Company, he will have access to Confidential Information of the Company and/or its Affiliates and/or clients of the Company and/or its Affiliates and/or such information received by the Company and/or the Affiliates from third parties, which are confidential to the Company and/or the Affiliates and/or such third parties. The Consultant acknowledges that such Confidential Information is the valuable property of the Company/ Affiliates and/or such third parties and is critical to its business.
- 6.2 The Consultant shall forever hold the Confidential Information in confidence and shall not publish, disclose or disseminate, any time, to any Person or competitor of the Company/ Affiliates/or their clients; or use for any purpose any Confidential Information other than such purposes as shall be required to fulfill the Consultant's duties with the Company, or remove any Confidential Information, in whole or in part, from the Company's premises, without the Company's prior written permission.
- 6.3 Notwithstanding the aforesaid provisions, the Consultant may disclose Confidential Information where ordered to do so, by any government, judicial or quasi-judicial authority; provided however, that the Consultant shall in such a case give the Company a reasonable notice of any prospective disclosure and shall provide all possible assistance to the Company in obtaining an exemption or protective order preventing such disclosure.
- 6.4 The Consultant shall return to the Company or to its nominees, Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in the Consultant's possession, power and control as and when called upon by the Company and upon termination, not later than the Termination Date or at the option of the Company. Until such time as all such Confidential Information is returned or destroyed, the Company shall, in addition to initiating legal proceedings for recovery of the same, be entitled to withhold any Salary (or portion thereof), other benefits including bonus or emoluments or other dues of the Consultant. Further, the Consultant shall compensate the Company for any misuse or damage to the Confidential Information of the Company. On termination of engagement with the Company, the Consultant shall certify that he has complied with the obligations imposed under this Clause 6.4.

- 6.5 During the term of engagement, the Consultant will not improperly use or disclose any confidential information or trade secrets, if any, of any former employer or any other Person to whom the Consultant has an obligation of confidentiality, and the Consultant will not bring onto the premises of the Company or Company's clients any unpublished documents or any property belonging to any former employer or any other Person to whom the Consultant has an obligation of confidentiality, unless consented to in writing by such former employer or Person.

## **7. INTELLECTUAL PROPERTY**

- 7.1 *Acknowledgment:* The Consultant acknowledges and agrees that the Consultant's Contribution as well as any portion thereof is a 'work for hire' and shall be the sole property of the Company from the date of creation thereof.
- 7.2 The Consultant agrees that the exclusive ownership of all content and/or part of the Consultant's Contribution that is not protected under copyright laws and /or other intellectual property law and/or that is not patentable shall be automatically and irrevocably transferred to the Company from date of creation. The Consultant expressly waives all moral rights in the Consultant's Contribution.
- 7.3 *Assignment:* The Consultant hereby irrevocably, absolutely and perpetually assigns to the Company worldwide rights in respect of all of the Consultant's right, title, and interest, including IPRs, in respect of the Consultant's Contribution, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term.
- 7.4 To the extent any assignment of the Consultant's Contribution cannot be made to the Company or its designees, at present, the Consultant hereby irrevocably, absolutely and perpetually agrees to assign to Company or its designees, all of the Consultant's right, title and interest including IPRs therein or any part thereof.
- 7.5 During and after the term of the Consultant's engagement with the Company, the Consultant undertakes to assist the Company, at the Company's expense, in every proper way to: (i) secure and maintain the Company's rights hereunder and to carry out the intent of this Agreement and for vesting the Company with full title of the Consultant's Contribution and all rights, titles and interest including IPR therein; (ii) to apply and prosecute registration applications in respect of IPRs relating to Intellectual Property and the Consultant's Contribution for the Company's benefit, in any and all countries; (iii) sign, execute, affirm all documents, including, without limitation, all applications, forms, instruments of assignment and supporting documentation and perform all other acts as may be required for the abovementioned purposes.
- 7.6 The Consultant represents and warrants that he/she will not use or integrate in the Consultant's Contribution any third-party materials or data that are not validly licensed to

the Company unless previously authorized by the Consultant's reporting officer in the Company. The Consultant represents and warrants that he has not violated the Intellectual Property Rights of any third party, and covenants that he shall not violate the Intellectual Property Rights of any third party in the course of his engagement with the Company. However, in the event the Company is held liable for the Consultant's violation of any Intellectual Property Rights, the Consultant undertakes to indemnify the Company or its Affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

## **8. TERMINATION OF AGREEMENT**

### *Termination by the Company*

8.1 The Company may subject to Clause 8.2 below, subject to Clause 8.3, Clause 8.4 and Clause 8.5 below:

- (a) Terminate this Agreement, upon written notice to the Consultant with or without assigning any reason. The termination would be effective after **30 days** from the date of the receipt (by the Consultant) of such notice (the **Notice Period**). Provided that during the Notice Period, the Consultant shall, at the Company's sole discretion, continue with his duties and responsibilities as provided in this Agreement or responsibilities modified from time to time in terms of this Agreement;
- (b) alternatively, the Company may terminate the Consultant's engagement with immediate effect, upon giving him **30 days** remuneration in lieu of notice or *pro-rated* remuneration for the balance Notice Period in case he has been permitted to work during the Notice Period.

8.2 *Termination by Company due to the Consultant's Misconduct:* Notwithstanding anything mentioned in Clause 8.1 above, the Company may terminate the Consultant's engagement under this Agreement, with immediate effect by a notice in writing (without any remuneration in lieu of notice), in the event of the Consultant committing an act of misconduct which includes without limitation fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by the Consultant of the Company's Property, or insubordination or failure to comply with the directions given to the Consultant by the management of the Company/persons so authorised, or upon the Consultant's insolvency or his conviction for any offence involving moral turpitude, or breach by the Consultant of any terms of this Agreement or the Company's Policies and Procedures or other documents or directions of Company, or irregularity in attendance, or his unauthorized absence of from the place of work for more than 7 (Seven) consecutive working days/sessions or upon any representation made by the Consultant or any document provided by the Consultant including but not limited to those contained in Annexure B titled 'PERSONAL INFORMATION' being found to be



untrue or misleading, or the Consultant conducting himself in a manner which is regarded by the Company as prejudicial to the interests of the Company and/or its Affiliates and/or to the interests of its clients.

- 8.3 *Termination upon Total Permanent Disability or Death of the Consultant:* This Agreement shall automatically terminate upon the Consultant's permanent disability or death.
- 8.4 The Parties hereby agree that if the termination is found to be wrongful by an appropriate Court in India, based on a non-appealable order, the maximum liability of the Company shall not exceed the Consultant's **15 (Fifteen) days Fees**, in the event the Company does not re-instate the Consultant.

*Termination by the Consultant*

- 8.5 The Consultant may terminate this Agreement, with or without cause, by giving **30 days** written notice or salary in lieu thereof to the Company. In case the Consultant has given a notice to terminate this Agreement, the Company may, at its sole discretion, permit the Consultant to leave the engagement during the Notice Period without any remuneration in lieu of notice or pro-rated Fees for the balance notice period.

**9. COMPANY'S PROPERTY – THE CONSULTANT'S DUTY TO RETURN**

- 9.1 Any and all of the Company's Properties, Confidential Information and Intellectual Property of the Company acquired by or in the possession of the Consultant, shall be returned to the Company immediately upon termination of the Consultant's engagement in terms of this Agreement.
- 9.2 Until such time as all of the Company's Property, Confidential Information and Intellectual Property is returned to the Company in terms of Clause 9.1 above, the Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold any remuneration, emoluments or other dues of the Consultant then or in future payable to him, and may further, at its discretion, deduct there from the full value of the Properties calculated at its then replacement price.

**10. COMPANY'S POLICIES & PROCEDURES**

10.1 The Consultant agrees and undertakes that the Consultant shall be bound by all the Policies & Procedures of the Company and those which shall be adopted by Company, as may be amended from time to time.

## 11. GOVERNING LAW AND DISPUTE RESOLUTION

11.1 **Governing Law & Jurisdiction:** This Agreement shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Agreement. The Parties irrevocably submits to the exclusive jurisdiction of any competent courts situated at New Delhi, India and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum. In the event of any disputes arising between the Company and the Consultant, the same shall be referred to arbitration under the Arbitration and Conciliation Act, 1996 as amended from time to time. The arbitration shall be conducted by Mr. Sidhartha Barua, Advocate; with enrollment no bearing 125 of 2003 with the Bar Council of India who shall act as the sole arbitrator and whose decision and award will be final and binding. In case Mr. Barua declines to act as the arbitrator, then the arbitrator shall be appointed by making a reference to New Delhi High Court. The seat of arbitration shall be New Delhi, India and the proceedings shall be conducted in English language.

