



**PARASON**

Ref.: PMI/PERS/TR./PMI-1276

Date: 19-06-2023

**Ms. Aditi Mohan Wagh**  
Near Wagheshwar Temple , J-4,  
Wagheshwar Nagar, Wagholi,  
Pune, Maharashtra - 412207

**APPOINTMENT AS TRAINEE**

Dear Ms. Aditi,

With reference to your application dated and the subsequent interview you had with us, we are pleased to appoint you in our organization as a **Trainee** from 19-06-2023. You will be paid salary as follows:

**a) Salary Structure:**

Basic	:	Rs.	10000.00
HRA	:	Rs.	4000.00
EDU	:	Rs.	200.00
Pers. Allow	:	Rs.	4950.00
CONV.	:	Rs.	1600.00
Total Emoluments per month		Rs.	20,750
			=====

You will be employed as "Trainee" but your function and duties may be altered at the discretion of management.

1. You will be on training for a period of One Year, if your performance is found satisfactory during the training period, you will be put in regular service with a probation period of six months.
2. You are requested to report for duty immediately. Your appointment will be subject to the terms and conditions as per annexure "A" enclosed.
3. During the training period, your services can be terminated by giving one-day notice, without assigning any reason by the management.
4. Increments are not automatic but subject to satisfactory work, regular attendance, and good conduct.

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**PARASON MACHINERY (INDIA) PVT. LTD.**

CIN: U29290MH1991PTC060587

Corporate Office: Golden Dreams IT Park, 4th Floor, E-27, Chikalthana MIDC, Aurangabad, (MH) India - 431006,

Tel: +91-240-66 44 444, +91-240-2339234/35/36/37

Web: [www.parason.com](http://www.parason.com) | Email: [info@parason.com](mailto:info@parason.com)

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Other terms and condition of your employment with the company are enclosed as Annexure "A". Kindly return the duplicate copy of this letter and Annexure duly signed as a token of your acceptance.

Thanking You,

Your's faithfully,

**FOR PARASON MACHINERY (I) PVT. LTD.**



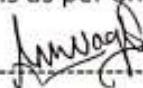
Kunal Chandurkar

General Manager HR & OD

Encl: a /a

I have received the above as well as other terms and conditions as per annexure "A" and accept.

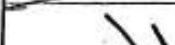
Signature -----



Name: Ms. Aditi Mohan Wagh

## Annexure A

## COST TO COMPANY SHEET

Name	Aditi Mahan Wagh	
Designation	Trainee	
Department	Service	
Grade	A-03	
SALARY PARTICULARS	PROPOSED	
<b>A. MONTHLY PAY PACKAGE</b>	PROPOSED (P.M)	PROPOSED (P.A)
1. Basic Salary	10,000	1,20,000
2. House Rent Allowance	4,000	48,000
3. Conveyance Allowance	1,600	19,200
4. Education Allowance	200	2,400
5. Personal Allowance	4,950	59,400
<b>SUB TOTAL - A</b>	<b>20,750</b>	<b>2,49,000</b>
<b>B. ANNUAL BENEFITS</b>	PROPOSED (P.M)	PROPOSED (P.A)
1. Provident Fund As per provisions of Act	1,800	21,600
2. ESIC As per provisions of Act	622	7,464
3. Variable Pay	-	-
4. Statutory Bonus	1,347	16,164
5. Gratuity As per provisions of Act	481	5,772
<b>SUB TOTAL - B</b>	<b>4,250</b>	<b>51,000</b>
<b>ANNUAL COST (A + B)</b>	<b>25,000</b>	<b>3,00,000</b>
Deductions		
PF	1,800	21,600
ESIC	144	1,724
PT	-	-
<b>Total Deduction</b>	<b>1,944</b>	<b>23,324</b>
<b>Net Salary</b>	<b>18,806</b>	<b>2,25,677</b>
Candidate Signature & Date	 19/06/23	
Prepared By	 19/06/23	
Verified By		



## RESISTOTECH INDUSTRIES PVT. LTD.

CIN : U29253MH2013PTC248679

June 23, 2023

To,

Ms. Akanksha Rajendra Golesar  
Shivaji Nagar, Chaitanya Apartment,  
Tal- Sinnar, Dist- Nashik- 422103.

Dear Ms. Golesar,

With reference to your application and subsequent interview, you had with us. We welcome to you for joined the organization on dated 02 June 2023. You will be given salary package as discussed with undersigned.

**Please submit following documents.**

1. Relieving letter from previous employer.
2. Date of birth, Photo identity and address proof documents.
3. Copy of PAN Card
4. One Canceled cheque
5. Copy of Aadhar Card.
6. UAN of previous company
7. Two passport size photos.
8. Latest salary slip.
9. All relevant certificates, Mark sheets pertaining to education.

Thanking You,

**Yours faithfully,**

**For Resistotech Industries Private Ltd.**

**Amol Thakur**  
**HR- Manager**

Read and accepted the above  
Letter of Offer.

Ms. Akanksha Rajendra Golesar

**NOTE: This offer stands valid up to June 02<sup>nd</sup> 2023 and shall be nullified thereafter**  
**This is computer generated document hence do not require signature.**



# TKT ENGINEERING CONSULTANT PRIVATE LIMITED

Engineering Consultants | EPC Projects

20<sup>th</sup> July 2023

To,  
Mr. Kalyani Kote,  
VIT College of Engineering, Pune.

Subject: Offer Letter for Post of Internship as Process & Project Engineer.

Dear Mr. Kalyan,

With reference to the discussion, we had with you, the management is pleased to offer you the post of "Process & Project Engineer" on a Graduate Trainee Engineer basis initially for a period of Three months, with effect from 20<sup>th</sup> July 2023 on the following terms & conditions of services.

Your total Annual emoluments CTC shall be Rs. 22500/- Per Annum.

Attached are the terms of appointment as Annexure to this letter along with remuneration Offered.

Please submit the following original documents while joining:

1. Original and 1 photocopy of this letter duly signed and dated by you.
2. Original Mark lists of the highest degree / HSC / SSC / Education degree certificate attained.
3. 3 Passport size photograph.
4. Experience Letter from all the employers.
5. Relieving letters from all the employers.
6. Resignation acceptance letter from your most recent employer.
7. Proof of identity – Aadhar card, PAN card / Passport / Driving license.

Welcome to TKT Engineering Consultant Pvt. Ltd. Family.



Revered CONGRATULATIONS  
Mangesh Shinde  
Managing Director,  
TKT Engineering Consultant Pvt. Ltd



+91 73732 28989  
+91 77568 92777



info@tktconsultants.com  
projects@tktconsultants.com



Sec. No. 10, Plot No. 11  
PONDA, MIDC, Bihin  
Pune, Maharashtra - 41



September 18th,2023

To,  
**Miss. Priyanaka Shivaji Borade**  
At & Post – Chechedi Nashi Road,  
Tal & Dist - Nashik  
Maharashtra- 422101.

Dear MSS. Priyanaka,

With reference to your application dated 08.09.2023 and subsequent interview held with us, we would like to offer you as an "Apprentice Trainee" under The Apprentices Act, 1961, on the following TERMS AND CONDITIONS:

1. **PERIOD OF TRAINING:** The initial period of your training is for 12 (Twelve) months i.e. from 18.09.2023 to 17.09.2024 your training will cease on 17.09.2024 automatically. In case your performance is not found to be satisfactory, your training are liable to be terminated any time during the training period without any notice and without assigning any reason whatsoever
2. **STIPEND:** You will be paid stipend of Rs. 22000/- per month (Rupees Tewnty Two Thousand only). As an apprentice trainee, you will not be entitled to any other benefit/privilege available to the other employees.
3. **MEDICAL FITNESS:** Your appointment will be subject to your being declared medically fit by our Company Medical Officer. Your continuance as a trainee in the Company will depend upon your medical fitness.
4. Be it clearly understood and agreed that as an apprentice trainee you will not have any lien or right on the regular job, either during the initial or the extended period of training even there is a vacancy.
5. This appointment is further subject to verification of the particulars given by you on your application form, successful registration and enrolling on <http://mhrdnats.gov.in/> and approval of contract by Boards of Apprenticeship Training. In case any particular/particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
6. **GOVERNING RULES AND REGULATIONS:** You will abide by all the Rules and Regulations and follow the policies and practices of the Company as existing or to be framed from time to time and rule as under "The Apprentices Act, 1961".
7. **LEAVE:** You will be eligible for 18 working days of Leave in a year.
8. During the period of training, you will participate in on the job training and appear for tests/review on every quarter and also submit monthly report on or before 7th day of the following month, reviewing your work along with your observations and suggestions.
9. will devote your whole time to learn and will not undertake any other direct/indirect business or work, honorary or remunerator, except with the written permission of the Management.
10. The services of employees in your grade are liable to be relieved from organization by serving minimum of 30 days of notice period.



**LUPIN**

11. You will not give to any one, by word of mouth or otherwise, in writing or details of our manufacturing processes, technical know-how, or of administrative and/or organizational matters, whether of confidential or secret nature that may become known to you for being associated with our company as a trainee.
12. Notwithstanding any of the clauses of this letter of appointment, the management reserves the right of terminating your apprenticeship without assigning any reason and without notice during your training period.

Please sign on the duplicate of this appointment letter as a token of your acceptance of the terms and conditions mentioned therein,

With Best wishes,

Yours truly,  
For Lupin Limited,

Mahesh Kate  
General Manager – HR

FULL NAME : Miss. Priyanaka Shivaji Borade

FATHER'S/HUSBAND'S NAME : Mr. Shivaji Borade

DATE & PLACE OF BIRTH : 09.04.2002

LOCAL ADDRESS : At & Post – Chechedi Nashi Road,  
Tal & Dist - Nashik  
Maharashtra- 422101.

PERMANENT ADDRESS : At & Post – Chechedi Nashi Road,  
Tal & Dist - Nashik  
Maharashtra- 422101.

I hereby accept the above-mentioned terms of the apprenticeship which have been explained and/or translated to me and are fully understood by me. The original of this letter is in my possession.

Dated:

Yours faithfully,

Ref: KL/04/30/IT/05/2023

22<sup>nd</sup> May, 2023

**Shri Arth Sureshbhai Patel**  
 Flat No.04, Nalanda Cooperative,  
 Bh. Pharmacy College, Krushna Nagar,  
 Nashik  
 Maharashtra. Pin- 422003  
 Phone: 8856970177  
 e-mail: patelarth777@gmail.com

**Sub: Offer of appointment to the post of "IFFCO Trainee - Attendant Operator."**

Dear Candidate,

With reference to your on-line test & Interview, we hereby offer to engage you as 'IFFCO Trainee – Attendant Operator.' at IFFCO- Kalol, Gujarat. We trust that your knowledge and skills will be valuable assets to IFFCO. Your appointment is subject to medical examination and found fit.

The other terms and conditions of this offer of appointment are enclosed. May we request your acceptance on the duplicate copy of this letter immediately on receipt of this Offer failing which this offer will be treated as cancelled without any further reference to you. Your joining will be purely provisional and will be subject to submission of documents related to Educational Qualifications, Age proof, Caste etc and fulfilment of eligibility criteria as required by IFFCO.

Thanking you,

Yours Truly,  
**for INDIAN FARMERS FERTILISER COOPERATIVE LTD.,**

(G C Acharya) 22.05.23  
 Jt. General Manager (P&A)

Encl:

- a. Terms and Conditions of Offer of Appointment
- b. Personal Profile Form (Duplicate)
- c. Bond Agreement Format

I accept the terms and conditions of the offer.

