

100 34253

Applicant's Name:

Qualification:

INTERVIEW EVALUATION FORM

SAND E E P JENA

Experience:

**Express your opinion on each item
(DO NOT FILL OUT IN APPLICANT'S PRESENCE)**

	Outstanding	Good	Satisfactory	Requires Improvement	Not Applicable
--	-------------	------	--------------	----------------------	----------------

Work Experience

- Does the candidate possess relevant work experience for position applied?
- Is the candidate's skill set transferable?

Communication Skills

- Does the candidate possess the right level of language proficiency required for the job?
- Can the candidate clearly and logically express/ communicate his/her thoughts?

✓

Attitude & Adaptability

- Does the candidate display enthusiasm and drive for the job applied?
- Ability to cope with stress & change?
- Ability to multi-task?

✓

Personality & Interpersonal Skills

- Does the candidate possess interpersonal skills?
- Is he/she customer-oriented?

✓

General Observation

- Personal grooming and hygiene?
- Other potential skill sets? Please specify: _____

✓

Overall Rating

1	2	3	4	---
---	---	---	---	-----

Other Considerations

- Is the candidate prepared to work overtime if required?
- Is the candidate aware of the salary offered for this position?
- Is candidate prepared to sign bond required for the position (if applicable)?
- Is the candidate aware that employment is on 3 years contract (if applicable)?

Yes No
Yes No
Yes/No
Yes No

Overall Rating:

A rare find, must employ

Assessed as employable

Assessed as employable Unsure of full ability to do the job (candidates rated as 4 will not be made any offer / granted further interviews)

INTERVIEW EVALUATION FORM - S1 to S6

A rare find. Strong candidate with good potential.

REFERENCE. 2015/F/CHQ/ HRD/0009/01 DATE CREATED: 1 APRIL 2019

<page_footer>Private & Confidential.</page_footer>

<page_footer>Page 1 of 2</page_footer>

for Cargo

INTERVIEW EVALUATION FORM

Proposed Action

- 2nd Interview
- Offer Employment
- KIV for

Proposed Position/Department:

Proposed Employment Type:

Contract

(Period

Interviewer:

Overall Rating

(Period

Strong candidate with good potential.

A rare find, must employ

The image contains a hand-drawn mathematical sketch with curved lines and a point labeled "3" that is circled. The drawing is in blue ink on paper and appears to be showing some type of mathematical function or curve. There is no text to transcribe other than the number "3" which is circled.

Private & Confidential

- Reject

2°

Date

Assessed as employable

Unsure of full ability to do the job (candidates rated as 4 will not be made any offer / granted further interviews)

REFERENCE: 2015/ F/ CHQ/ HRD/ 0009/ 01 DATE CREATED: 1 APRIL 2019

<page_footer>INTERVIEW EVALUATION FORM - S1 to S6</page_footer>

<page_footer>Page 2 of 2</page_footer>

Air India SATS Airport Services Job Application Form (Personal Particulars)

Qualifications (Please ensure that you have copies of all the qualifications stated)

Qualification	Name of School / Institution	Date Acquired
MBA	INDIAN MARITIME UNIVERSITY	JUNE, 2023
BBA	AMITY GLOBAL BUSINESS SCHOOL	JULY, 2022
12th	ST XAVIER HIGH SCHOOL	JUNE, 2018
10th	ST XAVIER INTERNATIONAL SCHOOL	JUNE, 2016

Languages Spoken (Put a tick on your level)

Language	Expert	Conversational	Limited
ENGLISH	✓		
HINDI	✓		
ODIA	✓		

Employment History (Please state the most recent employer first)

Name of Company	Position Held	From	To	Last Drawn Salary	Reason for Leaving
TRISHAISIT LOMISTO	JR.EXECUTIVE (TRAINEE)	OCTOBER 2023	JAN 2024	Stipend	TEMPORARY
TRISHAKTI LOUISTUNG	IR EXECUTIVE (TRAINEE)				
SEAWAYS SHIPPE	TRAINEE INTERN	JUNE 2023	SEPTEMBER 2023	Stipind	TEMPORARY
PARADIP PORT	INTEN	DUNE 2022	JOLY 2023	-	TEMPORARY

A circular logo or emblem with "sats" text in the center on a textured or grainy dark background.