## 12. MISCELLANEOUS

12.1 **Severability:** If any Clause, sub-Clause, or provision of this Agreement, or the application of such Clause, sub-Clause, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such Clause, sub-Clause, or provision to Persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

12.2 **Force Majeure:** Neither the Company nor the Consultant shall be liable nor responsible for any damages in any manner whatsoever for any failure or delay to perform or fulfill any of their obligations under this Agreement when such failure or delay is due to fire, riot, strike, lockout, war, civil commotion, accident, breakdown of plant or machinery, flood, storm, acts of God, omissions or acts of public authorities preventing or delaying performance of obligation relating to acts of public authorities, including changes in law, regulations or policies of the government, regulatory authority acts beyond the control of the Company and/ or the Consultant, or for any other reasons which cannot reasonably be forecast or provided against, and which cannot be predicted by men of ordinary prudence. Provided that such Party gives prompt written notice of such condition to the other Party and resumes performance of the obligations as soon as possible.

- 12.3 **No Third-Party Beneficiaries:** This Agreement is for the sole benefit of the Parties and their successors and permitted assigns. Nothing in this Agreement shall give or be construed to give any other person any legal or equitable rights.
- 12.4 **Waive:** No failure of or delay by any Party to exercise any right, power or remedy under this Agreement shall operate as a waiver of the same. No single or partial exercise of any right, power or remedy shall preclude any further exercise of the same or any other right, power or remedy.
- 12.5 **Invalidity:** The provisions of each Article shall be enforceable independently of each of the others and their validity shall not be affected if any of the others are invalid. If any provision is void but would be valid if some part of it were deleted, then the provision in question shall apply with such modification as may be necessary to make it valid.
- 12.6 **Counterparts:** This Agreement may be executed in counterparts, all of which, taken together, shall constitute one and the same agreement. Facsimile signatures (if sent from the other Party's fax number or scanned and sent from the other Party's e-mail server) shall be valid and binding to the same extent as original signatures.
- 12.7 **Assignment and Sub-contracting:** Consultant may not, without Company's prior written consent, assign or dispose of any of its rights, sub-contract or otherwise delegate any of its obligations under this Agreement to a third party. If written consent is given by Company for Consultant to sub-contract: (a) such written consent shall not relieve Consultant from any liability or obligation under this Agreement; (b) Consultant shall be responsible for all acts, omissions or negligence of its sub-contractor (including the sub-contractor's personnel) as fully as if they were the acts, omissions or negligence of Consultant; and (c) Consultant shall prevent its sub-contractor from sub-contracting its obligations further to a third party.
- 12.8 **Notices:** Any notice under this Agreement must be: (a) given in writing in the English language and signed by or on behalf of the Party giving it; (b) sent to the attention of the person, and to the address or fax number, given below (or such other address, fax number or person as the relevant Party may notify to the other Party in accordance with the provisions of this Clause); and (c) delivered personally or sent by fax or sent by commercial courier.

The addresses for serving of notice are:



<p><b>Company</b>          Attention: Abhishek Shankar          Address: 74, Link Road, Second Floor,          Lajpat Nagar - III, New Delhi - 24</p> <p>Tel :          Mobile : 9654329241          e-mail: abhishek@avianwe.com</p>	<p><b>Consultant</b>          Attention: Sanchit Dobhal          Address: 5032, Solomon Heights,          Sector 19B, Dwarka          New Delhi- 10075</p> <p>Tel :          Mobile : 9958536993          e-mail: sanchitdobhal123@gmail.com</p>
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A notice or any other communication given in connection with this Agreement is deemed to have been received: (a) if delivered personally, at the time of delivery; (b) in the case of fax, at the time of transmission; or (c) if sent by commercial courier, at the time of signature of the courier's delivery receipt.

This Clause shall not apply in relation to the service of any claim, form, notice, order, judgment or other document relating to or in connection with any proceedings, suit or action arising out of or in connection with this Agreement.

12.9 **Costs and Expenses:** Each Party shall pay the costs and expenses incurred by it in connection with the preparation, execution and performance of its obligations under this Agreement.

12.10 **Taxes:** Unless the Parties otherwise agree in writing, Consultant shall bear all applicable Taxes payable in connection with this Agreement. For the purposes of this Agreement, "Taxes" mean any kind of tax, duty, levy or any similar charge imposed by a competent authority but excludes income tax.

12.11 **Publicity:** Consultant, nor anyone acting on a his/her behalf, shall make, communicate, publish, distribute or otherwise disseminate any statement (whether written or oral), press release, advertising or publicity material having any reference to Company or the details of this Agreement, unless and until such matter shall first have been submitted to and approved in writing by Company.

12.12 **Relationship** The Consultant, in performance of this Agreement, is acting as a contractor, personnel engaged/utilized by the Consultant hereunder are not Company's personnel or agents, and the Consultant assumes full responsibility for their acts. The Consultant shall not be entitled to engage in any negotiations or make representations on behalf of Company unless so specifically authorized by the Company.

### 13. DEFINITIONS

13.1 In this Agreement, the following words shall have a meaning provided to them herein wherever they have been utilized in this Agreement in capitalized form:

**Agreement** means this Consultancy Agreement along with all its Schedules as amended from time to time in terms of this Agreement.

**(The) Consultant's Contribution** means Intellectual Property or parts thereof, conceived, developed, or otherwise made by the Consultant, alone or jointly with others and in any way relating to the Company's present or proposed services or to tasks or projects assigned to the Consultant.

**Company's Policies and Procedures** shall mean the policies and procedures of the Company as specified in Clause 10 of this Agreement.

**Confidential Information** means and includes, information which is confidential and proprietary to the Company and/or Affiliates and/or to certain third parties with which the Company and/or Affiliates has relationships, and disclosed to or obtained by the Consultant from the Company and/or Affiliates and/or such third parties, whether (without limitation) in graphic, written, electronic or machine readable form on any media or orally and whether or not the information is expressly stated to be confidential or marked as such and includes, but is not limited to information of value or significance to the Company and/or Affiliates and/or its Competitors (present or potential) but does not include information: (i) that is in the public domain other than by the Consultant's breach of this Agreement; (ii) that was previously known by the Consultant, as established by written records of the Consultant prior to receipt of such information from the Company; (iii) that was lawfully obtained by the Consultant from a third party without any obligations of confidentiality to Company; and (iv) that was developed by the Consultant independent of the Confidential Information.

**Intellectual Property** includes ideas, concepts, creations, discoveries, inventions, improvements, know how, trade or business secrets; trade marks, service marks, designs, utility models, financial tools, financial models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions.

**Intellectual Property Rights or IPRs** include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether



negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

**Property** includes but is not limited to the tangible expression of Confidential Information, including, without limitation, photographs, plans, notes, renderings, journals, notebooks, computer programs and samples relating thereto.

*[This space has been intentionally left blank]*

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED AGREEMENT ON THE DAY AND DATE FIRST MENTIONED ABOVE.

For – Avian Media Private Limited



**Signature:**

Name: Abhishek Shankar

Designation: National HR Director

Date: 01<sup>st</sup> November, 2021

Place: New Delhi

**Consultant -**

Sanchit Dobhal

**Signature:**

Date: 01<sup>st</sup> November, 2021

Place: Delhi

**Witness:**

1.

2.

### Annexure A – REMUNERATION FEES

Remuneration Fess: **Rs. 27,000/- per month** (taxes applicable)  
**(10% tax will be deducted and is subject to changes as per Govt. rules)**

Benefits: NA

Travel Allowance: NA

Additional Allowance, if any: NA

Reimbursements:

- (i) Local - Point to point Business Travel (if using your own vehicle, travel reimbursement is at the rate of Rs.10/- per km or else on actuals)
- (ii) Stay for any outstation travel will be on actuals (prior approval of Reporting Manager is needed).

Any tax liability arising out of the paid fee /allowances / perquisites / reimbursements etc will be to the Consultant's own account.