Signature

Name Arth Sureshbhai Patel.Date 20/05/2023

पो. ओ. कस्तूरीनगर, जिला : गांधीनगर-382423. (गुजरात)  
 फोन : (02764) 220209, 220609, 220604, 223256, 223258, 223272  
 ग्राम : इफको, कस्तूरीनगर - फैक्स : 91-2764-220572

P.o. : Kasturinagar, Dist. : Gandhinagar-382423. (gujarat), India  
 Phone : (02764) 220209, 220609, 220604, 223256, 223258, 223272  
 Gram : IFFCO, KASTURINAGAR - FAX 91-2764-220572, Website : www.iffco.in

कलोल इकाई  
KALOL UNIT**Terms and Conditions of Offer of Appointment – Shri Arth Sureshbhai Patel**

1. The duration of training will be one year from the date of your joining which may be extended at the discretion of Management.
  2. During training, you will be paid stipend of Rs.31,000/- per month. Besides you will be entitled to Shared accommodation, if available or HRA according to the place of your posting, Washing Allowance, Canteen Subsidy, Uniform, Coverage under Group Personal Accident Insurance and Group Life Insurance Scheme as per rules applicable to trainees of your category and Medical reimbursement upto Rs.1,500/- per annum for self only.
  3. You will also be entitled to 12 days Casual Leave and 15 days Medical Leave.
  4. You will not be entitled to any other allowances, benefits, facilities etc. whatsoever, during the training period.
  5. In the matter of Discipline, Conduct, working hours etc., you will abide by the Rules and Regulations, administrative orders, instructions issued by the Management from time to time.
  6. If, at any time during the period of your training, you are found not applying yourself sincerely to your work, IFFCO Management will be free to terminate your training without assigning any reason and you will have no claim whatsoever on this account.
  7. During training / after successful completion of training and subject to manpower requirement, you may be placed at any establishment of IFFCO, including new establishments of IFFCO that may be opened /started on a future date.
  8. You will be required to execute an agreement together with a surety, on Non-judicial stamp paper of appropriate value to the effect that you will complete the training and should you be offered appointment in IFFCO on successful completion of training, you will accept the same and serve the organisation for a minimum period of 3 years. If you leave IFFCO during the period of training or bond period, you shall pay to IFFCO, the cost of training or a sum of Rs.25,000/- in case of General & OBC category and Rs.6,500/- in case of SC/ST candidate, whichever is less. The format of the agreement is enclosed.
  9. After confirmation your services can be terminated, or you can leave the services at any time but either party has to give one month's notice (but not less than 30 days). In the absence of notice period by either side, the payment of one month's salary (Basic + D.A) has to be paid in lieu of the notice period in addition to Bond Money, if applicable.
- (Signature)*

Contd....P/2

पो. ओ. कस्तूरीनगर, ज़िला : गांधीनगर-३८२४२३. (गुजरात)  
 फोन : (02764) 220209, 220609, 220604, 223256, 223258, 223272  
 ग्राम : इफ्को, कस्तूरीनगर - फैक्स : 91-2764-220572

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कलोल इकाई  
KALOL UNIT

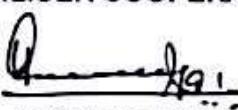
-2-

**Terms and Conditions of Offer of Appointment – Shri Arth Sureshbhai Patel**

10. Your performance as IFFCO Trainee – Attendant Operator will be periodically evaluated. On successful completion of training and subject to your suitability and manpower requirement, IFFCO may, at its sole discretion absorb you in the services of IFFCO as "Optr.(I) Gr.II", in Grade 'L0' in the Pay Scale of Rs.34000 - 64000 with a starting Basic Pay of Rs.34,000/- per month and other benefits, as per the Rules of the Society.
11. You are required to submit the 'Personal Profile' as per the proforma attached duly completed along with the attested copies of the Certificates and Testimonials in support of Date of Birth, Qualifications, Caste etc as well as originals for verification, without which you will not be allowed to join the training. In case at a later stage it is found that the documents submitted, declaration made or information given by you proves to be false, the training will be terminated forthwith without assigning any reasons and without prejudice to such further action as may be taken under the laws of land.
12. Any request for change of place of training / posting and extension of joining time will disqualify you for this assignment.
13. You are also required to bring Original as well as photocopy of PAN Card, Aadhaar Card. In case you do not have any of them, you are requested to submit within one month.
14. The decision of IFFCO Management shall be final and binding on you regarding interpretation of any of the above terms and conditions.

Thanking you,

Yours Truly,  
for INDIAN FARMERS FERTILISER COOPERATIVE LTD.,

  
22.05.23  
(G C Acharya)  
Jt. General Manager (P&A)

पो. ओ. कस्तुरीनगर, जिला : गांधीनगर-३८२४२३. (गुजरात)  
फोन : (02764) 220209, 220609, 220604, 223256, 223258, 223272  
ग्राम : इफको, कस्तुरीनगर - फैक्स : 91-2764-220572

P.O. : Kasturinagar, Dist. : Gandhinagar-382423. (gujarat), India  
Phone : (02764) 220209, 220609, 220604, 223256, 223258, 223272  
Gram : IFFCO, KASTURINAGAR - FAX 91-2764-220572, Website : www.iffco.in

Date: 02<sup>nd</sup> September 2023

To,  
**Mr. Anant Autade,**  
At/Post – Malewadi,  
Tal – Shirampur,  
Dist – Ahmadnagar,  
Pin – 413718.

**Dear Mr. Anant,**

This is further to our Offer Letter dated 02<sup>nd</sup> August 2023. We are pleased to appoint you, under the following terms and conditions, from 02<sup>nd</sup> September 2023. You will be on probation for a period of six months from the date of joining our organization.

**1. DESIGNATION: OFFICER - DCS**

**2. GRADE : OFFICER**

**3. SALARY:**

You will be paid a Basic Salary of Rs. 16,000/- (Rupees Sixteen Thousand only) per month.

**4. HOUSE RENT ALLOWANCE:**

You will be entitled to House Rent Allowance of Rs. 8,000/- (Rupees Eight Thousand only) per month.

**5. EDUCATION ALLOWANCE:**

You will be entitled to an Education Allowance of Rs. 200/- (Rupees Two Hundred only) per month.

**6. MISCELLANEOUS ALLOWANCE:**

You will be entitled to miscellaneous allowance of Rs. 877/- (Rupees Eight Hundred and Seventy-Seven only) per month.

**7. LEAVE TRAVEL ALLOWANCE:**

You will be entitled to Leave Travel Allowance of Rs. 5,000/- (Rupees Five Thousand only) p.a. for you and your family which will be subjected to the Income Tax Legislation in this regard.



## **8. MEDICLAIM POLICY:**

You are entitled to a Mediclaim Policy of Rs. 2,00,000/- (Rupees Two Lac only) for you and your 3 family members. (Subject to Insurance company's terms and conditions). The maximum premium amount of Rs.7,267/- per lac (Rupees Seven Thousand Two Hundred Sixty-Seven Only) of the applicable insurance cover for each employee will be borne by Eternis. Our Mediclaim insurance policy is with co-pay clause where 80% of approved claim will be paid by insurance company and 20% of approved claims will be borne by the employee.

## **9. BONUS:**

You will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

## **10. PROVIDENT FUND:**

You will be governed by the terms & conditions of the Employees Provident Funds & Miscellaneous Provisions Act, 1952 as amended from time to time. 12% of your salary along with a matching contribution from the Company will be credited to your Provident Fund Account every month.

## **11. GRATUITY:**

You will be entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

## **12. SEPARATION:**

The Company shall be entitled to forthwith terminate your service, without assigning any reason thereof, by giving you one month notice during probation period and after confirmation, in writing or by payment of two months' basic salary and allowances in lieu of such notice. In the event of you desiring to separate from the services of the Company, you will be required to give one month's notice during probation period and two months' notice after confirmation, intimating your decision in writing to the Company.

## **13. TRANSFER:**

The Company shall be entitled to loan or transfer wholly or partly your services to any Company, which is or at the material time may be an associate or subsidiary of the Company.

## **14. RETIREMENT:**

You will retire from the services of the Company on attaining the age of 58 years.



As an employee of the Company, you shall wholly devote yourself to the Company's business and attending to or pursuing in any way, any personal or private business, not connected with employment in the Company or engaging in any part-time business or consultancy without the prior approval of the Company is strictly forbidden.

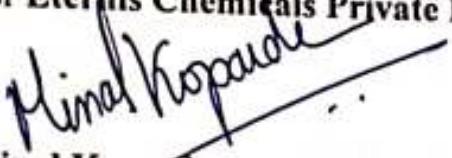
You are requested to please sign on the duplicate copy of this letter as a mark of your acceptance of the terms and conditions of your employment in the Company.

We, while welcoming you in our organization, hope we can mutually build a meaningful career for you in the Company.

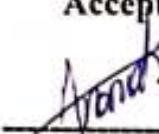
With best wishes,

Yours faithfully,

For Eternis Chemicals Private Ltd.,

  
Minal Koparde  
General Manager – Human Resources

Accepted

  
(Anant Autade)



Compensation Package Offer  
Mr. Anant Dilip Autade  
Officer DCS

Remuneration Head	Rs.
<b>A. MONTHLY EARNINGS:</b>	
1. Basic Salary ( Per Month)	16000
2. HRA ( @ 50 % of Basic)	8000
3. Miscellaneous Allowance	877
4. Education Allowance	200
<b>Total Earnings (Per Month)</b>	<b>25077</b>
<b>Total Earnings (Per Annum) (A)</b>	<b>300929</b>
<b>B. ANNUAL ENTITLEMENTS :</b>	
a. LTA ( Per Annum).	5000
b. P.F. ( Per Annum)	23040
c. Gratuity ( Per Annum)	9231
d. Statutory Bonus	16800
<b>Total Annual Entitlement (B)</b>	<b>54071</b>
<b>Total CTC Rs. (A+B)</b>	<b>3,55,000</b>

Additional benefits:

\* Mediclaim coverage of Rs. 200000 for self & 3 dependents

MK.

## Offer Letter

Dear Aarati Budhibal Pandit,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for Free Training & Placements. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: e-cap@excelr.com

**Following are the details for Job Profile**

For:

**QA Automation (Selenium) / Manual Tester**

Job Location : PAN India

**Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

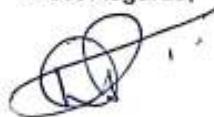
Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,



Shyam Narayan



Director

\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: [enquiry@excelr.com](mailto:enquiry@excelr.com) | 1800-212-2120 (Toll Free) [www.excelr.com](http://www.excelr.com)

## Offer Letter

Dear Ajinkya Ramdas Pawar,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: e-cap@excelr.com

**Following are the details for Job Profile**

For:

**QA Automation (Selenium) / Manual Tester**

Job Location : PAN India

**Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,



Shyam Narayan

Director



\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process.  
Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: [enquiry@excelr.com](mailto:enquiry@excelr.com) | 1800-212-2120 (Toll Free) [www.excelr.com](http://www.excelr.com)



Empowering your Enterprise

24-10-2022

Aniket Baviskar

Flat no 503, Rajashree's the Morning, Abhiyanta nagar, Nashik  
Maharashtra 422010  
India

Appointment Letter

Dear Aniket,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate** in WNS Global Services Pvt. Ltd, based at our **Nashik – GS** office. The key components of your offer are as detailed below:-

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

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

**Title:** The title that you would be using both internally and externally would be **Associate**.

Your joining date is confirmed at 1 Nov 2022 as per the following terms and conditions:

- You are entitled to a CTC of INR 15750 per month payable
- You agree to comply with the terms and conditions of appointment
- You agree to submit with us a signed copy of Mark sheet, Pan Card, Aadhar Card as well as Passport Size photograph and also bring the originals for verification.