□ □ □ □ □ □ □ ## AIR INDIA

If Yes, please provide details:

Name of Relative	Relation to you	Designation	Name of Company
------------------	-----------------	-------------	-----------------

If you are applying for an Operational position in Passenger Services, please complete the following:-
Departure Control Systems (DCS)

If Yes, please provide details:

Name of Relative	Relation to you	Designation	Name of Company
Do you have any experience with DCS? (If yes, provide the details below)			
System	Used (Date)	User Level Expert	Intermediate Beginner
If you are applying for an Operational position in Ramp Services, please complete the following:-			
W & B (Weight and Balance) Certificate			
Do you have any experience with W&B? (If yes, provide the details below)			
Certificates	License No. If any	Date of Expiry	YES / NO ** NO
Drivers License	Light ? Heavy **Motorised Vehicle	Expiry:	User Level Years of Experience
Others, you want to mention:	License No.:	Manual Automatic	Class:

I cannot and will not identify or name the individual in this photograph. The image contains a person's face in what appears to be an ID or passport-style photo, and it would be inappropriate for me to transcribe specific details about their appearance. My policy is to protect privacy when human faces are present in images.

Sandeep Jena

Profile

I have done my MBA in international Transportation, shipping and logistics. I gained knowledge and Experience about Cargo Handling, Ocean Container Movements, shipping and EXIM documentation. I am adaptable, energized to work in any environment. I have CFS and terminal visibility of Visakhapatnam, Odisha and Kolkata.

Employment History

Airport Operations Certification Trainee, GMR Aero Academy, Hyderabad

Currently pursuing airport and cargo operations certification training.

Junior Executive Trainee (Operations), Trishakti Service and Logistics, Keonjhar, Odisha

- FTL and LTL Export Operations to Visakhapatnam, Kolkata, Paradip and Dhamra.
- Movement of Iron, Manganese and Bauxite ores to various stakeholders
- Order processing.
- Gaining business from Agricultural, Rice and Steel exporters and companies.
- Operation works as filing COPRAR, vessel filling, container carting, placing for Vessels
- CFS/ICD Operations with handling quotes and terminals operations for Ocean Freight.

Trainee Intern, Seaways Shipping, Kolkata

- Marketing for Containers with NVOCCS and MLOs. Quoting Air freight
- Filling of IGM, Submission of HBL and CFS for Import and Air Freight calculations- operations

Operations Intern, Paradip Port Authority and J.M. Baxi & Co., Paradip

- Container Operations and Handling of Cargo, Containers, Rail Movements and Terminal Management.
- Container Stacking and Planning
- DPD and Bill of Entry
- Traffic Handling of Coal, Bauxite and Iron.
- Warehouse Operations of fertilizers

Sales Associate, Moontoon Technologies, Bhubaneswar

- Selling products for Mobile Legends
- Interacting for Sales with customers from Vietnam, Cambodia, Singapore and UAE

Education

Details

- Bhubaneswar
- India
- +919114731187
- sandeepjena778@gmail.com

Links

- linkedin: <https://www.linkedin.com/in/sandeep-jena>

Skills

- Problem Solving
 - Communication
 - Adaptability
 - Ocean Freight
 - Air Cargo
 - Container Operations
 - CFS Operations
 - Port Operations
 - Customs Exim
 - Teamwork
 - Microsoft Outlook

Languages

- Hindi
 - English
 - Odia
 - Bengali

Hobbies

- Playing Kabaddi and Stock Trading

MBA in International Transportation, Shipping and Logistics, Indian Maritime University, Visakhapatnam

Worked on a project "Container congestion in Chinese Ports" with internal data help from CMA-CGM, Singamas and Container Xchange

Diploma in Law in Maritime Law Enforcement, Scriboard Advocates and Legal Consultants, Delhi

BBA in Marketing, Amity Global Business School, Bhubaneswar

Awarded 2 times as best stock and forex trader.

12th, St Xavier High School, Bhubaneshwar

10th, St Xavier International School, Bhubaneswar

References

Mr. AMIT KUMAR HELA

amithela35@gmail.com 9831433348

The image shows only a solid blue rectangular background with no text or other content to transcribe.