**TV TODAY NETWORK LTD.**

India Today Group Mediaplex

FC 8, Sector 16 A, Film City, Noida – 201301

Tel: +91 120 4908600 Fax: +91 120 4325028

Website: www.aajtak.in

CIN No : L92200DL1999PLC103001



## AGREEMENT

This Agreement is executed at New Delhi on this Date September 29, 2021 by and between:

**TV Today Network Limited**, incorporated under the Companies Act, 1956 having its registered office at F-26, 1<sup>st</sup> Floor, Connaught Place, New Delhi - 110001, (hereinafter referred to as “**TVTN**” which expression, unless repugnant to the context or meaning thereof, shall be deemed to mean and include its successors, legal representatives, transferees in interest, executors, administrators and permitted assigns) of the **FIRST PART**

**AND**

**Mr. Shaurya born** on April 02, 2000 **R/o** House No.4, Session House, Friends Colony, Fatehgarh, Hoshiarpur, Punjab - 146001, (hereinafter referred to as the “**Retainer**”) of the **OTHER PART**.

**WHEREAS:**

- A. **TVTN** is engaged inter-alia in the business of publication of various magazines and websites.
- B. He has represented that he has the requisite expertise, knowledge and infrastructure to provide the services as, mentioned in Annexure A to TVTN;
- C. The Retainer has approached TVTN and based on the representation given, the TVTN offered the retainership with effect from September 29, 2021 upon terms and conditions contained hereinafter.

**NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

### 1. Terms and Termination

This Agreement shall be in force for a period of from September 29, 2021 to November 28, 2021 unless otherwise terminated by either party in terms of this agreement.

This agreement can be terminated by either party during the agreement period on serving 30 days notice to the other party without assigning any reason thereof.

***TVTN may terminate this agreement immediately for following breaches, if the Retainer fails to rectify the breach within 7 days from the date of notice issued to retainer indicating the reason for breach***





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- a) If the Retainer engages in serious misconduct, dishonesty or conflict of interest;
- b) If the Retainer fails to perform or is negligent in the performance of the Retainer's duties and responsibilities despite a written warning from TVTN;
- c) If the Retainer breaches any provision of this Agreement;
- d) If the Retainer's continued employment is likely to adversely affect the image, reputation, standing or ethical standards of TVTN.

## 2. Payment

The TVTN shall pay to the Retainer on submission of bill on or before 7<sup>th</sup> of the next month, an amount not exceeding Rs.20000/- (Twenty Thousand only) per month, TDS deduction as applicable and exclusive of GST. This charge would include all expenses incurred by the Retainer towards conveyance, postage, books and periodicals etc. Retainer shall not be entitled for any other payments, other than those expressly mentioned in this Agreement.

## 3. Service

The Retainer shall be engaged with the ITG, for Indiatoday.in, Education.

## 4. Confidentiality

“**Confidential Information**” means any information, technical data, trade secrets or know-how, including but not limited to passwords, username/user id, research, business plans, services, proposals, names of the employees, customer / clients lists of the company, prospective customers, personnel data, markets, software, developments, inventions processes, formulas, technology, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries and any other business information disclosed by either party (“**TVTN**”) to during the performance of this Agreement, or otherwise, that should reasonably have been understood by the recipient, because of legends or other markings, the circumstances of disclosure or the nature of the information itself, to be proprietary and confidential to the TVTN or to a third party. Confidential Information may be disclosed in written or other tangible form or by oral, visual or other means.

Confidential Information does not include any information that (i) was publicly known at the time of TVTN's communication thereof to Retainer; (ii) becomes publicly known through no fault of Retainer or its Representatives subsequent to the time of TVTN's communication thereof to Retainer; (iii) was in Retainer's possession free of any obligation of confidence at the time of TVTN's communication thereof to Retainer; (iv) is developed by Retainer independently of and without reference to any of TVTN's Confidential Information or other information that TVTN disclosed in confidence to any third party; (v) is rightfully obtained by Retainer from third parties authorized to make such disclosure without





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restriction; or (vi) is publicly disclosed by TVTN or identified by TVTN as no longer proprietary or confidential.

The Retainer agrees that the Confidential Information is disclosed, and will be disclosed, to the Retainer for the Retainer's sole use during the course of rendering service to TVTN ("**Purpose**") and that the conveyance of this Confidential Information to the Retainer does not constitute a general release of, or license to use, Confidential Information relating to the TVTN. The Parties acknowledge and agree that it is imperative that all Confidential Information received by them remains confidential.

The Retainer shall not otherwise disclose the Confidential Information to any third party without the prior written consent of TVTN.

The Retainer agrees not to use any of the Confidential Information conveyed to the Retainer for its own benefit or for the use or benefit of any other person or entity or for any reason whatsoever, directly or indirectly.

No license of or other interest in the Confidential Information shall be deemed to have been granted by TVTN hereunder and TVTN shall retain all its right, title, and interest in and to the Confidential Information.

All Confidential Information delivered by TVTN to the Retainer pursuant to this Agreement and any tangible data, and any copies thereof shall be and remain the property of TVTN. The Retainer acknowledges that in no event it will, use the Confidential Information for the benefit of a competitor of the TVTN or release such Confidential Information to such competitor (and/or its affiliate) and breach of this clause would mean serious breach of this Agreement.

The Retainer agrees not to reproduce or make any copies (except for performance of professional services for the purpose of this Agreement) of any of the Confidential Information disclosed, communicated or provided to the Retainer without the prior written approval of the TVTN.

Without prejudice to any other rights or remedies of the TVTN, the Retainer acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the TVTN shall be entitled to seek the remedies of injunction, specific performance and / or other equitable relief for any threatened or actual breach of any such provision by the Retainer, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement. The Retainer acknowledges that nothing in this Agreement shall be construed as prohibiting the TVTN from pursuing any other available remedy for such breach or threatened breach of the Retainer, including but not limited to, specific performance, recovery of damages and compensation







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for all losses and expenses, from the Retainer. In any case, the TVTN shall be entitled to recover from Retainer, reasonable attorney's and paralegal's fees, costs and expenses.

Without prejudice to the generality of the foregoing, the Retainer hereby acknowledges that the Retainer shall never disclose the earnings, subscribers, customer data, revenue report, Statistics, and any other reports or information etc, shared by the TVTN with the Retainer under this Agreement, to any other partners, Clients or customers of the Company or to any other third party.

The obligation of confidentiality of the retainer shall survive termination of this agreement in perpetuity.

The provisions of this confidentiality clause shall survive any expiry or termination of this Agreement.

### Intellectual Property

***All the Intellectual Property (as defined hereinafter) related to the business of the Company, conceived, discovered, or made by the Retainer (whether or not derived from any existing Intellectual Property owned by the Company) during the course of Retainer's service (whether or not during regular business hours), shall be promptly and completely disclosed in writing to the Company.***

***All work done by the Retainer, created by the Retainer, during the term of the Retainer's services to the Company, shall be deemed to be 'work for hire' created exclusively for the Company and the Company shall be considered as the first author/ creator of any Intellectual Property. Accordingly, all rights in the Intellectual Property subsisting in any Work Product shall belong to the Company immediately upon the formation of such rights, whether or not the final work in which the Intellectual Property vests is formed or completed, for the full term of each and every such right, including renewal or extension of any such term. In the event that any applicable law does not allow the Company to be recognized as the first author creator of any Work Product, the Retainer agrees to irrevocably, exclusively and perpetually assign, transfer, convey and deliver to the Company, in consideration of this Agreement, all worldwide right, title and interest to the Intellectual Property in all Work Product developed during the term of this agreement, free and clear of all encumbrances.***

***The Retainer agrees to perform (both during and after termination of the retainer agreement) all acts, including execution of documents and assistance in legal proceedings, that may be necessary to perfect or establish the ownership rights of the TVTN in the Intellectual Property at the TVTN's cost and expense.***

***For the purposes hereof, the term "Intellectual Property" means and includes all trademarks, trade names, programs, shows,, business name, logos, works of authorship, patents, designs, utility models and copyrights whether registered or***





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***unregistered, including, but not limited to moral rights and any similar rights; and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, software, databases, know-how, creations or improvements upon, additions or any research effort relating to any of the above, whether registrable or not.***

***The Retainer agrees and undertakes that upon termination of the Retainer Agreement, the Retainer shall abstain on permanent basis from using the Intellectual Property in any manner whatsoever.***

All intellectual property rights, of whatsoever nature, created by the Retainer and submitted to TVTN in the copyright work, during the course of association with TVTN, shall solely and exclusively vest with the TVTN and TVTN shall have the right to republish, resell or reuse or translate any article/content or other write up developed by the Retainer during the course of agreement with the TVTN in any medium i.e. Electronic, Radio, Internet, Book, Magazine publishing etc.