Further details will be provided at the time of Training.

Please send us an acknowledgement of this offer confirming your joining

We look forward to a mutually rewarding professional relationship with you.

For WNS Global Services Pvt. Ltd.

Accepted and agreed

Neeta Nasikkar

Deputy Manager-HR

Head acquisition group

ANIKET · G. BAVISKAR

Candidate's Name &amp; Signature



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222511945/Pune**

**Date: 28/12/2022**

Ms. Divya Vijaypratap Shukla  
A-16, Mangal Murti SankulNashik-Pune Road,  
Chehdi Shiv,  
Nashik-422101,  
Maharashtra.  
Tel# -9792257084

Dear Divya Vijaypratap Shukla,

**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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). 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 **₹14,784/-** per month.

### **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 **₹5,914/-** 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. 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 **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

**Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India**

**Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)**

**Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021**

**TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)**



## 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 dependents 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.

## 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 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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## 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 60% 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. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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 unauthorisedly absent for a consecutive period of 3 days during the training programme, 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.

### **4. 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.

### **5. 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.

### **6. 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.

### **7. 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.

### **8. 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.

## **9. 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.

## **10. 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.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



## **12. 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 clause 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.

## **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **14. 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.

## **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



## 16. 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.

## 17. 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.

## 18. 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.

## 19. 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.

## 20. 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,

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9

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**TATA CONSULTANCY SERVICES**

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

## 21. 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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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.



## **22. 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.

## **23. 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.

## **24. 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.

## **25. 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 Â 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. Â 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**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**13**

**TATA CONSULTANCY SERVICES**

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## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Divya Vijaypratap Shukla</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# 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.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* 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.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<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	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<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	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<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
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## 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 filling 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. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. 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.

## **9. 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.



## 10. 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.

## 11. 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.



## Offer Letter

Dear Krishna Gopal Sinha ,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: e-cap@excelr.com

### Following are the details for Job Profile

For:

**QA Automation (Selenium) / Manual Tester**

Job Location : PAN India

#### **Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,

Shyam Narayan



Director

\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

### ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: [enquiry@excelr.com](mailto:enquiry@excelr.com) | 1800-212-2120 (toll free) [www.excelr.com](http://www.excelr.com)



## Offer Letter

Dear Krushnakant Narsingh Shaha ,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for Free Training & Placements. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
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ExcelR email id: e-cap@excelr.com

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For:

QA Automation (Selenium) / Manual Tester

Job Location : PAN India

#### **Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

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Best Regards,

Shyam Narayan



Director

\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process.  
Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: enquiry@excelr.com | 1800-212-2120 (Toll Free) www.excelr.com



Equipment Service & Management  
Compliance & Scientific Support

107, ORION Business Park, Near Cine Wonder,  
Ghatbandhe Road, Thane [W] - 400 607  
Maharashtra, India.

Date: 24-04-2023

Dear Vignesh,

Congratulations!!

Further to written test followed by personal interview and subsequent discussions with our Managing Director, we are pleased to confirm that you have been selected for the position of "**Service Engineer - Trainee**". This position will be based out of Thane initially and reports to Western Regional Service Manager. As discussed during interview, your final placement will be decided at the end of one year and successful completion of training.

The salary structure is as attached.

We would like you to join our company soonest possible preferably on May 1<sup>st</sup>, 2023. Please confirm your joining date so that your accommodation can be organized. On joining you will be invited by our HR for orientation and to complete the joining formalities.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

We are confident that you will be able to make a significant contribution to the success of ZefSci India and look forward to working with you.

Sincerely,

**Best Regards,**

**Sunil Kumar G | National Service Manager**

ZefSci - The way LCMS service should always be



Email: [sunilkumar.g@zefsci.com](mailto:sunilkumar.g@zefsci.com)  
Cell: +91 62825 02615

**CN092211542**

**Model Contract of Apprenticeship Training for Major/Minor\* Apprentices**

1. Name and Registered Address of Establishment : RING PLUS AQUA LIMITED (STARTER GEAR DIVISION) (E11162703979)  
with Telephone no. & E-mail address : PLOT NO.D-3/4, SinnarNashik, Maharashtra  
  
: 02552-228009  
: devendra.akolkar@ringplusaqua.co.in
2. (a) Name of Apprentice (Block Letters) : ROSHAN JOGENDRA YADAV (A0822138370)  
(b) Father's/Mother's /Spouse's Name : Jogendra
3. Address of apprentice : AT/POST-Bhairavnath Nagar, Near To water Tank,  
Sinnar, Nashik, Nashik, Maharashtra
4. Gender : Male
5. Date of Birth : 13-12-1999
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General
7. Educational Qualification (Highest) : Diploma
8. (a) Category of Apprenticeship : Optional  
(b) Name of the trade for which Apprentice is training : Automotive CNC Machining Technician
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course : Diploma  
(ii) Duration of Training/Course : From 2018-06-09 00:00:00 To 2022-07-20 00:00:00  
(iii) Name of the Institute : shatabdi institute of technology aagaskhind  
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 4032 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 4032 Hours  
Period of On-the-Job Training : From 01-09-2022 to 31-08-2024  
(c) Training Type : Sequential
11. Apprenticeship Training Location : SINNAR MUSALGAON  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : RING PLUS AQUA LIMITED (STARTER GEAR DIVISION)  
SINNAR MUSALGAON  
Nashik  
Maharashtra
12. (a) Date of execution of contract : 07-09-2022  
(b) Age of Apprentice on the date of execution of contract : 22 years, 8 months and 25 days
13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount : 13500  
(a) During 1st year of training

(b) During 2nd year of training	: 13501
(c) During 3rd and 4th year of training	: N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is : N/A  
under 18 years of age (Minor)

(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved : Yes  
Third Party Aggregator

(b) Name of TPA (if applicable) : Yuvashakti Foundation

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.



Signature of the  
Employer with seal



Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN092211542

(To be given by the Office of the Apprenticeship Adviser)  
(Mandatory only for Registered Trades)

Signature of Registering Authority  
(Apprenticeship Advisor)  
(Registration required for Designation trade only)

## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

## Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.



prashant bibave &lt;psbibave@gmail.com&gt;

## Fwd: Offer from Epitome Components Pvt Ltd -Supa unit

**Aniket Adhav** <aniketadhav1555@gmail.com>  
 To: "psbibave@gmail.com" <psbibave@gmail.com>

Fri, Jun 2, 2023 at 10:12 AM

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

From: **Shital Rokade** <admin@epitomeindia.com>  
 Date: Thu, 25 May 2023, 3:42 pm  
 Subject: Re: Offer from Epitome Components Pvt Ltd -Supa unit  
 To: <shrutidilipraje@gmail.com>, <Pratiktipayale8055@gmail.com>, <pritamkhute07@gmail.com>, <ranarohan192@gmail.com>, <svishalr18@gmail.com>, <aniketadhav1555@gmail.com>, <swarupa.avhad@gmail.com>, <tejasnavale0@gmail.com>, <amolvelkar36@gmail.com>, <rushikeshbodke0105@gmail.com>, <rupeshnakawe4545@gmail.com>, <aniketramnathpawar@gmail.com>, <dsha4870@gmail.com>, <tgauravkute@gmail.com>, <siddharthj22@gmail.com>  
 Cc: rajendra belkar <rajendra.belkar@pravara.in>, Admin2 <admin2@epitomeindia.com>

Dear Candidate,

As per your interview, you had with Pravara college of Sinner on dated 19/5/23. We are pleased to offer you the position of “**Apprenticeship**” at Our Supa Plant. We are offering you a salary package range is **12000 to 13600 / month CTC ,It will depend on which department you will be taking at the time of Joining as per the requirement of the Company.**

There will be Rs. 60/- monthly deduction from salary if the Canteen facility is taken as a nominal charge, and Free Transportation Facility from Ahmednagar.

You will get an Appointment Letter on the first day of joining. So We request you to Please bring the following documents (Original + Photocopy) at the time of Joining,

1.Educational Certificates (Original + 1 Set Xerox)

2) Bank Passbook , Adhar & Pan Card (Original + 2 set Xerox)

All above documents are mandatory. Original documents are required for Only verification. We will return your documents immediately after verification. **Please give your date of joining confirmation by giving reply to this mail**

It is my privilege to formally welcome you to the Epitome Family, and I wish you good luck in your new job.

Congratulations once again

If you have any queries please feel free to call or either revert the same mail

### Reporting Company Address:-

A-20/1 Epitome components pvt ltd, Supa , Parner, Dist. Ahmednagar. Maharashtra.

Landmark- HP petrol pump near sujay food mall Nagar Pune highway, Supa MIDC.

Thanks & Regards

**Shital Rokade**

HR Executive .

[Epitome Components Private Limited](#)

Plot No. C - 40 , MIDC, Ahmednagar,  
 Maharashtra, INDIA – 414111.

Mobile No.9156887948

Email:[admin@epitomeindia.com](mailto:admin@epitomeindia.com), Website: [www.epitomeindia.com](http://www.epitomeindia.com)

On Thu, May 25, 2023 at 3:40 PM Shital Rokade <admin@epitomeindia.com> wrote:

Dear Candidate,

As per your interview, you had with at Padmashri Dr. Vitthalrao Vikhe Patil Institute Of Technology And Engineering (Polytechnic) Loni on dated 16/3/23. We are pleased to offer you the position of “**Apprenticeship**” at Our Supa Plant. We are offering you a salary package range is **12000 to 13600 / month CTC ,It will depend on which department you will be taking at the time of Joining as per the requirement of the Company.**

There will be Rs. 60/- monthly deduction from salary if the Canteen facility is taken as a nominal charge, and Free Transportation Facility from Ahmednagar.

You will get an Appointment Letter on the first day of joining. So We request you to Please bring the following documents (Original + Photocopy) at the time of Joining,

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Congratulations once again

If you have any queries please feel free to call or either revert the same mail

**Reporting Company Address:-**

A-20/1 Epitome components pvt ltd, Supa , Parner, Dist. Ahmednagar. Maharashtra.

Landmark- HP petrol pump near sujay food mall Nagar Pune highway, Supa MIDC.

Thanks & Regards

Shital Rokade

HR Executive .

**Epitome Components Private Limited**

Plot No. C - 40 , MIDC, Ahmednagar,

Maharashtra, INDIA – 414111.

Mobile No.9156887948

Email:[admin@epitomeindia.com](mailto:admin@epitomeindia.com), Website: [www.epitomeindia.com](http://www.epitomeindia.com)

E

Reply

Reply all

Forward

10<sup>th</sup> May 2022

Gauri Nandu Targe

Tirumala pg Baner  
Near chakankar mala  
Baner , Pune,  
Maharashtra - 411045

## OFFER FOR EMPLOYMENT

Dear Miss. Gauri,

With reference to your interview and our subsequent discussion, we are pleased to offer you the position of **Junior Data Analyst** in the **Training & Development** department on the agreed term and conditions, subject to clearance of reference check done by organization.

1. Your present place of posting will be in **Pune**.
2. You are requested to make it convenient to join on or before **17<sup>th</sup> May 2022**.
3. Your CTC will be **INR 2,40,000 (Two Lakhs Forty Thousand only)** per annum.
4. Formal Appointment Letter containing terms in details shall be issued to you on your joining the services of the company.
5. You will be required to execute and be bound by a Non-Disclosure Agreement given to you at the time of joining.