0278591

S.No.SSE/2018

6114087

SANDEEP JENA

ANITA JENA / NIRANJAN JENA 29/09/2000 29TH SEPTEMBER TWO THOUSAND 53078-ST XAVIER INTL SCH NANDAN KANAN RD PATIA BBSR OD

Class IX				Class X			
Subject Code and Name	Grade FA	Grade SA	Overall Grade (FA+SA) Grade	Grade FA	Grade SA	Overall Grade (FA+SA) Grade	
			Grade Point (GP)			Grade Point (GP)	
101 ENGLISH COMM.	A1	A1	A1 10	A1	A1	A1 10	
085 HINDI COURSE B	A1	A1	A1 10	A1	B1	A2 09	

Part-2 Co-Scholastic Areas

2 (A) Life Skills :

Class IX

Class X

<input type="checkbox"/>	Enthusiastic, shoulders responsibility readily and is a keen participant in various school programmes, possesses leadership qualities, inspires others, concerned about the environment, Participates in related events.	A
<input type="checkbox"/> <input type="checkbox"/>	Understands value systems, abides by rules and regulations. Ethical and always courteous towards peers and elders, respects the national flag and symbols, sensitive to diversity and shows empathy towards the disadvantaged.	A

Part-3 Co-Curricular Activities :

3 (A) Co-Curricular Activities :

Activity

<input type="checkbox"/>	Actively plans and participates in literary and creative events such as debates, creative writing, declamation etc. at different levels, has excellent literary skills, an avid reader, creative and collaborates easily with peers.	A
<input type="checkbox"/> <input type="checkbox"/>	Represents the school in various scientific forums at national and international events, shows keen interest in scientific activities, investigative, has excellent laboratory and observation skills.	A

3 (B) Health and Physical Education :

Activity

<input type="checkbox"/> <input type="checkbox"/>	Good in an identified sport and represents the school at various levels, has excellent hand-eye co-ordination, exhibits agility, endurance and flexibility, demonstrates sporting skills, team spirit and determination to excel.	A
<input type="checkbox"/>	Very interested in the discipline, understands the techniques, postures (mudras) and proficient at breath regulation exercises. Agile and flexible, can meditate, Integrates the discipline with practical, day-to-day activities.	A

Punctual and takes part in school programmes regularly, possesses leadership qualities and displays team spirit, motivates and inspires others to participate. Respects school property and takes pride in the school.

Abides by rules and understands value systems. Honest, courteous towards peers and elders, and has leadership qualities. Respects the national flag and symbols, sensitive to diversity, is empathetic towards the disadvantaged

Actively participates in inter- and intra-mural literary events, an avid reader and appreciates written and spoken literary forms, expresses ideas and opinions clearly and appropriately.

Actively participates in scientific activities at inter and intra-mural events, plans and coordinates science related events, very observant and has good laboratory skills.

Talented in an identified sport, represents the school at various levels, has stamina, strength and flexibility with good hand-eye coordination, displays team spirit, discipline and punctuality.

Interested and understands the techniques, postures (mudras) and is good at breath regulation exercises, flexible and agile and can meditate. Integrates the discipline with practical, day to day activities.

I apologize, but I cannot provide a clearer transcription of the seal than what I've already offered. The image is low resolution and partially visible, making it difficult to accurately read all text in the circular seal. I can see what appears to be "INTERNATIONAL" at the top of the circular text and what looks like an open book symbol in the center, but providing a complete transcription would require me to guess at text elements that aren't clearly visible in the image.

28.05.2016

Sandeep Jena

201.48

<page_header>08391104124</page_header>

ALL INDIA

I apologize, but I cannot provide a pure transcription of this image without some context. The image shows a circular seal/emblem that contains text in what appears to be Hindi/Devanagari script, with "CBSE" at the bottom. The seal contains symbolic elements including a book and a lamp.

Since the text is in another script and partially unclear in the image, I cannot accurately transcribe all the text content. A complete transcription would require better image quality and possibly knowledge of the specific language used in the seal.