## **General**

- a) The Retainer constitutes a distinct entity from the TVTN in law and in fact and therefore, has no relationship with the TVTN beyond the terms of this agreement.
- b) (i) The Retainer hereby represents and warrants that the service provided by the retainer shall be original and no third party shall have any claim over the intellectual property of the Service.  
(ii) If it is, at any time, detected that retainer have violated above terms b(i) and b(ii), not only this arrangement will be cancelled but also retainer will be liable for damages and other consequences.
- c) The Retainer shall not be entitled to any direct or indirect privileges & benefit other than those specified/authorized under this agreement.
- d) The relationship between the Retainer and the TVTN is that of principal to principal and can in no way, be construed to constitute an 'Employer-Employee' or 'Principal-Agent' relationship.
- e) Without prejudice to the terms and conditions of this agreement, the TVTN or its authorized nominee may, at its sole discretion, issue necessary letters or certificates of introduction/authorization/identification to the Retainer to the effect that the 'Retainer' has been authorized for a specified period to represent the TVTN for accomplishing his services duly assigned by the SBU 'India today Group Digital (ITGD). However, issuance of such certificates/ letters, if any, in exceptional cases, would never be treated to have created any other obligation on the TVTN. In case it is found that such certificates/ letters and/or the name/goodwill of the TVTN have been misused at any point or time by the Retainer for any malafied / unauthorized purpose, the 'Retainer' would solely be liable for all consequential actions, besides instant termination of this agreement.





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- f) In the event of any dispute relating to the compliance with the terms & conditions of this agreement or the interpretation thereof, which may arise at any point of time between the parties, the same shall be referred to the sole arbitration of the TVTN's nominee whose decision shall be final and binding on both the parties. The arbitration shall be conducted in English language and seat of Arbitration shall be New Delhi only.
- g) The Retainer hereby undertakes to keep and hold the TVTN indemnified and harmless against all costs, expenses, claims, liabilities and losses directly arising out of breach of this Agreement by the Retainer or by any act or omission of the persons engaged by the Retainer for performing the Services or otherwise employed or engaged by the Retainer.
- h) TVTN shall be entitled to enter in to any similar arrangement and, or, agreements with any other persons or entities any time during the Term of this Agreement without any prior consent, permission of the Retainer. The service of retainer to TVTN shall be exclusive and Retainer shall not render any service to third party during the term of this Agreement.
- i) The courts/tribunal at Delhi/New Delhi shall have exclusive jurisdiction over any dispute relating to this agreement subject to the Arbitration clause as provided in this agreement.

IN WITNESS WHEREOF THE PARTIES HERETO SET THEIR HAND AT NEW DELHI ON THE DAY ANY YEAR STATED ABOVE.

<p>For and on behalf of <b>TV Today Network Limited</b></p> <p></p> <p><b>Vinay Kumar</b> Senior General Manager, HR</p>	<p>For and on behalf of "Retainer"</p> <p><b>Shaurya</b></p>
---	--



Upasana Malik

Date: 18-Oct-2021

Dear Upasana,

Subject: Appointment Letter

Further to your application and subsequent interviews you had with us, we are pleased to make you an **offer of employment. The offer is also subject to the terms and conditions and policies of the Company** applicable from time to time. The offer letter details are as follows:

- **DESIGNATION**

You have been selected for the position of **HR Associate**. Besides what the designation connotes, your job and duties shall include any other task or responsibility as is felt suitable by the management and is assigned to you from time to time.

- **REMUNARATION**

You will receive entitled for an annual compensation of **INR Two Lakh Forty Thousand Only (2,40,000/-INR)** which will be paid in accordance with the Company's normal payroll procedures. Your salary will be subject to income tax as per the provisions of Income Tax Act, 1961 and Talentiser shall deduct tax at source at the applicable rates prior to making any payments to you.

Annual Fixed CTC : 2,16,000/-  
Annual Variable CTC : 24,000/-

Variable pay will depends on target you archive. Your Target will be discussed with you upon your joining

- **DEPUTATION**

Your present place of work will be at Noida, but during the course of the service, you shall be liable to be deputed anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

- **PROBATION**

You shall be on probation for a period of three (3) months from the date of commencement of your duties. The probationary period may be further extended at the discretion of the Management. After the completion of the probationary period, your appointment will be confirmed subject to your satisfactory performance.

- **INCREMENTS AND PROMOTION**

Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

- **FULL TIME EMPLOYMENT**

Your position is a full 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), in any other trade or business during your employment with the company, without permission in writing of the Management.

- **SECRECY**

You shall observe secrecy and shall neither during the tenure of your services nor after separation divulge and/or disclose either directly or indirectly to any person / firm / company any information or documents which comes to your attention / knowledge in the course of your employment and you shall strictly adhere to this “confidentiality clause”.

- **COMPANYS' PROPERTY**

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

- **TERMINATION AND NOTICE**

During the probationary period and any extension thereof, your services may be terminated on either side without assigning any reason and you shall not be eligible for any notice or compensation 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.

In case you leave your employment without giving requisite notice, you have to pay company the notice period amount (Maximum 30 day's salary). Company will be free to take legal route if you fail to provide notice period or notice period amount.

Employee payables like, salary, Incentives, etc will be on hold from the day employee put down her/his papers. Full & final settlement will be paid after 30 days from the last day of service.

The company shall be at liberty to terminate your employment without any notice or compensation if, any time during the period of employment, you are found guilty of any act of disobedience, indiscipline, insubordination, unauthorized absence, dishonesty, fraud or any other serious misconduct or neglect or incompetence in the discharge of your duties or breach of any stipulation in this letter or company's norms.

In the event that you fail to attend to your duties for a period of 5 (five) consecutive days, without any valid reason or without prior approval of the management, the company shall be entitled to terminate your employment without notice or compensation.

You are required to return all of company's property immediately upon termination, and the company shall be entitled to withhold any salary, emoluments or other dues then or in future payable to you in case you have failed to return any of company's property.

## Leave Policy

- You will be entitled for 16 leaves in a year.
- Any leave will require prior approval from supervisor on mail with CC to HR (Sajjan).
- 3 casual leave shall be allowed in a month. More than 3 leaves require approval from manager and HR
- It is responsibility of employee to give backup plan in his/her absence.
- It is responsibility of employee to be available on phone while on leave
- For approved leave on medical ground for more than 2 days needs to produce prescription of doctor
- We are 5.5 days working. That means 2 Saturdays are half days working in a month. It is discretion of company to not to work on Saturdays if the work is not there.
- If follow-ups of interviews are done in a “limited number” that won’t be counted as full work from home on Saturdays. This would be approved by manager.
- Comp off Saturday work would only be given if the person does work for more than 2 Saturdays in a month which is our (2 half days) Saturdays working limit.
- Compensation Off: Comp off should be approved by supervisor and mailed to HR (Sajjan)
  - Comp Off: If worked on weekend. 0.5 day would be taken in consideration
- Work from Home policy: Work from home should be approved on mail with copy to HR.
- An unapproved or absence from workplace for more than 7 days will result in termination of employment

### Timing:

- The office time is 9:00 and from now on If anyone comes after 9:15 for more than 4 days in a month without approval from supervisor then that will be counted as half day leave
- If you come office after 10:30 a.m. this would be counted as half day.
- If you leave early in a day before 4:30 p.m. that would be counted as half day.

### Leave Encashment:

- Eligibility for leave encashment is 1 year of employment with company.
- Leave period is between Jan to December
- Any pending leave will be encashed in salary of next starting of the year for eligible employees
- New employee will be on probation for 3 months.
- Any leave taken during probation period will be deducted from the salary.

## **RULES AND REGULATIONS**

You will be required to comply with all such rules and regulations as the Company may frame from time to time and the Company shall have the right, from time to time, to vary or modify any of the terms and conditions of service which shall be binding on you.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please return a signed copy of the letter along with a copy of your resignation letter to your current employer as a token of your having understood and accepted the same.