You are requested to report at our office at 10:00 AM on **17<sup>th</sup> May 2022** to complete the joining formalities. At the time of joining, please carry the accepted copy of your resignation & relieving letter from your last organization, your last salary statement, two passport size photos, ID proofs & the entire academic and merit certificates you have.

We welcome you on the board and look forward to a long and mutually beneficial association.

Please sign and return the duplicate copy as a token of acceptance. Please do send us a copy of your resignation from current organization.

For ExcelR Solutions e .

(Authorized Signatory)



**ExcelR Solutions**

49, 1st Cross, 27th Main, Behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068



prashant bibave &lt;psbibave@gmail.com&gt;

## Fwd: Offer from Epitome Components Pvt Ltd -Supa unit

Rutuja Papal <rutujapapal11@gmail.com>  
To: "psbibave@gmail.com" <psbibave@gmail.com>

Fri, Jun 2, 2023 at 10:08 AM

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

From: **Shital Rokade** <admin@epitomeindia.com>  
Date: Thu, 25 May 2023, 3:37 pm  
Subject: Offer from Epitome Components Pvt Ltd -Supa unit  
To: <katekalyani3@gmail.com>, <akankshakippar9@gmail.com>, <priyankaborade200205@gmail.com>, <amishapawar101999@gmail.com>, <Chaitalitame635@gmail.com>, <arpitaavhad81@gmail.com>, <Ankitasonawane001@gmail.com>, <snehalghumare0@gmail.com>, <aratikushare20@gmail.com>, <vaishanavikhule2001@gmail.com>, <anuja.gadekar100@gmail.com>, Sakshi Gaidhani <sakshigaidhani287@gmail.com>, <rutujapapal11@gmail.com>, <jayashrisonawane28@gmail.com>, <hingekanchan123@gmail.com>, <sahanetejal1716@gmail.com>  
Cc: rajendra belkar <rajendra.belkar@pravara.in>, Admin2 <admin2@epitomeindia.com>

Dear Candidate,

As per your interview, you had with Pravara college of Sinner on dated 19/5/23. We are pleased to offer you the position of "**Apprenticeship**" at Our Supa Plant. We are offering you a salary package range is **12000 to 13600 / month CTC**, It will depend on which department you will be taking at the time of Joining as per the requirement of the Company.

There will be Rs. 60/- monthly deduction from salary if the Canteen facility is taken as a nominal charge, and Free Transportation Facility from Ahmednagar.

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2) Bank Passbook , Adhar & Pan Card (Original + 2 set Xerox)

All above documents are mandatory. Original documents are required for Only verification. We will return your documents immediately after verification. **Please give your date of joining confirmation by giving reply to this mail**

It is my privilege to formally welcome you to the Epitome Family, and I wish you good luck in your new job.

Congratulations once again

If you have any queries please feel free to call or either revert the same mail

**Reporting Company Address:-**

**A-20/1 Epitome components pvt ltd, Supa , Parner, Dist. Ahmednagar. Maharashtra.**

**Landmark- HP petrol pump near sujay food mall Nagar Pune highway, Supa MIDC.**

Thanks & Regards

**Shital Rokade**

**HR Executive .**

**Epitome Components Private Limited**

Plot No. C - 40 , MIDC, Ahmednagar,  
Maharashtra, INDIA – 414111.

Mobile No.9156887948

Email:[admin@epitomeindia.com](mailto:admin@epitomeindia.com), Website: [www.epitomeindia.com](http://www.epitomeindia.com)



prashant bibave &lt;psbibave@gmail.com&gt;

**Fwd: Offer from Epitome Components Pvt Ltd -Supa unit**

Swarupa Avhad <swarupa.avhad@gmail.com>  
 To: psbibave@gmail.com

Fri, Jun 2, 2023 at 11:02 AM

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

**From:** Shital Rokade <admin@epitomeindia.com>  
**Date:** Thu, May 25, 2023, 3:40 PM  
**Subject:** Offer from Epitome Components Pvt Ltd -Supa unit  
 To: <shrutidilipraje@gmail.com>, <Pratiktipayale8055@gmail.com>, <pritamkhute07@gmail.com>, <ranarohan192@gmail.com>, <svishalr18@gmail.com>, <aniketadhav1555@gmail.com>, <swarupa.avhad@gmail.com>, <tejasnavale0@gmail.com>, <amolvelkar36@gmail.com>, <rushikeshbodke0105@gmail.com>, <rupeshnakawe4545@gmail.com>, <aniketramnathpawar@gmail.com>, <dsha4870@gmail.com>, <tgauravkute@gmail.com>, <siddharthj22@gmail.com>  
 Cc: rajendra belkar <rajendra.belkar@pravara.in>, Admin2 <admin2@epitomeindia.com>

Dear Candidate,

As per your interview, you had with at Padmashri Dr. Vitthalrao Vikhe Patil Institute Of Technology And Engineering (Polytechnic) Loni on dated 16/3/23. We are pleased to offer you the position of “ Apprenticeship” at Our Supa Plant. We are offering you a salary package range is **12000 to 13600 / month CTC ,It will depend on which department you will be taking at the time of Joining as per the requirement of the Company.**

There will be Rs. 60/- monthly deduction from salary if the Canteen facility is taken as a nominal charge, and Free Transportation Facility from Ahmednagar.

You will get an Appointment Letter on the first day of joining. So We request you to Please bring the following documents (Original + Photocopy) at the time of Joining,

1.Educational Certificates (Original + 1 Set Xerox)

2) Bank Passbook , Adhar & Pan Card (Original + 2 set Xerox)

All above documents are mandatory. Original documents are required for Only verification. We will return your documents immediately after verification. **Please give your date of joining confirmation by giving reply to this mail**

It is my privilege to formally welcome you to the Epitome Family, and I wish you good luck in your new job.

Congratulations once again

If you have any queries please feel free to call or either revert the same mail

**Reporting Company Address:-**

A-20/1 Epitome components pvt ltd, Supa , Parner, Dist. Ahmednagar. Maharashtra.

Landmark- HP petrol pump near sujay food mall Nagar Pune highway, Supa MIDC.

Thanks & Regards

Shital Rokade

HR Executive .

**Epitome Components Private Limited**

Plot No. C - 40 , MIDC, Ahmednagar,

Maharashtra, INDIA – 414111.

Mobile No.9156887948

Email:[admin@epitomeindia.com](mailto:admin@epitomeindia.com), Website: [www.epitomeindia.com](http://www.epitomeindia.com)

Reply

Reply all

Forward



## Offer Letter

Dear Aniket shivnath Malunjkar,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: [e-cap@excelr.com](mailto:e-cap@excelr.com)

### Following are the details for Job Profile

For:

**QA Automation (Selenium) / Manual Tester**

Job Location : PAN India

#### **Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,



Shyam Narayan

Director

\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: [enquiry@excelr.com](mailto:enquiry@excelr.com) | 1800-212-2120 (Toll Free) [www.excelr.com](http://www.excelr.com)



## Offer Letter

Dear Kalyani Sachin Deshmukh,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: [e-cap@excelr.com](mailto:e-cap@excelr.com)

### Following are the details for Job Profile

For:

**QA Automation (Selenium) / Manual Tester**

Job Location : PAN India

#### **Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,

Shyam Narayan

Director



\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: [enquiry@excelr.com](mailto:enquiry@excelr.com) | 1800-212-2120 (Toll Free) [www.excelr.com](http://www.excelr.com)



# Absolute IT Solutions Pvt. Ltd.

## Offer Letter

Date: 14-Dec-23

Dear MUSTAKIM SALIMKHAN PATHAN,

We are pleased to welcome you to **Absolute IT Solutions Pvt. Ltd.** As an **Engineer for Sangamner Store**.

We are eager to have you work with us on such an important assessment. We see your skills as a value addition to our company. You would be appointed as an **Engineer for Sangamner Retail Store** and your date of joining would be from **14-Dec-23**.

**Remuneration:** Your Annual Cost to Company would be **₹ 1,53,600/- + Incentive (Service Target Achievement)** Details for the KRA are mentioned in the annexure attached. In case of violation of discipline, it will be sole decision of the management to Stop/Disburse the Full / variable part of the salary.

### Employee detail:

Full name	Mustakim Salimkhan Pathan		
Employee code	will be generated after joining		
Store	Absolute IT Solutions		
Designation	Store Engineer		
Postal address	House No.1393, near Markaj Masjid,Mominpura , Sangamner, Ahmadnagar, Maharashtra, 422605		
Date of Joining	14-Dec-23		
Earning	Amount	Deductions	Amount
Salary Quoted	13000		
Basic	5000	Professional Tax	200
CO's contribution in PF	600	PF	600
CO's contribution in ESIC	163	ESIC	98
HRA	1300		
Other Allowances	6700		
Net Pay:	₹ 12,800		
CTC Annually:	₹ 1,53,600		
Other perks	Incentives are earned on sales and service target achievement*		

Please refer to the following pages for important details about your employment. It is mandatory that you read them and acknowledge your acceptance below for this offer of employment to be considered valid.

Sincerely,

Offer Accepted with Terms & Conditions

Authorized

Signatory Signed: MUSTAKIM SALIMKHAN PATHAN

Absolute IT Solutions PVT LTD

Date:

Absolute IT Solutions Pvt Ltd



H.O. 209 Hindustan Kohinoor Industrial Complex, LBS Marg, Vikhroli {West} Mumbai-400083



Ph. 25790051



Email ID: - [arushiaggarwal@absoluteit.net.in](mailto:arushiaggarwal@absoluteit.net.in)



# Absolute IT Solutions Pvt. Ltd.

## Terms and conditions of Absolute IT Solution PVT LTD:

- **Roles and Responsibility**

As a store manager you have to participate in the development of the company's strategic plan.

1. You shall responsible for generating enquiry/leads/Sales/Service Closer in the **Sangamner** Retail Stores.
  2. You shall perform the Duties and Carry out the responsibilities of the entire Branch and other assignments / Works entrusted you from the date of time faithfully and diligently in the best in the interest of the Company.
  3. You shall devote yourself wholly to the company and shall not undertake any other assignments /employments/ or Carryout any business or trade during the service with the company without written permission from the Company.
  4. You Shall Carryout such assignments / Works entrusted to you depending on the exigencies of the company. You shall also be liable for / transfer / deputation to other Branches at the discretions of the management.
  5. You shall not disclose or divulge any Information / data / technical Know-How / affairs of the Company to outsiders / Agency.
  6. You shall take good care of all equipment's/tools/materials/documents and other items of the company entrusted to you and shall not misuse for personal usage or benefit or gains.
  7. You shall be responsible for maintaining the necessary discipline in the Store i.e. in terms of Store opening / closing timing, coordination between the team, on time reporting, Proper dress code & Payment receive against any kind of sales & service as per management instructions.
  8. You shall make it sure that no false/ miss commitment should be made with any of the Client / Vendor/Team Member/Management & if that happens it will be purely& surely your sole responsibility.
  9. Non-veg food, Hard drinks, Smoking etc. are not allowed in any case, inside the work area.
  10. Maintain the store hygiene and personal hygiene of your store and colleagues.
- **Probation:** You would be on probation for 3 months. Depending on your performance during the aforesaid period, the probation period is liable to be extended by another 3 months. At the end of the probation period your services would be confirmed and you would be given in writing on the same.
  - **Place of Work:** Your current location would be at **Sangamner** Lenovo Store; however, during the course of your Service if required, management has a right to make a transfer to any other location.
  - **Timing:** Your duty timing will be 10.30 AM to 9:30 PM or Mall timing.
  - **FNF:** If the organization terminates you or you leave the organization without serving notice period, company can hold your FNF.
  - **Leave:** As and when you are confirmed as an employee of the company, you would be eligible for the leave rules applicable in the company. Any leave without intimation will be treated as absent & will be treated as 2 days absent & repeating the same, during the course of your job can force the management to take necessary disciplinary action. Also Pls. Make it sure that you shall not take any leave on weekends & public holidays &Festival's, as you must aware that in retail all the above said days are very crucial in terms of business. For long leaves you have to inform the management 10 days prior.
  - **Reporting:** You will be reporting to Mr. Deepak Gupta (Director) for sales & marketing & Mr. Ramsurat Yadav (Director) for A/C purpose. Mr. Asif Valyani (Sales TL) &Ajay Kamble (Service TL), Mr. Ashutosh Kamble (Service head)
  - **Advance Salary:** You are eligible to take an advance of 50% of your basic salary on 25<sup>th</sup> of any month with a prior approval of your immediate Boss.