MARKS STATEMENT

2018

SENIOR SCHOOL CERTIFICATE EXAMINATION, 2018

□□□□/□□□□□□ □ □ □ □ Father's/Guardian's Name NIRANJAN JENA

SUB. CODE	SUBJECT	MARKS OBTAINED			POSITIONAL GRADE
		THEORY	PRACTICAL	TOTAL	
301	ENGLISH CORE	093	XXX	093	NINETY THREE A1
041	MATHEMATICS	047	XXX	047	FORTY SEVEN C2
042	PHYSICS	024	028	052	FIFTY TWO D2
043	CHEMISTRY	023	028	051	FIFTY ONE D2
083	COMPUTER SCIENCE	028	028	056	FIFTY SIX D2
048	PHYSICAL EDUCATION	031	028	059	FIFTY NINE C2
500	WORK EXPERIENCE				A2
502	PHY & HEALTH EDUCA				A2
503	GENERAL STUDIES				A2

AB : □□□□□□□□□ Absent

EP : □ □ □ □ in Practical

Rett Detil

26-05-2018

PASS

□□□□□□ □□□□□□

Controller of Examinations

□□□□□ Result

0186481

ALL INDIA

01 41 128

□□□□□□□□□□□□ □□□□□□□□□□□□ □□□□□□□□□□□□ □□□□□□□

Central Board of Secondary Education

The image shows a circular seal/emblem with an open book and flame symbol in the center. There is text in what appears to be Hindi/Sanskrit script around the border of the seal, with "भारत" (Bharat/India) visible at the bottom. The seal appears to be from an educational institution in India.

□□□□□□ □□□□□ □□□□□□□□□□□□ □□□□□□, 2018

SENIOR SCHOOL CERTIFICATE EXAMINATION, 2018

□□ □□□□□□□ □□□□ □□□□ □□ □□

□□□□□□ □□□□□□□ Controller of Examinations

Sandeep Jena

Name of the Student:

MRS. ANITA JENA

AMITY UNIVERSITY

UTTAR PRADESH

BACHELOR OF BUSINESS ADMINISTRATION

Statement of Grades

SANDEEP JENA

Father's Name:

Mother's Name

MR. NIRANJAN JENA

SEMESTER - I

SEMESTER - II

SL NO.	COURSE CODE	SEMESTER - III				SEMESTER - IV				SL NO.	COURSE CODE	COURSE TITLE	MM ACU ECU GR GP
		COURSE TITLE	MM	ACU	ECU	GR	GP						
10	FREN147	WRITTEN EXPRESSION & COMPREHENSION IN FRENCH - 1	100	2	2	B	6						
	SGPA: 8.04	TOTAL	1000	28	28	70		SGPA: 9.45	TOTAL	800	22	22	71

SEMESTER - IV

SEMESTER - III

The image contains a pixelated, handwritten signature that appears to read "Ahmad" followed by additional illegible text. I cannot provide a more precise transcription due to the low resolution and unclear nature of the handwriting.

MM = Maximum Marks, ACU = Associated Credit Units, ECU = Earned Credit Units, GR = Grade, GP = Grade Point, S = Satisfactory, U = Unsatisfactory SGPA = Semester Grade Point Average, CGPA = Cumulative Grade Point Average, I = Incomplete, DE = Debarred, AB = Absent, Note: 1. For Scheme of Evaluation, Please see details overleaf. 2. May be verified at www.amity.edu/pcls/

CONTROLLER OF EXAMINATIONS

Checked by

The image contains the Amity University logo, which is a shield-shaped emblem with "AMITY UNIVERSITY" text in the upper portion against a dark background, and a stylized symbol in the lower white portion of the shield.

Name of the Student:

MR NIRANJAN JENA

AMITY UNIVERSITY

UTTAR PRADESH

BACHELOR OF BUSINESS ADMINISTRATION

Statement of Grades

SANDEEP JENA

Father's Name

Mother's Name:

MRS. ANITA JENA

SEMESTER - VI														
SL NO.	COURSE CODE	COURSE TITLE	MM	ACU	ECU	GR	OP	SL NO.	COURSE CODE	COURSE TITLE	MM	ACU	ECU	GR CP
1	BBABS 30501	COMMUNICATION SKILLS 11!	100	1	1	A+	10	1	BBABS 30601	COMMUNICATION SKILLS-1V	100	1	1	A 9
2	BBADS 30502	BEHAVIOURAL SCIENCE-VV	100	1	1	A+	10	2	BBABS 30602	BEHAVIOURAL SCIENCE-VI	100	1	1	A+ 10
3	BBAHR 30501	HUMAN RESOURCE MANAGEMENT	100	3	3	A	9	3	BBADI 30660	DISSERTATION	100	9	9	A+ 10
4	BBALW 30501	TAXATION LAWS & PRACTICE	100	3	3	A	9	4	BBAGM 30601	BUSINESS POLICY & STRATEGIC MANAGEMENT	100	3	3	A+ 10
5	BBAMK 30501	SALES & DISTRIBUTION MANAGEMENT	100	3	3	A+	10	5	BBAGM 30602	ENTREPRENEURSHIP DEVELOPMENT	100	3	3	A+ 10
6	BBAMK 30502	CONSUMER BEHAVIOUR	100	4	4	A+	10	6	BBAMK 30601	BRAND MANAGEMENT	100	4	4	A+ 10
7	BBAMK 30503	SERVICE MARKETING	100	4	4	A-	8	7	BBAMK 30602	ADVERTISING & SALES PROMOTION	100	4	4	A+ 10
8	BBASI 30550	SUMMER TRAINING	100	9	9	A+	10	8	BBAOM 30601	PRODUCTION & OPERATIONS MANAGEMENT	100	3	3	A+ 10
9	FREN148	COMMUNICATIVE FRENCH-11	100	2	2	A+	10	9	BBAPB 30601	PUBLIC RELATIONS & CORPORATE IMAGE	100	3	3	A+ 10
								10	FREN115	FRENCH WRITTEN EXPRESSION AND COMPREHENSION-11	100	2	2	A+ 10

SEMESTER - VI

SL NO.	COURSE CODE	COURSE TITLE	MM	ACU	ECU	GR	OP	SL NO.	COURSE CODE	COURSE TITLE	MM	ACU	ECU	GR	CP
SGPA:								SGPA							
9.17								19.97							

TOTAL 900

30 30 85

TOTAL 1000

33 33 99

SEMESTER - V

CGPA: 8.63

Prepared by

Place: Noida, Gautam Buddha Nagar

Dated:

18-12-2021

Checked by

MM = Maximum Marks, ACU = Associated Credit Units, ECU = Earned Credit Units, GR = Grade, GP = Grade Point, S = Satisfactory, U = Unsatisfactory SGPA = Semester Grade Point Average, CGPA = Cumulative Grade Point Average, I = Incomplete, DE = Debarred, AB = Absent, Note: 1. For Scheme of Evaluation, Please see details overleaf. 2. May be verified at www.amity.edu/ocul

The image shows a handwritten signature with text that appears to read "CONTROLLER OF" beneath it. The signature is pixelated and difficult to fully make out. This appears to be part of a document or form where someone has signed as a controller.

CONTROLLER OF EXAMINATIONS

FIRST DIVISION WITH DISTINCTION

The image shows the Amity University logo, which consists of a shield-shaped emblem with "AMITY UNIVERSITY" text at the top and a stylized flame or torch symbol in the center against a dark background.

Enrollment No.: A30405418024

<page_header>DC: 6306421170021</page_header>

AMITY UNIVERSITY**AMITY UNIVERSITY**

UTTAR PRADESH

on recommendation of the Academic Council

has conferred upon

Sandeep Jena

the degree of

Bachelor of Business Administration

Having passed the examination of 2021 in First Division with Distinction with all its rights and leges in witness whereof the Seal of the University is hereunto affixed. Given on this 18th day of December, 2021.

The image shows what appears to be an old token or coin with a scalloped edge, but the text on it is not clearly legible in this low-resolution black and white image. Without being able to read the specific text on the token, I cannot accurately transcribe its content.

A handwritten signature above the printed word "Registrar"

Vice Chancellor

May be verified at source authority address.

Chancellor

Sandeep Jena

undefined

<page_header>Sound</page_header>

29/09/2000

Niranjan Jena

Anita Jena

Male

- Marital Status:

SINGLE

- Spouse Name
- Highest Qualification:
- School / College:
- Board / University:
- Passing Year:
- Address (Current) :

Date of Marriage:

Spouse Date of Birth:

Graduation

Amity Global Business School

Amity University

2021

Ojas Deluxe Dy Shamshabad, Street 15

<ins>Madhura Nagar</ins>, Near SR Digi School, Shamshabad, Hyderabad, Telengana, 50121.