Sincerely,

**Talentiser Private Limited**



**Arushi Jindal**

**Authorized Signatory**

### **Acceptance**

I **Upasana Malik** have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force & accordingly I accept appointment of my service with you.

Signed: \_\_\_\_\_

**Date: 18-Oct-2021**

Name:

# Ono Labs Private Limited

Date: 12 September 2020

To,

Vimal Verma,

RZ-10 Street- 1

Roshan Garden,

Najafgarh, New Delhi - 110043

**Dear Vimal,**

We Ono Labs Pvt. Ltd., are pleased to offer you a **Business Development Executive** role in our Company. You will be located in **Bangalore**.

## **Remuneration**

Your salary structure is as follows.

<b>Details of Compensation</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>
Basic Salary	16,667	200,000
House Rent Allowance	8,333	100,000
Leave Travel Allowance	2,000	24,000
Mobile and Internet Allowance	2,000	24,000
Knowledge Allowance	2,500	30,000
Special Allowance	33	400
<b>Gross Income</b>	<b>31,533</b>	<b>378,400</b>
Provident Fund Employer Contribution	1,800	21,600
<b>Total CTC (Fixed)</b>	<b>33,333</b>	<b>400,000</b>
<b>Variable</b>	-	-
Deduction - Provident Fund Employee Contribution	1,800	21,600
Deduction - Professional Tax	200	2,400
<b>Total Deduction</b>	<b>2,000</b>	<b>24,000</b>
<b>Total CTC (Fixed + Variable)</b>	-	<b>400,000</b>
<b>Salary Before Income Tax Deduction</b>	<b>29,533</b>	<b>354,400</b>

### **Communication Address**

Mastree, BHIVE Workspace HSR Layout, No. 1794/36/3,  
27th Main Road, Near Power Station, 2nd Sector, HSR  
Layout, Bengaluru, Karnataka - 560102  
+91 75062 15345

### **Regd. Address**

No 45/1, RHB Colony,  
Mahadevapura Post,  
Bangalore - 560048

www.mastree.io  
hello@mastree.io



# Ono Labs Private Limited

## **Joining/ Relocation bonus**

The employee, if eligible for joining/ relocation bonus which shall be paid with the first month's salary. The employee agrees that upon termination of his/her employment with the Company before 12 months from the date of joining for any reason whatsoever, the Company will be authorized to deduct in full any sums provided to him/her by the Company as joining/ relocation bonus from any sums owed by it to him/her (by way of salary or otherwise).

## **Validity of Offer**

If any declaration given on information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material information, this offer will stand withdrawn and automatically cancelled.

## **Acceptance**

We look forward to your joining at ONO LABS PRIVATE LIMITED on or before 14th September 2020 failing which the offer will be void.

## **Non-competition and Non-solicitation**

For a period of 12 months from the end of your employment, you will not directly or indirectly engage with any Competitor of the Company or engage in any acts of Solicitation.

## **Employment Termination**

The first three months from your joining date are defined as the probationary period. During the 'probationary' period, the company reserves the right to terminate employment, by giving no less than 1 weeks' prior notice. Post probationary period, your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary. You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable grounds to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

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# Ono Labs Private Limited

## **Separation**

On termination of employment and/or your resignation, you will immediately hand over to the company all company assets, accessories, documents, specifications, books, etc. of whatsoever nature in your possession, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the company.

Please sign and return the duplicate copy of this letter as a token of your acceptance of Offer. This is a preliminary Offer containing most basic monetary details for the employment and all other terms and conditions of employment will be provided in the Employment Agreement which you will sign on Joining and your employment in the Company will be effective from the date of Employment Agreement. This offer can be withdrawn or revised by the Company at any point of time before the signing of the Employment Agreement. Employment Agreement shall supersede this offer letter once both the parties sign it.

We also request you to submit the documents mentioned in Annexure I to us at the time of your joining

Yours truly,

For **ONO LABS PRIVATE LIMITED**



**Shrey Goyal**

*Chief Executive Officer*

I, *Vimal Verma*, accept the offer made in this letter by **ONO LABS PRIVATE LIMITED**. I will join the service of the company with effect from 14th September 2020.

**Signature:** *Vimal Verma*

**Date:** 12/9/2020

(THIS OFFER SUPERSEDES AND REPLACES ANY PRIOR VERSION OF WRITTEN OR ORAL COMMUNICATION)

### **Communication Address**

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# Ono Labs Private Limited

## ANNEXURE I

We request you to submit the copy of following documents along with originals (for our examination) on the day of joining

- a) Proof of educational qualifications
- b) Passport size photograph of yourself (soft copy)
- c) Relieving letter from previous employer
- d) Recent salary statement, if applicable
- e) PF account details (UAN number and copy of passbook from previous employer)
- f) Pan Copy
- g) Passport Copy
- h) Aadhar Copy
- i) Copy of cancelled cheque

### Communication Address

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# Ono Labs Private Limited

## ANNEXURE II

### **Ownership of Intellectual Property**

- I. **“Intellectual Property”** means any work product (whether tangible or intangible) including materials, writings, trademarks, database, computer programs, data, trade secrets, technology, ideas, concepts, trade names, designs (registered or unregistered) unregistered), innovations, discoveries, inventions, improvements, (whether or not patentable and whether or not copyrightable) that is conceived, created, designed, invented, discovered, written, prepared or developed by Employee, solely or jointly with others, relating in any manner to any present or prospective business or other activities of the Company or its affiliates and/or resulting from the use of the Company's time and/or materials and/or information and/or facilities, or from the services Employee performs for the Company (whether during normal business hours or other than during normal business hours) during Employee's engagement by the Company, and includes work product that is known to Employee by virtue of his or her employment with the Company.
  
- II. With respect to any Intellectual Property that is protected under the Copyright Act, 1957, the Parties agree that all Intellectual Property created (in whole or in part) by Employee is or will be a work created in the course of Employee's employment with the Company under this contract of service and therefore the Company is or will be the first owner of such Intellectual Property and the copyright to such Intellectual Property will vest initially with the Company. If it is held by a competent authority that the Company is not the first owner of copyright in the Intellectual Property created by Employee, then Employee does now for good and valuable consideration hereby assign to the Company all right, title, and interest in and to such Intellectual Property, for the territory of the world and for the entire term of copyright protection in such Intellectual Property.

#### **Communication Address**

Mastree, BHIVE Workspace HSR Layout, No. 1794/36/3,  
27th Main Road, Near Power Station, 2nd Sector, HSR  
Layout, Bengaluru, Karnataka - 560102  
+91 75062 15345

#### **Regd. Address**

No 45/1, RHB Colony,  
Mahadevapura Post,  
Bangalore - 560048

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# Ono Labs Private Limited

- III. With respect to any Intellectual Property that is or may be protected under the Patents Act, 1970, Employee does now for good and valuable consideration hereby assign to the Company the complete title to such Intellectual Property without limitation throughout the world for the entire term of patent protection, when granted.
- IV. With respect to any other Intellectual Property that is not protected under the Copyright Act, 1957 or Patents Act, 1970 (including but not limited to trade names, trademarks, trade secrets, and non-copyrightable or non-patentable ideas, concepts, designs, innovations, discoveries, inventions, improvements, computer programs, data, and technology), Employee does now for good and valuable consideration hereby assign to the Company all right, title, and interest to such Intellectual Property, without limitation, throughout the world, in perpetuity. Employee hereby warrants and represents that neither Employee nor anyone claiming through Employee will have any rights to or at any time make any claim to such Intellectual Property.
- V. With respect to all Intellectual Property, Employee agrees to execute all documents and assist in all proceedings to perfect, register, or record the rights of the Company to the Intellectual Property, or secure, maintain or protect the Company's ownership of the Intellectual Property, as the Company may deem appropriate. If the Employee does not, within five days of presentment, return the requested executed documents, then the Company is hereby granted a limited power of attorney to execute all such documents on behalf of the Employee. This power of attorney is coupled with an interest and is irrevocable.
- VI. Employee will promptly disclose to the Company all intellectual property and maintain detailed written records (in the form of notes, sketches, drawings, and as may be reasonably specified by the Company) of all such intellectual property, including, without limitation, of the procedures employed and the results achieved to be submitted to the Company on the completion of each given project.
- VII. Employee represents and warrants that he or she has the sole and exclusive right to dispose of any and all rights granted herein; that the Intellectual Property is

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original and free and clear of any encumbrances or liens and are not subject to any third-party agreements or arrangements that would interfere with the exercise of the rights granted herein; that he or she will not execute any further agreement or arrangements in conflict herewith and that the Intellectual Property does not and will not violate or infringe on the right of privacy or any other right of any person or corporate entity including but not limited to any patent, copyright, trademark, trade secret, contract, or other right. Employee will hold harmless, defend, and fully indemnify the Company and its affiliates, and all of their employees and agents against any damage, loss or expense, including reasonable attorneys' fees, occasioned by any demand, claim, action, suit or proceeding by reason of any breach of any of the foregoing representations and warranties.