Sincerely,

Offer Accepted with Terms & Conditions

Authorized

Signatory Signed: MUSTAKIM SALIMKHAN PATHAN

Absolute IT Solutions PVT LTD

Date:

Absolute IT Solutions Pvt Ltd



H.O. 209 Hindustan Kohinoor Industrial Complex, LBS Marg, Vikhroli {West} Mumbai-400083



Ph. 25790051



Email ID: - [arushiaggarwal@absoluteit.net.in](mailto:arushiaggarwal@absoluteit.net.in)



# Absolute IT Solutions Pvt. Ltd.

- **Discipline:** You are advised to follow the rules & regulation designed by the Management, time to time, otherwise management can take disciplinary action against you & can fire/terminate you without prior notice/intimation. As an **Engineer** you should make it sure that no personal service calls will be taken care by the engineers. Also, No movies, social media sites allowed in the Store & as an **Engineer** it will be a part of your duty to take care that no team member should access to the same.
- **Notice Period:** A prior notice period of 30 days is mandatory in case you decide to leave the Organization; if not served the notice period of 30 days your salary for that month and the remaining days along with the incentives will not be released, also legal actions with 25,000/- will be implied as well.
- **Termination:** If the organization finds that there are some issues with your performance, organization can terminate you on immediate effect without any notice period also even after your resignation. Organization can terminate you even after your resignation, in case of any manipulation or issues.
- **Incentive:** If any, shall be disburse between 15<sup>th</sup> to 25<sup>th</sup> of every Quarter month. (\*if there is any escalation or issues, co. has the rights to hold the incentives)
- **Experience/ Relieving letter:** If organization terminates you, you are not eligible for the experience/ relieving letter.
- **Responsibility of Products:** You are responsible for the equipment issued to the Team and the products available in the stores. Any kind of loss to the company due to careless or irresponsible behavior of the employee will attract the deduction of the cost of the product fully/partially from your salary.
- **Piracy:** We have full faith in the constitution of India & hence we are not supposed to do the Piracy & if any kind of Piracy takes place in the store it will be solely your responsibility.
- **Late Marks:** 3 days, 15 Minutes late marks will be treated as an absent & any reluctance, irresponsible or careless behavior is observed in the team will force the company to reconsider the employee's association with the company.
- **Tenure:** Minimum 2 year of working tenure is compulsory, if not followed management has rights to take actions against that.
- **Weakly OFF:** Between Monday to Thursday will be weakly off, however if you will not take weakly off you will be reimburse with the salary for that particular day.

During your stint with the company, you are duty bound to commit your time completely to the work of the company. Moreover, you would not take up any other assignment, whether full time, part-time or honorary, or in cash or in kind, without prior intimation and written approval from the company.

Please return a signed copy of this letter or share the acceptance on mail, which would signify your acceptance.

Once again we welcome you to Absolute IT Solutions Pvt. Ltd. and look to have a fruitful association with you.

**Pls. Note: Company has the right to add, deduct and modify the Policies without any prior notice.**

With Best Wishes,

Sincerely,

Offer Accepted with Terms & Conditions

Authorized

Signatory Signed: MUSTAKIM SALIMKHAN PATHAN

Absolute IT Solutions PVT LTD

Date:

**Absolute IT Solutions Pvt Ltd**



H.O. 209 Hindustan Kohinoor Industrial Complex, LBS Marg, Vikhroli {West} Mumbai-400083



Ph. 25790051



Email ID: - [arushiaggarwal@absoluteit.net.in](mailto:arushiaggarwal@absoluteit.net.in)

18<sup>th</sup> August'2023

To,

**Ms Mrudula Kotkar**

Vignaharta Bungalow,  
Inchchamani Colony,  
Shivaji Chowk behind Sapna Theatre  
Nashik, Maharashtra - 422009

**Sub: Offer for the position of “Associate Software Engineer” at LearnQoch**

Dear **Ms Mrudula Kotkar**,

Pursuant to the discussions we had with you, we are pleased to offer you the position of **Associate Software Engineer** at LearnQoch.

We are pleased to onboard you at LearnQoch as an Associate Software Engineer. You'll be on probation for the coming 6 months and your final confirmation will be subject to your performance & recommendation from your supervisor – Mr Sunil Mishra. LearnQoch Team will be in touch with you to share more details for the onboarding process. Kindly note reporting time is 9.30 am between Monday to Saturday (1<sup>st</sup> & 3<sup>rd</sup>).

The terms and conditions of your appointment are enclosed for your reference and acceptance. Please sign and return a duplicate copy of this letter within 2 days of receipt of this offer in token of your acceptance of the terms contained herein, failing which this offer will automatically stand withdrawn.

We take this opportunity to welcome you to LearnQoch and invite you to participate in the enriching experience of building a world-class organization.

We wish you the very best for a long and mutually beneficial association.

Yours sincerely,  
For Winning Leap Education Private Limited

Deepali Tiwari  
Director - HR

**Terms and conditions of appointment of Ms Mrudula Kotkar**

1. You will be designated as **Associate Software Engineer**.
2. The compensation that we wish to offer is as follows. The description of the components is as follows:
  - a. Fixed Compensation: You will be entitled to a fixed salary of INR 8000/- per month.
  - b. You'll also be entitled to claim your monthly internet charges for business work while working from home
  - c. Post 3 months with reference to your performance we'll revise your salary to a minimum INR 25000/month and you'll be working from the Thane office
3. LearnQoch will bear marketing expenses like customer meetings, communication, travel, internet charges etc at actuals. You need to submit expenses in the given format at the end of every month to get the reimbursement.
4. You are giving self-declaration that you are medically fit to perform duties.
5. Your services are transferable as per the requirement of the company either within the same function or to another function/job role either within India or abroad where LearnQoch or any other group companies has its offices or is likely to have offices in the future.
6. Either party may terminate this appointment by giving the other party one month's notice or salary in lieu of the said notice period during the probation period OR three months' notice or salary in lieu of the said notice period upon confirmation.
7. You will be governed by the rules and regulations as applicable to other employees of the company from time to time. We expect that you will not engage yourself in any other trade, profession or vocation, directly or indirectly, part-time or full-time, whether for gainful purpose or otherwise.
8. In the course of your work, you would be privy to sensitive and commercially valuable information concerning LearnQoch. Such information is deemed the property of LearnQoch and must not be disclosed during or after this employment to any third party without the prior consent of the company.
9. We believe that you will not, at any time, while in employment with the company, use other than in reference to the business of the company and in the course of your duties any such confidential information or after cessation of employment with the company, use to disclose to anyone else such confidential information and you will also undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.
10. In case any information or details provided by you is found untrue or incorrect, your services will be liable to be terminated in accordance with the company norms.
11. You are not allowed to work in any other EdTech company for 1year post leaving LearnQoch.



Yours sincerely,  
For Winning Leap Education Private Limited

**Deepali Tiwari**  
Director - HR

I accept the appointment on the above terms and conditions.

Signature:

Date:

Name: **Ms Mrudula Kotkar**

## Onboarding Logistics and Induction Programme

Dear **Ms Mrudula Kotkar**,

Welcome to LearnQoch!

We are pleased to have you on board with us and hope that this association will be a mutually enjoyable and enriching one.

As a part of the joining formalities, you will be required to complete a set of documentation for various purposes, including those related to a formal verification of educational and employment background which is being done by an independent external agency empanelled for this purpose.

Please share the following documents and details

- Xth standard certificate or Birth certificate or proof of date of birth
- Higher qualification certificate & all mark sheets
- Passport size photo
- PAN card copy
- Aadhar card copy
- Your bank account details like name of the bank, account number, IFSC code and branch location

In case you require any further clarifications on any issue please feel free to contact at +91 8451901079 or drop a mail to [info@learnqoch.com](mailto:info@learnqoch.com)

While welcoming you once again, we are confident that the induction programme and on the job training will enable you to gain a very good understanding of the organization and set a firm foundation for your growth and career development with us.

Your sincerely,  
For Winning Leap Education Private Limited

Deepali Tiwari  
Director – HR

**THIS MUTUAL NON-DISCLOSURE AGREEMENT** is between **Winning Leap Education Private Limited (LearnQoch)**, a private limited company, incorporated under the provisions of Companies Act, 2013, having its registered office at 2403, Dahlia, Tropical Lagoon Anand Nagar, Ghodbunder Road, Thane 400615 (hereinafter referred to as "Company") and **Ms Mrudula Kotkar**, a professional having her permanent address at Vignaharta Bungalow, Inchchamani Colony, Shivaji Chowk behind Sapna Theatre, Nashik, Maharashtra – 422009 (hereinafter referred to as an "Service Provider - Employee"). The Company and the Service Provider shall be individually referred to as, a "**Party**" and collectively, the "**Parties**" and governs the terms and conditions under which one Party makes certain disclosures (the "**Disclosing Party**") to the other Party (the "**Receiving Party**") regarding a potential business transaction. The Disclosing Party is desirous of protecting the confidentiality of such proprietary and confidential information and the Receiving Party is willing to perform the obligations upon the terms and conditions herein set forth herein in consideration of the receipt of the Confidential Information.

**NOW THEREFORE THIS AGREEMENT WITNESSES AS FOLLOWS:**

**1. Confidential Information.** “Confidential Information” in this Agreement means any and all information relating to the business of the Disclosing Party and its affiliates, includes any proprietary information, intellectual property, secret information, financial information, business plans, customer data, business or technical data or know-how, trade secrets, design, domain knowledge, case studies, internal process documents, prototype concepts, customer lists, products and services (past, present and proposed), methodologies, commercial terms, research, marketing information, manufacturing processes, formulae, designs, photographs, specifications and samples, analysis, compilation, forecast studies, and other documents and any other material bearing or incorporating any such information which is disclosed by the Disclosing Party, its employees, agents and/or representatives, or prepared by the Receiving Party, its employees, agents and/or representatives on the basis of information supplied by the Disclosing Party, whether or not marked as confidential and irrespective of the manner in which it was disclosed. Confidential Information excludes:(a) information that at the time of disclosure was, or becomes, part of the public domain (through a source other than the Receiving Party); (b) information lawfully obtained from a third party that was not under, and did not impose, an obligation of confidentiality with respect to such information; (c) information that is independently developed by the Receiving Party along with sufficient documentary proof without breach of the obligations set out herein; and (d) information that was known by the Receiving Party prior to disclosure by the Disclosing Party (as evidenced by written records).