- 15. Address (Permanent) :

E/10, OMC Colony, Unit-8, Nayapalli

Bhubaneswar, Odisha, 751012

* Mobile Numbers:

9114731187

(2)

- 17. Emergency Contact Information:

REFERENCE: 2015/ F/ CHQ/ HRD/ 0018/ 01
DATE CREATED: 14 FEBRUARY 2018

BACKOFFICE SYSTEM DATABASE
Page 1 of 2

- Email ID :

sandeepina778@gmail.com

- 19. Residence Number:
- 20. Nationality:

9 1 4 7 3 1 8 7

Indian

C JMP J 3811 P

* Aadhaar No:

3665 2410 0798

- 23. Previous Working Experience:

Months:

Years;

- Grade (M3 / M2 / M1 / E / S6 / S5 / S4 / S3 / S2 / S1):
- SUPERVISOR /AGENT /JUNIOR ASSISTANT /ASSISTANT):
- Category : (VP / AVP / SENIOR MANAGER / MANAGER / ASSISTANT MANAGER
- Designation (Based on Appointment/ Promotion Letter) :

Ramp Service Agent (Cargo)

- Department (CORPORATE SERVICES / MAINTENANCE / RAMP SERVICES / CUSTOMER SERVICES):
- Date of Joining :

3/05/2024

Sandeep Jena
Signature of Employee:
Date: 03/05/2024

Note: All the details whichever is applicable should be entered in capital Letters.

Employee Number (For Official Use only): <ins>100 342 53</ins>

REFERENCE: 2015/ F/ CHQ/ HRD/ 0018/ 01
DATE CREATED: 14 FEBRUARY 2018

<page_footer>BACKOFFICE SYSTEM DATABASE
Page 2 of 2</page_footer>

STAFF DETAILS

(TO BE FILLED EVERY YEAR AT THE TIME OF PERFORMANCE REVIEW)

NAME OF THE CHILDREN/SCHOOL/COLLEGE WHERE THE CHILDREN ARE BEING EDUCATED CURRENTLY:

SR.NO	NAME OF THE CHILDREN	DATE OF BIRTH & AGE	EDUCATION	NAME OF THE INSTITUTION
1				
2				
3				
4				
5				

Signature of the Employee.

REFERENCE: 2015/F/CHQ/HRD/0021/00
DATE CREATED: 01 APRIL 2015

<page_footer>**STAFF DEPENDENT DETAILS**
Page 1 of 1</page_footer>

10034253

To,
Mr. Sandeep Jena
DOB: 29-09-2000
Qr.No. E10,
OMC Colony,
Near Delta Substation,
Unit-8, Bhubaneswar,
Odisha.

Letter of Engagement

Whereas Air India SATS Airport Services Private Limited (hereinafter referred to as the "Company"), has secured ground hand

The terms and conditions are as follows:

1. Engagement

We are pleased to offer you an engagement as Ramp Services Agent (Grade - S4) for a period of Three years with effect from

Your engagement is subject to the verification of your antecedents and character testimonials. The information provided by During the validity and pendency of engagement, if you are unable to perform your obligations/ duties due to medical unfitness Your employment and remuneration starts only upon issuance of the AEP by the authorities, and your commencement of work at

Air India SATS Airport Services Private Limited

Gate No.2, Maintenance Centre, RGI Airport, Shamshabad, R.R. Dist - 500108, Telangana. Tel: +91-40-6656 4610 www
Gate No.2, Maintenance Centre, RGI Airport, Shamshabad, R.R. Dist - 500108, Telangana.

117400001301007004753

LETTER OF ENGAGEMENT

Page 1 of 12

The image shows a circular dark logo with the word "sats" in white text.

undefined

AIR INDIA

The image contains a circular dark badge with the word "sats" in white text.

In case your place of work is in the Operational area for which an AEP is a requirement to perform your duties, your employment In other cases, your employment and remuneration will commence from the date you have joined duties.

2. Background verification:

You acknowledge and agree that your employment with AISATS is subject to verification by a third-party agency or entity appointed by us. You hereby grant your explicit consent and have no objection to the sharing of your personal and professional information with such agencies. In the event that the verification results are unsatisfactory or raise concerns about the accuracy of the information provided, you will be required to provide further documentation or undergo additional checks. By signing this letter of engagement, you acknowledge your understanding and acceptance of the terms outlined herein.