VIII. Employee agrees that in the event the Employee develops, creates or compiles any data, literature or develops or creates any creation in which any copyright or any other intellectual property right subsists in the course of his employment with the Company, she/he shall not disclose the same to any other person or person and hereby assigns in perpetuity copyrights in favour of the Company. all future intellectual property rights including The Company shall be the exclusive and the first owner of such creation and/or compilation and shall deal with the same in any manner it deems fit. To the extent that it should be determined that the copyright or any other intellectual property right in any aspect of such creation and/or compilation does not vest with the Company, the Employee does hereby assign, worldwide in perpetuity and irrevocably, all the rights including the copyright to the title and concept of the said creation and/or compilation to the Company. The Employee agrees to execute and deliver to the Company all documents or do any acts which the Company may reasonably deem necessary to give effect to the intent and provisions of this Clause and perfect the rights granted herein.

I, *Vimal Verma*, have received the original of this Annexure II and agreed to the terms and conditions mentioned.

**Signature:** *Vimal Verma*

**Date:** 12/9/2020

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## ANNEXURE III

### **Non-Competition & Non-Solicitation**

(i) For the purposes of this Annexure,

1. "**Competitor**" means and includes all such persons whether domestic or foreign, or which are likely to carry on business similar to the business of the Company above and/or directly or indirectly compete or have the potential to compete with the Company.
2. "**Competition**" means engaging in the employment of or rendering any services to any Competitor, if (i) the Employee has prior knowledge of the same, or (ii) the Employee gains such knowledge during the term of his employment or (iii) it is obvious
3. "**Solicitation**" means:
  - a. Recruiting, soliciting, or inducing of any non-clerical employees of the Company or its affiliates or any advisor in the Company councils to terminate their employment with, or otherwise cease their relationship with the Company or its affiliates, or hiring or assisting another person or entity to hire any non-clerical employee of the Company or its affiliates or any person who within six (6) months before had been a non-clerical employee of the Company or any of its affiliates or any advisor to the Company councils;
  - b. Soliciting or inducing any actual or prospective customer, client or investor of the Company or its affiliates to terminate, or otherwise to cease, reduce or diminish in any way its relationship or the contemplated relationship with the Company or its affiliates, whether or not the relationship between

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the Company or such affiliate and such person or entities was originally established, in whole or in part, through the Employee's efforts; or

- c. Soliciting the business of any client of or investor in the Company or any affiliates thereof (unless such solicitations are rendered on behalf of the Company or its affiliates), or render any services of the type usually rendered by the Company or an affiliate thereof to any such client of the Company or any affiliates thereof (unless such services are rendered on behalf of the Company), whether or not the relationship between the Company or such affiliate and such client or investor was originally established, in whole or in part, through the Employee's efforts.

(ii) During the term of Employee's engagement by the Company and for a period of twelve (12) months thereafter (the "Non-Solicitation Restricted Period"), the Employee agrees not to engage in any acts of Solicitation. Further the Employee also agrees not to engage in any acts of Competition during his engagement with the Company and for a period of twelve (12) months thereafter (the "Non-Competition Restricted Period"). In agreeing to this restriction on Competition and Solicitation, the Employee acknowledges that:

1. The Company's business is conducted on an international basis, and as such is not geographically limited;
2. If the Employee were to participate in a business that competes with the Company, Employee's new duties and the products, services, and technology of the competing business would be so similar or related to those contemplated by Employee's engagement by the Company that it would be very difficult for Employee not to rely on or use the Confidential Information; and
3. The Employee and any entity in competition with the Company to which the Employee might render services, cannot avoid using the Confidential Information, because even in the best good faith, the Employee cannot as a practical matter avoid using the knowledge of the Confidential Information in Employee's work with such an entity;

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4. If such restriction with regard to Competition or Solicitation is found by any court of competent jurisdiction, or an arbitrator, to be unenforceable because it extends for too long a period of time or over too great a range of activities or in too broad a geographic area, it will be interpreted to extend over the maximum period of time, to the maximum range of activities or geographic area to which it may be enforceable.
5. It is agreed by and between the Company and the Employee that the employment with the Company and the compensation payable to the Employee shall be sufficient consideration for the purposes of this amended Annexure III.
6. The Employee hereby acknowledges and agrees that the limitations as to time and the limitations of the character or nature placed in this Annexure are reasonable and fair and will not preclude the Employee from earning a livelihood, nor will they unreasonably impose limitations on the Employee's ability to earn a living. The Employee expressly acknowledges and agrees that each and every restraint imposed by this Annexure is reasonable with respect to the subject matter, time period and geographical area.

I, *Vimal Verma*, have received the original of this Annexure III and agreed to the terms and conditions mentioned.

**Signature:**

*Vimal Verma*

**Date:** 12/9/2020

**Communication Address**

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Date: 16<sup>th</sup> March 2021

To,

**Ridhima Verma,**  
**New Delhi**

**Subject - Offer of Appointment**

**Dear Ridhima,**

**Congratulations!** With reference to your application and subsequent interview with us, we are pleased to confirm that you have been selected to work with Avian Media Private Limited a company incorporated under the Companies Act, 1956/2004 and having its registered office at 74, Link Road, Second Floor, Lajpat Nagar - III, New Delhi - 110 024. We are delighted to make you the following job offer.

You are being offered a position of **Jr Account Executive** at a commencing salary of **Rs. 3,60,000/- per annum (Rs. Three Lacs and Sixty Thousand only)**. The detailed compensation break-up is enclosed as **Annexure - I**. On your joining, you shall be reporting to the **Account Manager or above** and your work timings will be from 9.15 AM to 6:15 PM and 5 days a week.

You are requested to join us not later than **March 22, 2021** and are requested to report at our New Delhi office located at 74, Link Road, Second Floor, Lajpat Nagar - III, New Delhi - 110024. You will be undergoing a detailed induction process on the day of your joining. Please bring the undernoted documents (original and one set photocopy) with you on the date of joining for verification and record purposes:

- (a) Two copies of your recent passport size photographs.
- (b) Copies of all educational and previous employment certificates; and
- (c) Photocopies of Passport/Aadhar Card/Pan Card/Driving License.

An employment contract shall be executed with you upon joining the Company. The first six months of your employment will constitute your probationary period. During this period, you will be given performance and development targets by the Reporting Manager.

You shall be entitled to 25 days holidays per year, however during the probation period you will be entitled only to take to 6 leaves. On joining or leaving during the year you will be entitled to a proportionate number of days. Also, you shall not be entitled to take any leave while serving your notice period post resignation/termination of services.



As per our revised policy, while in probation, your employment may be terminated by giving 15 days' notice in writing by the either side. However, upon successful completion of probationary period, **One Months'** notice of termination would have to be served on either side for termination of employment. In case of your leaving the Company within one year of joining, the Company shall have the right to recover any external/outdoor training cost incurred on you.

You shall be entitled to the benefit of Company's health insurance scheme & Group accidental policy from your date of joining itself.

Your employment is subject to your positive/satisfactory reference check. Please sign the enclosed copy of the letter and return it to us or confirm your consent on an email by **17<sup>th</sup> March 2021** as a token of having understood the terms and conditions and your acceptance to this offer of appointment.

We congratulate you on your appointment and wish you a long and successful association with us. We are confident that your contributions will take us further in our journey towards becoming India's most trusted advocacy firm by the Year 2025'. At the same time, we assure you of our complete support for your professional development and growth.