**2. Treatment of Confidential Information.** The Receiving Party shall hold the Confidential Information in strictest confidence at all times and shall not use or disclose the Confidential Information without the prior written consent of the Disclosing Party, which consent may be withheld at the Disclosing Party’s sole discretion. The Receiving Party shall(a) use Confidential Information only for the purpose for which the same is disclosed by the Disclosing Party; (b) not reproduce, copy, or reduce to tangible form any Confidential Information unless strictly necessary for the purpose for which it is disclosed by the Disclosing Party and shall ensure that any such reproduction, copy or reduction reproduces any notices or declarations of confidentiality; (c) not disclose Confidential Information to any third party except as expressly permitted in writing by the Disclosing Party and then only if such third party has executed a non-disclosure agreement similar in form and substance to this Agreement;(d) limit dissemination of Confidential Information to its officers and employees that need to know such Confidential Information provided that the Receiving Party inform such persons of the confidential nature of the Confidential Information and causes them to treat such Confidential Information confidentially;(e) not remove or obscure proprietary rights notices that appear on Confidential Information and copies thereof; (f) promptly destroy or return to the Disclosing Party all Confidential Information, including all reproductions or copies thereof in whole or in part of such material, if no agreement relating to any business transaction is signed between the Parties within a period of 6 (six) months from the execution of this Agreement and in any event, upon expiry or earlier termination of this Agreement; or upon request of the Disclosing Party; and (g)

advise the Disclosing Party promptly in writing of any unauthorized disclosure or use of Confidential Information.

**3. Required disclosure of Confidential Information.** If the Receiving Party is required to disclose any Confidential Information under a legal process, then the Receiving Party will promptly notify the Disclosing Party of such requirement to enable the Disclosing Party to seek an appropriate protective order. In the absence of such order, the Receiving Party may disclose such Confidential Information to the concerned forum, notwithstanding this Agreement.

**4. No license, conveyance, or warranty.** Nothing in this Agreement shall convey to the Receiving Party any right, title, interest or license in, or to, any Confidential Information, materials, other information received from the Disclosing Party, or any trademark, trade name, or any other intellectual property rights of the Disclosing Party. Nothing in this Agreement shall constitute an inducement of any kind, or any representation, warranty, assurance, or guarantee with respect to the non-infringement of trademarks, patents, copyrights, methodologies, intellectual property rights or processes, or any other property rights of third persons or of the Disclosing Party. ALL CONFIDENTIAL INFORMATION FURNISHED UNDER THIS AGREEMENT IS PROVIDED BY THE DISCLOSING PARTY "AS IS, WITH ALL FAULTS". THE DISCLOSING PARTY DOES NOT MAKE ANY WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE ACCURACY, COMPLETENESS, PERFORMANCE, FITNESS FOR USE, MERCHANTABILITY, NONINFRINGEMENT OR OTHER ATTRIBUTES OF ITS CONFIDENTIAL INFORMATION.

**5. Term.** This Agreement shall govern all matters referred to herein and in any manner connected herewith, and shall remain in force for a period of 5 (five) years from the date of execution hereof, and the confidentiality obligations hereunder shall survive for a period of 10 (ten) years from the expiry of this Agreement, irrespective of whether the Parties finally execute an agreement relating to any business transaction between them.

**6. Injunctive relief and remedies.** The Parties agree and acknowledge that any breach of this Agreement will cause the Disclosing Party immediate irreparable harm for which money damages will be insufficient redress. Accordingly, the Disclosing Party shall be entitled to seek immediate injunctive or other equitable relief to remedy any threatened or actual breach of this Agreement in addition to any other right or remedy that the Disclosing Party may have at law or in equity. No failure or delay by either Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.

**7. Relationship of Parties.** This Agreement is entered into among the Parties on a principal to principal basis. Nothing in this Agreement shall be construed so as to constitute the Parties to this Agreement as partners, agents or joint venturers.

**8. No Publicity.** Neither Party shall disclose its business relationship with the other Party to any third party unless otherwise agreed by the Parties.

**9. Non-compete and Non-solicit.** The Service Provider shall not directly or indirectly offer and /or perform its Services and/ or engage as owner, partner, officer, director, employee, consultant, investor, lender or otherwise for any client that was secured by the Company during the Term and this obligation shall survive for a period of 10 (ten) years from the expiry of this Agreement, irrespective of whether the Parties finally execute an agreement relating to any business transaction between them. The Service Provider shall not promote or sell to a client that was acquired by the Company, or provide lead of such a client for, the services of any other person or entity that offers services identical or similar to any one or more of the Company services during the Term and this obligation shall survive for a period of 10 (ten) years from the expiry of this Agreement, irrespective of whether the Parties finally execute an agreement relating to any business transaction between them. The Service Provider shall not solicit for employment nor employ (either as an employee, contractor, independent agent and /or representative of the Service Provider) any of the employees of the Company that have worked with the Service Provider on any project for during the Term and this obligation shall survive for a period of 10 (ten) years from the expiry of this Agreement, irrespective of whether the Parties finally execute an agreement relating to any business transaction between them.

**10. Non-disparagement.** Neither Party shall, during the term of this Agreement and at any time thereafter, make statements or representations, in writing or otherwise, which may disparage the other Party or their respective officers, directors, employees, advisors, businesses or reputations. Notwithstanding the foregoing, nothing in this Agreement shall preclude a Party from making truthful statements that are required by applicable law, regulation or legal process.

**11. Anti-bribery.** A Party shall not, in connection with its obligations under this Agreement, give, offer, authorize, endorse or promise to do any of the foregoing, by itself or indirectly, anything of value (including but not limited to money, valuable security, goods, services, or entertainment) to the officers of the other Party or to government officers with an intent to influence any official decision (including a commission or an omission) by such officer or to induce such officer to act in violation of their lawful duty, irrespective of whether the action that is forbidden as above results into a tangible advantage to such first-mentioned Party.

**12. Arbitration.** In the event of there being any dispute or difference arising out of or in connection with the terms and conditions of this Agreement, the Parties shall attempt to resolve it by mutual discussions. If the dispute is not resolved within such period, the Parties shall refer the dispute at a sole arbitrator. The seat and place of arbitration shall be Mumbai and the proceedings of the arbitration shall be conducted in English.

**13. Law & Jurisdiction.** This Agreement shall be governed by the laws of India. The courts situated in Mumbai shall have exclusive jurisdiction over any and all disputes relating to this Agreement.

**14. Severability.** If any provision of this Agreement is declared void or unenforceable, such provision shall be severed from this Agreement which shall otherwise remain in full force and effect, but only to the extent that the original intent of this Agreement would not be altered in any material respect.

**15. Entire Agreement.** The Agreement constitutes the entire agreement between both the Parties on the subject and other previous understandings to the extent not recorded herein are void.

**16. Authorisation.** Both Parties represent that the person executing this Agreement on its behalf has been duly authorized to do so and that this Agreement constitutes a valid and binding obligation of such Party.

IN WITNESS WHEREOF, the Parties by their duly authorized Representatives have executed this Agreement as of the Effective Date.

**Signature**

By/Date:

**Mrs. Deepali Tiwari**

Director - HR

**Winning Leap Education****Private Limited (LearnQoch)**918, Solus, Hiranandani Estate  
Thane, Maharashtra 400607**Signature**

By/Date:

**Ms Mrudula Kotkar****Ms Mrudula Kotkar**Vignaharta Bungalow,  
Inchchamani Colony,  
Shivaji Chowk behind Sapna Theatre  
Nashik, Maharashtra - 422009

Company registration details

CIN – U80903MH2020PTC344574

PAN – AACCW7283L

TAN – PNEW03596F

Aadhar Card# - 4225 3325 7604

PAN Card# – GNNPK0061H

Mr.Piyush  
Bhujbal,  
Nasik

5th Sept, 2022

Dear Piyush,

**Subject: Appointment Letter**

We are pleased to inform you that you are appointed as a **Jr. Software Developer** with us on the following terms and conditions -

1. Your appointment shall commence from **1st July, 2023** with the annual gross package of **Rs. 3,50,000/-** (Three Lacs Fifty Thousand Rupees) inclusive of all allowances and benefits.
2. You will be under probation for a period of 3 months from the date of joining, which may be extended purely at the discretion of the management and during the said probationary period and upon its expiry, the company shall have the right to terminate your services without any compensation or without assigning any reason whatsoever. You will continue to be on probation till your services are confirmed in writing by the company. At the end of your probation period or extended period of probation, if you are considered fit for the job, you will be confirmed of your appointment in writing by the company.
3. You will be under a **bond of 24 months** from the date of joining.
4. You will be governed by the rules and regulations of the company that might be in force from time to time including the standing orders applicable to the company.
5. After confirmation, your services can be terminated on **90 days notice** after the completion of your bond period with us. Your services shall be liable for termination without any notice if it is found that you have passed any information or material regarding the company to any person outside the preview of the company.
6. Your name will be automatically be struck off from the muster rolls without making any reference to you, if you are found to be absent from the duty for more than seven days continuously without any prior sanction of leave.
7. You will not take any private business or service during your employment with the company.
8. INSNAPSYS retains all rights and ownership of code and inventions past, present and future. We expect strict confidentiality of our work and our clients information.

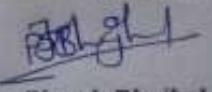
Please sign and return the duplicate of this appointment letter as a token of acceptance of the above terms and conditions.

Looking forward to working with you!

With warm regards,  
For Insnapsys,

Manoj Milani  
CEO

Accepted,

  
Piyush Bhujbal

## Offer Letter

Dear Rutik Sunil Malave,

Issued on: 17th March 2023

We are pleased to inform you that you have been selected for Free Training & Placements. Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: e-cap@excelr.com

Following are the details for Job Profile

For:

QA Automation (Selenium) / Manual Tester

Job Location : PAN India

**Job Description**

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package\*: 2.8LPA to 5LPA

Best Regards,



Shyam Narayan



Director

\*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

ExcelR Solution

49, 1st Cross, 27th Main, behind Tata Motors, 1st Stage, BTM Layout, Bengaluru, Karnataka 560068,  
Email: enquiry@excelr.com | 1800-212-2120 (Toll Free) www.excelr.com



December 21, 2022

Jivan Suresh Nikam  
Pune

**Offer of Employment**  
**(Strictly Private & Confidential - Addressee Only)**

Dear Jivan,

We are very pleased to offer you employment with **Aligned Automation Services Pvt. Ltd.** in the position of **SME Analyst** in accordance with the following terms and conditions.

**1. Date of Joining:** Your employment with **Aligned Automation Services Pvt. Ltd.** will commence on **December 21, 2022**.

**2. Place of Posting:** Your place of work will be **Pune**. However due to the nature of our work, you may be required to work in client locations and as such may be positioned or asked to work outside Pune, in India or abroad. In these instances, your appointment shall continue to be governed by the terms of this Employment Agreement and related appendices even when deputed or positioned outside India.

**3. Remuneration:**

a. Your total remuneration package per annum will consist of **INR 3,50,000** (Three Lac Fifty Thousand Only), which includes your cash salary and all the benefits provided by the Company including the statutory contributions. A full breakdown of your compensation package is contained in Annexure A.

b. The Employee shall be governed by the Company's policies and rules regarding Provident Fund and medical reimbursement.

**4. Relocation Reimbursement:**

If you are relocating to Pune, company will assist you in bearing the relocation cost which will include your travel ticket and cost of shifting luggage. The minimum upper limit will be 30,000 (Thirty thousand only) or actual whichever is less. The relocation expenses can be reimbursed only if the relocation is done within 3 months from the date of joining. This limit will change as per your entitlement. We will arrange for your accommodation for a week in a hotel. If you are not able to find a place for yourself during that time and want to extend the stay at the hotel, we will bear 50% of the hotel stay rent for 1 more week.

a. In case you leave the services of the Company within six months of joining and has been paid relocation expenses, the same shall be recovered in full as a part of the full and final settlement.

b. If you leave the services of the Company after six months but within one year of joining and has been paid relocation expenses, 50% of the amount paid as relocation expenses shall be recovered as a part of full and final settlement.