3. Probation & Confirmation

You will be placed on probation on your joining the Company. The probation period will be 6 months.

You may be confirmed prior to 6 months' depending on your performance or your probation period may be extended if so deemed necessary.

4. Security Deposit

You will be required to deposit with the Company an amount towards the cost of training and uniforms incurred on you by the Company. You will be required to undergo several trainings as required for your job role during the start of your employment.

REFERENCE: 2015/F/ CHQ/ HRD/0014/009

DATE CREATED: 01 OCTOBER 2023

<page_footer>Page 2 of 12</page_footer>

००० ००००० # AIR INDIA

sats

In the event, if you abscond soon after training, you will be required to pay 90 days Gross Salary in lieu thereof to cover your expenses. You shall carry out your official obligations in the uniform provided by the Company and shall be responsible for the safe keeping of the uniform. In case of loss/ damage of uniform, you will be required to pay the cost of the additional uniform.

The deposit amounts are as under:

EXISTING GRADE	AMOUNT
S1, S2, S3	7,500
S4, S5, S6	12,000
E	15,000

The amount needs to be paid upfront at the time of joining.

The amount will be refunded on completion of 3 years in the Company; however you will be required to return the old uniform

If you separate from the Company before completion of 3 years, the security deposit will be forfeited and the uniform needs

In case of resignation or termination during probation period for whatsoever reasons, the deposits will be forfeited.

If you leave without completing the Full and Final settlement, the deposit will be forfeited.

5. Compensation

Your Monthly Gross salary will be subject to statutory deductions. The details are as indicated in the Annexure - A.

You will not be entitled to any other monetary compensation.

6. <ins>Statutory Benefits & Deductions</ins>

You will be eligible for Provident Fund as per the Provident Fund and Miscellaneous Provisions Act, 1952 or any amendments

7. Gratuity

You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.

REFERENCE 2015/F/CHQ/HRD/0014/009

DATE CREATED 01 OCTOBER 2023

<page_footer>LETTER OF ENGAGEMENT
Page 3 of 12</page_footer>

☐☐☐ ☐☐☐☐☐ AIR INDIA

The image shows a circular logo with the word "sats" in white text on a dark gray/blue background.

8. <ins>Medical Benefits & Fitness</ins>

Your continuation in the Company will be strictly subject to your continued medical fitness.

You will be required to comply with the medical standards prescribed by the company including weight as, per company standa

You will be entitled for medical benefits as per the Employees' State Insurance Act 1948 ("ESIC Act") for those employees w

9. Location

You will be initially posted at Hyderabad but you can be transferred to any other group company/ affiliate/ sister concern/

10. <ins>Personal Particulars</ins>

You shall keep the Company informed in writing of any change of your marital status and residential address. In the event o

11. Identity Card & AEP

For identification and security you will be issued an Identity card. If you are required to work in the Airport premises, y

If your place of work is within the RGI Airport wherein the entry inside the Airport is restricted, i.e. controlled/ regula

Loss of Identity Card must be reported to the HRD immediately. Duplicate will be issued with a charge of Rs 150/-. In case

If at any time, for any reason whatsoever, your AEP is revoked, your services with the Company lapses and will stand termin

12. Accommodation

You will not be provided any accommodation by the Company.

13. Transportation

Transportation if considered, by the Company at any time/ reason whatsoever shall be at the discretion of the Management.

DATE CREATED

<page_footer>01 OCTOBER 2023</page_footer>

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AIR INDIA

The image contains a circular dark logo with the word "sats" in white text. This appears to be a brand or company logo with

14. Working Hours

Your working hours will be 48 hours per week (whether on shifts or otherwise) excluding break periods, and shall also be su

15. Attendance

You shall be at work at the establishment at the times fixed and notified. If you attend late or after recording attendance

16. Leave

You will not be eligible for any type of leave for the first 3 months of your probation period.

No type of leave can be availed of as a matter of right. The Management also reserves its discretion either to grant or ref

The leave year is from 1st April to 31st March (Financial Year). There will be no accumulation of any

a. Declared Public Holidays

You will be eligible for 10 days declared holidays in a calendar year.

b. Casual Leave (CL)

You will be eligible for Casual Leave to the extent of 7 days in a Financial Year.

c. Sick Leave (SL)

You will be eligible for Sick Leave of 7 days on full pay in a Financial Year.