Yours sincerely,

*For:* **Avian Media Private Ltd.**

A handwritten signature in blue ink, appearing to read "Abhishek Shankar", written over a light blue rectangular background.

**Abhishek Shankar**  
**National HR Director**

**Bhumika Kohli**

V-7, West Patel Nagar  
New Delhi - 08

Date: April 22 , 2021

Dear Bhumika,

Congratulations on successfully completing your internship at Commwiser. We have pleasure in confirming your appointment as “**Executive – Client Servicing**” with effect from April 4, 2021 on the following terms and conditions.

#### **Your Remuneration**

1. Your compensation will be **INR 264,000/- Per Annum (Indian Rupees Two lakh Sixty Four Thousand Only)**. The same will be subject to statutory deductions and government regulations in force from time to time.  
Future increment in your remuneration will not be automatic and shall depend upon your performance and be at the discretion of the management.  
Please note that your salary is confidential and should not be discussed with anyone.

#### **General Terms**

1. Your location of job is Delhi NCR. However, your services are liable to be transferred to any of our establishment or to associate concerns, anywhere in India, as and when decided by the management. Also, management holds the right to transfer you to another business unit, as per your skills, knowledge, experience, and willingness to undertake and manage new business horizon.
2. After confirmation of your services, the employer-employee relationship can be terminated by either party upon giving a written notice of one month or payment in lieu thereof.
3. The management possess the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.
4. You shall not at any time during the continuance of the employment or thereafter divulge, either directly or indirectly, to any person, firm or company any information that is privileged and / or of a confidential nature that you may acquire during the course of the employment or otherwise howsoever concerning COMMWISER’s Group business, property, contract, trade secrets, transactions, clients or affairs.

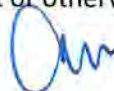


5. You shall confirm to abide by the Confidentiality Agreements or Agreements containing Confidentiality clauses entered into by Commwiser Group and abide by the same at all times during the course of your employment and even after the termination of your employment.
6. You shall not during the continuance of your employment with us do any act, deed, matter, or thing whereby you would have been deemed to have independently taken up any employment or assignment with any Commwiser clients.
7. Subsequent to your separation from Commwiser, for a period of twelve (12) months you will not take up any job, either full time or otherwise, either directly or indirectly, for a client of COMMWISER Group, whose assignment you have worked on in the twelve months immediately preceding your separation from COMMWISER Group without having a written consent of COMMWISER Group.
8. You agree that you shall not, during your employment with COMMWISER Group, and for a period of 12 months thereafter, solicit business, directly or indirectly, from any of COMMWISER Group's existing clients. In the event COMMWISER Group discovers, at any point of time, that you have acted in violation of this representation and warranty, it shall be entitled to recover it's business opportunity loss costs' from you.
9. You agree that you shall not solicit to employ COMMWISER Group's employee(s) when he/she is employed by COMMWISER Group and for a period of (12) months after such employee ceases to be employed by COMMWISER Group.
10. During the period of your service and even afterwards, you shall not give out to anyone, by word of mouth or otherwise, particulars or details of our database or other processes, technical knowhow, security arrangements, administrative and/or organizational matter of confidential and secret nature, which may be your privilege to know by virtue of being our employee.
11. You agree that all the work created by you, in the course of your employment with COMMWISER Group shall be deemed to be 'works made for hire' and shall hence be the property of COMMWISER Group. You shall not be allowed to use copy or reproduce the same, without any prior written consent or authorisation of COMMWISER Group.
12. You will not offer any items of personal inducement to secure business. This is not intended to prohibit appropriate entertainment or the making of occasional gifts of minor value unless the client has a policy which restricts this.
13. You will not accept for your personal benefit goods or services from suppliers, potential suppliers or other third parties. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such

A handwritten signature in blue ink, appearing to be "Om".

material 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.

14. You shall be liable to indemnify COMMWISER Group for any act, deed, matter or thing engaged in or committed by you, directly or indirectly, which results in damaging COMMWISER Group's and/or its client(s) and/or its vendor's property and / or goodwill.
15. In the event COMMWISER Group terminates your services with cause including but not limited to reasons such a misconduct on your part or under a disciplinary action taken against you or breach of any of the terms and conditions of this confirmation letter as well as company policies by you, then in such event your services shall be terminated on an immediate basis without any obligation or responsibility on part of COMMWISER Group, including the responsibility of COMMWISER Group to pay salary in lieu of the notice period. The subject provisions are without prejudice to any other rights or remedies that COMMWISER Group may have.
16. While serving the notice period, you will not be entitled to avail any leaves except sick leave, subject to prior intimation and submission of a Doctor's certificate. If you avail of sick leave during your notice period then your notice period may be extended by those numbers of days.
17. In the event of you leaving the service without giving any notice as prescribed, your dues may be forfeited.
18. If and when information furnished by you in your Application Form regarding your credentials is found to be incorrect or not true, you will be liable for termination or such other action as the management of COMMWISER Group deems fit.
19. COMMWISER Group shall be at liberty to terminate your employment without any notice or compensation if, any time during the period of your employment you are found guilty of any act of disobedience, indiscipline, insubordination, incivility, insobriety, unauthorised absence, dishonesty, fraud or any other serious misconduct or neglect or incompetence in the discharge of your duties or breach of any stipulation in this appointment letter or COMMWISER's norms or if you become incapacitated or are adjudged insolvent beyond compound with your creditors.
20. You agree that you shall compensate COMMWISER for any loss and/or damage caused to COMMWISER as a consequence of non-compliance with all or any of the terms of this letter or for your misconduct or negligence in the performance of the Services under this appointment. In the event of a claim for loss or damages being made by COMMWISER Group, without prejudice to any of its rights, COMMWISER Group shall be entitled to adjust amounts claimed, against the future or outstanding payments due to you. Any such claim for loss and/or damage made by COMMWISER Group shall not amount to a waiver of COMMWISER Group's right to terminate this appointment or any of the other rights available to COMMWISER Group either under this appointment or otherwise in law.



21. You shall retire from the services of the company on completing the age of 60 (sixty) years.

If you are agreeable to the above terms and conditions, please sign and return the duplicate in confirmation.

**For Commwiser Consultants LLP**



**Aman Abbas**  
CEO and Founder

**Declaration**

I have carefully read and understood the above terms and conditions. I hereby give my acceptance.

Bhumika Kohli

**Dated:**

**Place:**

**Signature:**



## OFFER LETTER

20<sup>th</sup> September 2020

New Delhi

Dear **Saaransh Chotwani**,

On behalf of Anagram Media Labs Private Limited, I am delighted to formally offer you the position, **Client Servicing Intern** based at Anagram Media Labs, New Delhi, commencing on **23-09-2020**. This offer is conditional on the receipt of employment references satisfactory to the Company. If you accept our conditional offer and any of these subsequently prove to be, in our opinion, unsatisfactory, then we may terminate your employment without notice.

### Remuneration

Your total remuneration on a monthly basis is **Rs.20,000/-**. All payments made to you will be subject to deduction of tax at source as applicable under the Income Tax Act 1961. Other statutory deductions as may be applicable as per the law of the land from time to time.

Also, there will be a probation period for three months after which there will be a review of your performance

Authorised Signatory



---

DELHI | JAIPUR | CHANDIGARH | AHMEDABAD



7703887123 , 8287914698



[www.anagrammedia.tech](http://www.anagrammedia.tech)



Corporate Office -

A - 89, Second Floor, Okhla Phase II,  
DDA Shed, Okhla Industrial Area,  
New Delhi - 110020



[info@anagrammedia.tech](mailto:info@anagrammedia.tech)



GST NO. - 07AATCA4329G1ZH





**Restricted**

Please read through terms and condition carefully and as acceptance of this offer, please return one signed and dated copy to HR contact. Anagram Media Labs House, A-89, Second Floor, Okhla Phase II, DDA Shed, Block A, Okhla Phase II, Okhla Industrial Area, New Delhi, Delhi 110020. The other copy is for your records

If there are any aspects of this offer which you wish to discuss further please contact the undersigned.

I very much hope that you will accept this offer as we feel you would contribute greatly to our team in an exciting period for our Company. I would also like take this opportunity to welcome you to Anagram Media Labs and look forward to receiving your acceptance in writing soon.

*Aditya Sharma*

Yours Sincerely

**Aditya Sharma**

**Manager - Human Resources**

I have read and accepted the terms and conditions of employment as explained above and in my offer letter.