**5. Probation:**

From the commencement date, employee will be on probation for a period of 3 months. This period may be extended for a further period of three (3) months at the decision of the Company based on employee performance. During probation, or its extension, either party may terminate this relationship giving one month's notice. Further the Company may at its discretion relieve you from such date as it may deem fit even before



the expiry of the notice period with or without compensating for the un-expired period and is not bound to give any reason thereof. During the probation period you will not be granted any paid leave.

**6. Work, Leave and Holidays:**

- a. Your normal working days will be Monday to Friday, however at times actual working hours, and working days (including working public holidays) may be determined by work flow and Company commitments.
- b. Your leave entitlement will be subject to relevant legislation and organization's internal policies that are in force and amended from time to time.
- c. You will be entitled to 21 days of Earned/Privileged annual leave which is computed on a pro-rated basis and credits will accrue. You will also be entitled to 12 days of Emergency/Casual/Sick leave. Leave accrual will only start after completion the probation period with the company. Any unavailed Earned/Privileged leave at the end of the year will be carried forward.
- d. The employee shall observe all the holidays (national/public) declared by the company for all employees.

**7. Notice Period / Cessation of Employment:**

- a. You will be required to give 60 days' notice period or two months of gross salary thereof and this will be purely on management's discretion. In the event of you having any incomplete assignment, the company will have the discretion to relieve you only at the end of the completion of the assignment which may not be beyond a period of two months. Similarly, the organization may also terminate your services immediately with reasons of termination basis the clause 7 (b) below or by giving you two months' notice or salary thereof.
- b. Your services can be terminated with immediate effect on the grounds of any violation of the organization code of conduct, indiscipline, insubordination, misappropriation, malpractice, irregular attendance, parting of confidential information to a third party without proper authorization.
- c. Your services can be terminated for continued absence from duty for a period beyond (7) working days without prior approval from the manager.

**8. Confidentiality:**

- a. Upon your joining the organization, you are required to sign the confidentiality agreement as part of your joining formalities.
- b. You have to duly inform the company if you're bound by any confidential Agreement with any of your previous employers, in which case you shall keep the company indemnified against any breach thereof by you.
- c. During the course of your employment with us, you will have access to vital information: this information could be customer data, customer or company or associate's project/ product/ proprietary information. It is expressly understood that you shall not divulge such confidential information or documents to anyone irrelevant.
- d. You will disclose to us forthwith any discovery, invention process or improvement made or discovered by you while in service and such discovery, invention, process or improvement shall completely belong to and be at the company's expense. Application for letters, patents, licenses, other rights and privileges, or protection may be directed by us in respect of such discoveries, inventions, process or improvement, so that the benefits thereof shall accrue to us and you will execute to do all instruments, acts, deeds and things, which may be



required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or such other persons, firms or companies, as we may direct as the sole beneficial thereof.

e. Your individual remuneration is strictly between yourself and the company and has been arrived at on the basis of your specific background and professional merit. We expect you to keep this information and any changes made therein from time to time as Personal and Confidential.

#### 9. Acceptance:

Your appointment shall be subject to your successfully clearing extensive background checks which may include financial and forensic checks and shall be governed by the rules and regulations applicable to you, which are in force or amended for time to time.

At the time of joining, you are required to bring the originals and also produce copies of the following documents.

- Photocopies of educational certificates
- Birth certificate or Standard 10 certificate as Date of birth proof
- Relieving and experience certificates from previous employers
- Last drawn salary slip
- Copies of relevant pages from the passport
- Copy of Pan Card
- Three recent passport size photographs

If you are agreeable to the terms and conditions of appointment, please confirm your acceptance of offer through an email within 3 working days of receipt.

On behalf of **Aligned Automation Services Pvt. Ltd.** I would like to welcome you to our team. We believe **Aligned Automation** can provide an outstanding opportunity for you to continue the development of your professional career. We also believe that you will make a significant contribution to the organization. We look forward to having you on board.

**Yours sincerely**  
(signed and approved by)

—DeoSigned by:

Rajnesh Kumar

4832DE00C00346B

**Rajnesh Kumar**  
EVP – Global Operations



## SANY HEAVY INDUSTRY INDIA PVT LTD

12<sup>th</sup> April 2023

Dear Abhishek,

I would like to take this opportunity to thank you for your commitment, hard work and contribution to Sany's performance.

The year 2022 was a landmark year for us. We witnessed a significant increase in revenues and cash flow. We met the business profitability and retained the No.1 position in many products. Our sustained focus on product reliability and customer-centric approach has strengthened the Sany brand further. We scaled to newer heights with a strong brand pull in South Asia.

Your diligence and dedication have contributed immensely towards the fulfilment of the organizational goals. Based on your performance for the year 2022, your **Annual CTC has been revised to INR 543,611/- (All-Inclusive)** with effect from 1<sup>st</sup> April 2023 (Refer to Salary Annexure).

As we strive to become the No.1 Construction Equipment Company in India the growth shall bring more excitement, higher opportunities and new challenges. Moreover, it shall strengthen to perform our mission of "**Quality Changes the World**".

Once again I take this opportunity to appreciate your contribution in 2022 and look forward to your stellar performance in 2023.

With Warm Regards

A handwritten signature in blue ink that appears to read "Bajpai".

Puneet Bajpai  
Human Resource

Name: Abhishek Darade  
Designation: Junior Manager  
Department: Supply Chain Management  
Employee Code: R0223



## SANY HEAVY INDUSTRY INDIA PVT LTD

Annexure - 1			
Employee Code		R0223	
Employee Name		Abhishek Darade	
Department		Supply Chain Management	
Designation		Junior Manager	
Position Level		12	
Sr No	Particulars	Current Annual CTC	Revised Annual CTC 01.04.2023
<b>1</b>	<b>Monthly Components</b>		
1.1	Basic	1,85,660	1,96,800
1.2	DA	-	-
1.3	House Rent Allowance	92,830	98,400
1.4	City Compensatory Allowance	55,698	59,040
1.5	Adhoc Allowance	16,989	16,927
<b>2</b>	<b>Monthly Flexi Pay<sup>1</sup></b>		
2.2	Children Education Allowance	2,400	2,400
2.3	Car/Maintains Allowance	-	-
2.4	Petrol Allowance	-	-
2.5	Uniform Washing Reimbursement	21,600	21,600
2.6	Uniform Purchase Reimbursement	12,000	12,000
2.7	Children Hostel Allowance	-	-
2.8	Free Meal / Food Coupons (Note 4A)	-	-
2.9	'Training expense	-	-
2.10	Entertainment Expenses	-	-
2.11	Telephone / Mobile Expenses	-	-
2.12	Books and Periodicals Reimbursement	-	-
<b>Sub Total - A</b>		<b>3,87,177</b>	<b>4,07,167</b>
<b>3</b>	<b>Yearly Components</b>		
3.1	Leave Travel Allowance	15,465	16,393
3.2	Festival Allowance <sup>2</sup>	15,471	16,399
3.3	Performance Linked Incentive <sup>3</sup>	38,725	44,289
<b>Sub Total - B</b>		<b>69,661</b>	<b>77,081</b>
<b>4</b>	<b>Retiral Benefits &amp; Insurance</b>		
4.1	Employer Provident Fund	22,279	23,616
4.2	Gratuity Allowance	8,912	9,447
4.3	Medical Insurance Premium <sup>4</sup>	11,000	11,000
4.4	Accidental Insurance Premium <sup>5</sup>	15,300	15,300
<b>Sub Total - C</b>		<b>57,491</b>	<b>59,363</b>
<b>Cost To Company (Annual)</b>		<b>5,14,329</b>	<b>5,43,611</b>

<sup>1</sup> Flexi Pay are monthly salary components and shall be payable up to the limit as mentioned above.

<sup>2</sup> Ex Gratia/ Festival Pay shall be subject to market conditions

<sup>3</sup> PLI- Subject to Quarterly Performance Evaluation; pay-out quarterly.

<sup>4</sup> Medical Insurance for Hospitalisation for self and family upto Rs 3.5 Lakhs/Annum.

<sup>5</sup> Personal Accident Cover of Rs 40 Lakhs.

Sany Heavy Industry India Pvt. Ltd

Puneet Bajpai  
Human Resource

DATE: 12/10/2021

F-HR-14

To,

**MR. NAVNATH PUNJA BIDGAR**  
At Digras Post Malunj.  
Tal- Sangamner,  
Dist- Ahmadnagar 422605

Dear MR. BIDGAR,

Further to our offer and your acceptance of the same, we are now pleased to appoint you as Quality- TRAINEE with effect from 12/10/2021, on the following terms and conditions:  
You will be receiving compensation for your services as per ANNEXURE A.

1. You will be on Training for an initial period of One year from the date of your joining the Organization at the end of which you will be confirmed in writing, as a permanent employee, if your services are found to be satisfactory and up to the standard required by the Company. If the Company decides to extend your training period you shall remain on training until you are advised otherwise.
2. Your appointment will be subject to the rules and regulations which are in force and which are generally applicable to your category of employees, which may be amended/ altered/introduced afresh by the management from time to time. A copy of such current rules and regulations are enclosed ANNEXURE-B.
3. During the period of training either party may terminate your services with 24 hours notice or pay in lieu thereof, without assigning any reason. After confirmation, either party may terminate your services by giving two months notice or pay in lieu of notice. During your employment you may be transferred to any job, in any department or any of our establishments in the Indian Union. At the time of this transfer, you will be placed in appropriate grade and scale applicable at the place of transfer, keeping in view your existing Grade and ensuring that the total emoluments are not reduced.
4. Working hours, which is applicable to your location, shall be communicated to you by the concerned official to whom you report. However, naturally as a trainee, you are expected to discharge your duties beyond the normal business hours, if so required with no additional compensation.
5. The public holidays you will be entitled to enjoy in a calendar year will be as per the company's rules and you will be notified accordingly.
6. You will become a member of Provident Fund as per the rules applicable.

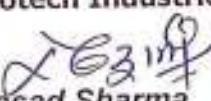
7. You will, at all times during your employment, devote your whole time and attention to the business of the Company or any of its associates, Branches or Offices to which you may be posted from time to time by the Management.
8. For all other services conditions, you will be governed by the rules and regulations applicable to your category of employees in the company.
9. During the continuance of your services and there-after, you will keep all secrets, and will not divulge to any person, firm or company whomsoever (other than the Directors of the Company or their authorized representatives) all such secrets or confidential information of any description, acquired by you while in our service, concerning the business or affairs of the Company or any of its associates or Branches, their customers and suppliers.
10. During your employment, we have to equip you with job knowledge which involves imparting technical details of confidential nature. Considering that, you will be given authority of getting access to various confidential, technical, business aspects like drawings, policies, inspection reports, protocols, specification of products at all stages, specification of equipments, any document pertaining to ISO, list of customers, data and reports generated by ERP system and alike whichever will be essential to perform work assigned to you from time to time. To protect our organization from any loss due to utilization of the above by our competitors, you will not work as employee, agent, consultant or otherwise for any of them either directly or indirectly for period of two years from the date of leaving our organization irrespective of the reason of the leaving, if and when it occurs.  
For the purpose of above condition, the term "competitor" is defined as under:  
"Any industry in the world related to manufacturing, processing, finishing, and trading of products". In case you make breach of this clause, you will be liable to pay liquidated damages allocated on loss of business, future prospect of business, besides appropriate legal action against you.
11. In case you are incapacitated during the employment by reason of sickness or any other such cause from attending your duties for a period of three months or more continuously or in the aggregate in any year, the Company may terminate your employment forthwith.
12. If at any time, you by your conduct shall render yourself incompetent to perform your duties (such incompetence to be determined by the opinion of the Directors / Management of the Company, for the Company.) or if you are dishonest, disobedient, intemperate, irregular in attendance or work or otherwise misconduct yourself or commit any breach of this appointment letter or stipulations herein contained; the Company may terminate your employment forthwith without any notice or payment in lieu thereof and may also deduct from your salary and/or any other dues to you such sum as in its opinion the company may have sustained in consequence of such act on your part.

- 13.Upon leaving the employment of the Company, you will not take with you any drawing, blue-print or other reproduction or other data, tables, calculations, letters or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.
- 14.The appointment and its continuance are subject to your being found and remaining medically (physically and mentally) fit. The Company reserves its right to ask you to undergo medical examination, if and when considered necessary.
- 15.It is agreed that the cause of action for any dispute or legal proceedings arising out of this letter shall lie in court of law having jurisdiction in Nasik only.
- 16.If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

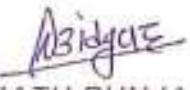
*We extend a hearty welcome to you and wish you the best in your career in Collaboration with the company.*

Thanking you,  
Yours faithfully,

For, Resistotech Industries Pvt. Ltd.,

  
Renukaprasad Sharma  
Operation Head

I have carefully read the above letter and the terms and conditions set out wherein, which I have fully understood and I hereby accept the same.

  
MR. NAVNATH PUNJA BIDGAR

F-HR-19

ANNEXURE-B

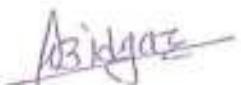
TERMS AND CONDITIONS APPENDED TO OUR LETTER OF APPOINTMENT

1. You will be governed and abide by the rules and regulations and/or any such other orders of the company which are currently in force and which may be introduced, altered, amended in the future.
2. During the period of your services with the company, you will devote your full-time attention to the service of the company faithfully and honestly discharge the duties assigned to you from time to time and you will not indulge in any business prejudicial to the interests of the company in your private account.
3. During your employment in the company and thereafter you shall not divulge to anybody, any information regarding the design, process, inspection, marketing techniques and/or any other information related to our production and other related functions, which you may have access to in carrying out your work.
4. After leaving job/services or termination of services at least 5 years you should not join, involve, associate or leak, pass, discuss any sensitive information like as process, customer information, market business that affects company in any sense.
5. During the period of your services with the company, you are liable to be transferred from one place to another, one job to another, one department to another and one unit to another, wherever the company's interests exist, at the discretion of the management. During such transfers, you will have no claim for increase in your emoluments or change in your service conditions. Your services can also be deputed to any of the associate company of the group to which the company belongs.
6. You will undergo at any time as desired by the Management medical examinations or tests by the medical officers nominated/appointed by the Management. In case the medical tests or examinations reveal that you are suffering from any contagious or other diseases which is harmful for other employees in the organization or which come in the way of you or others normal working in this organization, the Management reserves the right to discharge your services without any notice or compensation.
7. You will undergo any tests or examination and/or courses as required by the Management from time to time.
8. You will be responsible for the work machinery, tools, money and any other items/materials entrusted to you from time to time. It will be your responsibility to keep all such machinery, tools, and/or any other equipment expressly entrusted to your custody in a good, clean and working condition and return to the company the same in good clean and working condition while you leave the services of the company.
9. You will adhere and maintain the normal disciplinary standards as desired/decided by the Management.

10. As per permanent employee in the organization you will retire from the service of the company on completion of 58 years of age, unless the Management at their discretion for special reasons extend your services, the decision of which will be communicated in writing.
11. The company may at any time due to shortage of power, accumulation of stocks, non-availability of raw materials, breakdown of machinery or such other reasons beyond its control, may close down a session department or a portion of work temporarily. During such temporary closure, you will not be liable to receive any compensation.
12. The Management reserves the right to lay-off or retrench your services for genuine reasons, at its sole discretion, at any time during services with the company. During such layoff or retrenchment, you will be paid compensation, if any, in accordance with the provisions of Law in force, for the time being.
13. Your services can be terminated, without any notice or compensation for loss of confidence, or for any act including dishonesty, misappropriation of company's money or property, fraud or any subversive act which in the opinion of the Management is detrimental to the interests of the organization. Further the company can terminate your services, if you are guilty of a criminal offense to the reasonable satisfaction of the company or if you become bankrupt.
14. If you are on leave for a continuous period of three months either on continued sickness or for any reason other than those approved by the Management, your services may be discharged without assigning any reason, but paying you the amount if any which is due statutorily at that time.
15. In case you are absent from work without information or proceed on leave when leave has been refused for a continuous period of 8 days you would lose your lien on your employment.
16. You will receive all the letters, notices etc. issued by the Management from time to time. In case of refusal to receive such letters, notices or circulars etc. the same will be put on company's Notice Board and/or the same will be sent by Registered Post to your last known address recorded with Company and this will be deemed as Service. Refusal to accept letters/notices/circulars, will also be treated as an act of misconduct and will be dealt with according to the rules and regulations of the company.
17. Salary increment are not a matter of right and will be given at the discretion of the management depending upon your work, attendance and conduct. The appointment letter is being given to you on the understanding that all the information furnished by you at the time of interview as well as in your application are complete and correct. If however, management comes to know after you have joined services with us that you have intentionally withheld certain information or that the information provided by you are not correct or incomplete, the management reserves the right to discharge your services without enquiry, without notice and/or without payment of any money.

18. This appointment can be terminated by either party giving two calendar months' notice or in lieu the amount equivalent to two month's salaries (two month's gross salary) to the other party. The management, however, reserves the right to ask you to serve for the notice period instead of accepting the salary in lieu of the notice period.

Accepted By



MR. NAVNATH PUNJA BIDGAR :



**FDC Limited**

MANUFACTURERS & EXPORTERS OF FOODS, DRUGS & CHEMICALS

27<sup>th</sup> January, 2020

**Mr. Vishal Dattatray Kedar**  
12, Soni Park, Shivajinagar,  
 Sinnar, Dist- Nashik,  
 Pin Code - 422 103.

**Dear Mr. Vishal,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "**Officer - Maintenance**" at Sinnar Plant (ORS) in our organization, on the salary and terms & conditions offered by us and agreed by you in the interview.

You have agreed to join us on or before **1<sup>st</sup> February, 2020**.

The appointment letter is subject to the information provided by you in your bio-data and interview, are correct and valid. The appointment will also be subject to your being medically fit, certified by registered medical practitioner.

Please bring following documents at the time of joining:-

1. Original and one set of photocopies of all your certificates, testimonials and experience certificate/s
2. Relieving letter / certificate from the last employer.
3. Proof of last drawn salary.
4. Two passports and two I/Card size photographs and Blood Group.
5. Carry original PAN Card & Aadhar card alongwith two copies for opening Bank accounts.
6. Copy of previous employer PI Number, PF UAN Number & ESIC Number if applicable.
7. Bank details (Cancelled cheque) for KYC update.
8. Previous employer Income Proof if any.

Your formal appointment letter will be issued to you on receipt of above and at the time of joining.

Please sign and return the duplicate copy of this letter, as a token of your acceptance of the above.

We welcome you to our organization and look forward to a pleasant and fruitful association with you.

Yours truly,

For FDC LIMITED,

DEBASHISH RAY  
VICE PRESIDENT  
HUMAN RESOURCES

CORPORATE OFFICE

102-43, S. V. House, Jagdishnagar- W1, Mumbai - 400 102, INDIA  
Tel: +91-22-6621 7600 / 6621 2678/ 0652 / 2683 / 2650 • Fax: +91-22-6617 5100  
E-mail: [fdc@fdrca.com](mailto:fdc@fdrca.com) • Website: [www.fdcindia.com](http://www.fdcindia.com)

REGISTERED OFFICE

U-8, MIDC Industrial Area, Wadgaon - 411 136, Dist. Aurangabad, INDIA  
Tel: 0240-255 4107 / 255 4253 / 255 4197 • Fax: 0240-255 4299  
E-mail: [www.fdcindia.com](mailto:www.fdcindia.com) • CIN: CG2006MH104071, CG03176

Date: 22/12/2021

Ref: AO/OFFER/42

Ms. Ankita Anil Bhabad

Sub: Letter of Offer

This has reference to the interview you had with us. We are pleased to offer you a position of **Assistant Sales Co - Ordinator**.

Your gross monthly Salary as discussed during your interview will be **Rs.11,000/- (Rupees Eleven Thousand Only)** all inclusive.

The details of the salary break up as given below:

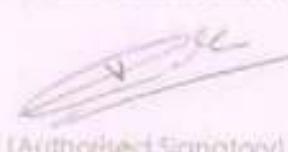
Earning	Deduction's		
Basic	6600.00	PF	792.00
HRA	4400.00	ESIC	110.00
		PT	200.00
Total	11000.00	1102.00	
		Net Earning	
		9898.00	

We expect you will join to us as on 27/12/2021. Please note that this offer is valid subject to your signing and returning the duplicate copy [attached] of this letter within ten working days.

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

Thank You,

For Allyone Environmental Technologies India Pvt. Ltd.

  
(Authorised Signatory)

29-Jun-2021

Darshan Bhadange

Kamal Nagar, Near Saradwadi Road, Near Shah Gas Godown,  
 Sinnar,Nashik  
 India

**Appointment Letter for Fixed Tenure Post for Company Employee****Dear Darshan,**

As per your application, we have pleasure in appointing you in our company as **Associate** - Ops w.e.f. **30-Jun-2021** on the following terms and conditions:

**Nature of Post:**

Your post is a tenure post for a fixed period. Initially you are appointed for a period of **36** months i.e. **29-Jun-2024**

On expiry of the above tenure, your services will automatically end without any further notice or communication.

- Place of work:** You are initially posted at **Nashik**.
- Renewal of Tenure:** Depending upon the requirements of company and subject to your suitability to the job, your above tenure may be renewed in writing with mutual consent of both the parties on such terms as may be acceptable to both the parties.
- Nature of Duties:** You will be required to render data processing services and another services incidental thereto or connected therewith.
- Supervision & Control:** You will remain under the supervision and control of our company for the purpose of your transfer, promotion, revision in service conditions, overall performance of your work and termination from service etc. and the same will be decided by our company. However, you will also receive instructions for day to day performance of your duties from company's officers and you will abide by such instructions given by them.
- Responsibilities:**

- While rendering data processing services, you must effectively, diligently and to the best of your ability perform all responsibilities implicit in the data processing job and you will ensure results. You will be expected to work extra hours to achieve the results whenever the job so requires.
- You will be required to engage yourself exclusively in the work assigned by the company and you will not take up any independent or individual assignment (whether same is part-time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent from our company.
- You will ensure that you will not directly or indirectly engage in any activity or have any interest in or perform any service for any person who is involved in activities which are or shall be in conflict with the interest of our company.
- Take the responsibility of achieving the targets and objectives given to you from time to time, in order to earn your salary and other benefits.

For WNS Global Services Pvt. Ltd.

Adil S Nargolwala  
 Corporate VP – HR  
 Head Talent Acquisition Group

Accepted and Agreed

Candidate's Name &amp; Signature