Will be joining on: 23/09/20

Signed:

*Saravani Chonmani*

Date: 20/09/20

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DDA Shed, Okhla Industrial Area,  
New Delhi - 110020



[info@anagrammedia.tech](mailto:info@anagrammedia.tech)



GST NO. - 07AATCA4329G1ZH



RMSI Private Limited  
A-8 Sector-16, Noida 201 301, India  
Tel +91 120 251 1102, 404 0500  
Fax +91 120 251 1109, 251 0963  
info@rmsi.com  
www.rmsi.com

20<sup>th</sup> September, 2021

Mr. Pranav Sahni

673/5,  
Mehrauli,  
Delhi.

Dear Mr. Sahni,

This is with reference to your application and subsequent discussion with us regarding internship for a period of 6 months.

We are happy to provide internship to you with effect from **22<sup>nd</sup> September, 2021 to 22<sup>nd</sup> December, 2021** as **Intern** in **Marketing** Business Unit at our **Noida** office. The internship assignment will automatically come to an end after the above period unless extended in writing.

Please return a copy of this letter duly signed by you as token of your acceptance of the above.

We look forward to having you work with us.

Sincerely,

**Gagan Jyot**  
**Senior Vice President, Human Resources**  
**RMSI Private Limited**

\*This is an electronically generated offer letter. Does not require signature.

Accepted: \_\_\_\_\_

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

Proposed Start Date: \_\_\_\_\_

REGISTERED OFFICE : 50/9, 1st Floor, Tolstoy Lane, Janpath, New Delhi, Delhi – 110001, India  
BRANCH OFFICES : Vega, The V, 11th Floor, Right Wing, Plot No.17, Software Units Layout, Madhapur, Hyderabad – 500081,  
India  
Building : SEZ Unit, Survey No. 115, (Part) Wave Rock, TSIC IT/ITES SEZ, Ground Floor, South Tower – Bar  
Nanakramguda Village, Serilingampally Mandal, Hyderabad 500 008, Telangana, India  
: 1105, Doon Express Business Park, Opp. Transport Nagar, Saharanpur Road, Subhash Nagar, Dehradun 248  
002, India  
CIN : U74899DL1992PTC047149

**Terms & Conditions offered to Mr. Pranav Sahni**

Designation : Intern  
Business Unit : Marketing  
Date of Joining : 22<sup>nd</sup> September, 2021  
Place of Joining : Noida  
Internship Period : 3 months

<b>Stipend (p.m.) (in Rs.)</b>	<b>12,000/-</b>
--------------------------------	-----------------

**It is mandatory to bring the following documents along with you to complete your joining formalities on the day of joining:**

1. Date of Birth certificate / Proof of Age
2. All Educational certificates
3. 2 Passport size colour photographs
4. Address Proof
5. Photo Identification Proof

# E-Definers Technology

S-75, 2<sup>nd</sup> Floor, Nehru Vihar,  
Near Dr. Mukherjee Nagar, New Delhi – 110054  
E-mail : [info@edtech.in](mailto:info@edtech.in)  
Phone: 09999303051



Ref: 38-28/10/2020

Dated: 28/10/2020

## **Appointment Letter**

**RE:** Appointment as a Marketing and PR Executive

Dear Samarth Goel

With reference to your application and subsequent interview, we are pleased to appoint you as a Marketing and PR Executive in our organization on the following terms and conditions.

**Date of Joining** : 7th Nov. 2020

**Place/Transfer:** Your present place of work will be at our Head Office in Nehru Vihar, New Delhi, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the three months. Based on your performance your services, we may offer you a permanent role in the company.

During the probation period your services can be terminated with fifteen days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

**Terms:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter, you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance, along with the following documents:

- Copy of your current passport for identification
- Two recent (within last 6 months) passport size photographs
- Proof of your Education Qualification (most recent completed qualification)
- Two references

We welcome you to the 'E-Definers Technology' family and look forward to a fruitful collaboration.

With best wishes,

For E-Definers Technology



Rajeev Gaur



Date: 22nd June 2021

Dear Shambhavi,

**Subject: Offer of Employment**

In continuation of our discussions, based on your profile and performance in the selection process, **GlowRoad** is pleased to extend the following offer of employment to you:

<b>Position/Title:</b>	<b>Content Writer</b>
<b>Date of Joining:</b>	<b>01-July-2021</b>

**Total CTC:** Your all-inclusive annual CTC will be Rs. 4,10,000/-(Rupees Four Lakhs Ten Thousands only). This includes all benefits and allowances. The detailed break-up of the pay structure for fixed salary is provided below.

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

Please note that once we receive your acceptance, we will start your background verification process. The execution of your employment agreement and confirmation of employment is subject to clearance from our background verification team and completion of other formalities as per the company policy.

For Sociofy Enterprise Private Limited

**Nitesh Pant**  
**Director**

**Appendix A - Salary Breakup**

**Corporate Office:**

**Sociofy Enterprise Private Limited**

Evoma Borewell Road - Business Center

# 88, Borewell Road, Near Borewell Road Post Office, Whitefield, Bengaluru, Karnataka 560066.

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


Name	Shambhavi Dubey		
Date of Joining	01-July-2021		
Designation	Content Writer		
<b>Salary Components</b>		<b>Monthly</b>	<b>Yearly</b>
Basic		17,083	205,000
HRA		6,833	82,000
Leave Travel Allowance		3,417	41,000
Conveyance		1,600	19,200
Medical Allowance		1,250	15,000
Special Allowance		2,183	26,200
Employer's Contribution to PF		1,800	21,600
<b>Gross Salary</b>		<b>34,167</b>	<b>410,000</b>
<b>Deductions</b>			
Professional Tax		200	2,400
Employee's Contribution to PF		1,800	21,600
Employer's Contribution to PF		1,800	21,600
Income Tax		-	-
(As per employee declaration)			
<b>Net Salary</b>		<b>30,367</b>	<b>364,400</b>






MEDIA & ENTERTAINMENT  
SKILLS COUNCIL

**MEDIA & ENTERTAINMENT SKILLS COUNCIL**

 522-524, 5th Floor, DLF Tower A,  
Jasola, New Delhi-110025

 info@mescindia.org

 011 49048335 / 49048336

**Date: 11<sup>th</sup> January 2021**

Tuhiin Puri

5/741

Viramkhand Gomtinagar

Lucknow

Uttar Pradesh

Pin code-226010

**Subject:** Letter of Internship

Dear Ms. Tuhiin Puri,

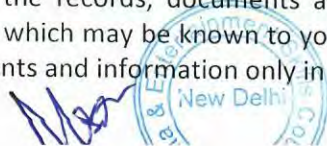
We are pleased to appoint you as Intern (Media Skills League) in Media and Entertainment Skills Council (the 'MESC') on the following terms and conditions:

Your employment will be effective, as of 11.01.2021. Your job title will be Intern (Media Skills League) and you will report to Ms. Shivani, Manager -World Skills, Media and Entertainment Skills Council. Your stipend and other benefits will be as set out in Schedule 1, hereto. You will be posted at Head Office, New Delhi. You may however be required to work at any place of business which the MESC has or may later acquire. The normal working days are Monday to Friday, you will be required to work for such hours as necessary for the proper discharge of your duties to the MESC. The normal working hours are from 10:30 AM to 6:30 PM and you are expected to work not less than 40 hours each week, and if necessary, for additional hours depending on your responsibilities.

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

MESC property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the MESC prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the MESC. You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**Confidential Information:** During your Internship with the MESC you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the MESC. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the MESC which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the



MESC. For the purposes of this clause 'Confidential Information' means information about the MESC's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the MESC's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information. At no time, will you remove any Confidential Information from the office without permission. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your Internship with the MESC. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the MESC may have against you in law.


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


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

Acceptance of our offer: Please confirm your acceptance of this Contract of Internship by signing and returning the duplicate copy.

We welcome you and look forward to receiving a signed acceptance of this letter.

**For Media and Entertainment Skills Council**

  
Mr. Mohit Soni  
Chief Executive Officer




Schedule I - Compensation Details

Salary Structure

Internship Stipend	15,000
<b>Total</b>	<b>15,000</b>

**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 Media and Entertainment Skills Council



Mr. Mohit Soni  
Chief Executive Officer