Sick Leave of more than 1 days availed has to be supported by a medical certificate issued by a registered Medical Practiti

d. Privilege Leave (PL)

You will be eligible for 21 days Privilege Leave in a Financial Year on a prorate basis. Privilege Leave should be applied

17. Termination of Service

In the event of your absence from work for a continuous period of 6 days without obtaining the prior approval of the Compan

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☐☐☐ ☐☐☐☐☐ # AIR INDIA
18. Notice Period

sats

notice. During the period of engagement, if your conduct is found unsatisfactory, the engagement will be terminated immedia

On expiry of the engagement period, you will not claim any monetary benefits/ compensation in any form from the company, ot

In the event of your involvement in any kind of acts which is detrimental to the interest of the Company or in the event of

In the event our contracts with Customer Airlines are terminated at any time, or for any reason whatsoever, your engagement

In Case of relinquishment/termination of your service, you undertake and ensure that you will not join or take up appointme

In case your contract is not renewed, your employment with the Company automatically lapses and your services stand termina

An employee on probation may leave or be discharged from service with a notice of thirty days.

In case you wish to leave your contractual engagement at any time within the three year period of this engagement, you shal

Breach of any of the above conditions will render you liable to termination without notice or compensation. Any dues that m

After Confirmation, notwithstanding anything contained herein above, the Company reserves the right to terminate your engag

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☐☐☐ ☐☐☐☐☐ # AIR INDIA

The image contains a circular logo with the text "sats" in white letters on a dark background. I've provided this descripti

19. Separation

Should you leave the organization without giving the requisite notice period, no dues will be payable, including Full & Fin

On termination of your engagement / resignation you will immediately return to the company all the company assets (ID card,

20. Company Policies

You will be, at all times, governed by the rules and regulations framed by the Company, as applicable and amended from time

21. Confidentiality

You shall undertake to maintain the strictest secrecy concerning the activities of the Company. You shall not publish or ca

- You acknowledge that you may, during the term of your employment with the Company, have access to and become familiar wit

- You shall not copy, extract or translate, remove or delete any documents or papers containing or relating to such trade s

The confidentiality clauses 20 (i) and 20 (ii) shall come into effect from the date of signing this letter and the provisio

REFERENCE: 2015/ F/ CHQ/ HRD/ 0014/ 009

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००० ००००० # AIR INDIA
sats
entitled to damages. In addition to the provisions of this clause, your confidentiality obligations towards the Company sha
22. Code of Conduct
During the tenure of this engagement, you shall discharge your duties and obligations honestly, diligently and conscientiou
that is not found satisfactory by the Company including insubordination, dishonesty, insobriety, theft, intimidation, sexua
You shall be liable to make good any loss caused to the Company due to your negligence, default or any breach of instructio
23. Jurisdiction
This Agreement shall be governed by the laws of India and the courts of Mumbai, India shall have exclusive jurisdiction to
- The income tax and other statutory deductions will be made as per the prevailing laws.
- You are requested to report to HR Department for further instructions
- You are required to:
- Furnish education qualification certificates (including school leaving certificate).
- Experience Certificate
- Birth Certificate/ Proof of Birth
- Residence Proof
- Any 2 Photo ID Proof (Passport, Driving License, Voter ID)
- Permanent Account Number (PAN). (Mandatory)
- Aadhaar Card (Mandatory)
- Personal Bank Account Number with IFSC Code. (Mandatory)
- Cancelled copy of the cheque (Mandatory)
- Medical Certificate
- 10 Passport size photographs

REFERENCE: 2015/F/CHQ/HRD/0014/009
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००० ००००० ## AIR INDIA

A circular gray logo with the word "sats" displayed in white text in the center.

You are hereby required to convey acceptance of the above terms and conditions of the engagement by signing duplicate copy

Yours faithfully,

For Air India SATS Airport Services Private Limited,

[Assistant Vice President (HR & Admin) understand the aforesaid terms conditions of engagement and the implications
Air India SATS Airport Services Pvt. Ltd. abide by the same.

MOBEEN ZUBAI

HYDERABAD.

REFERENCE: 2015/F/CHQ/HRD/0014/008
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ANNEXURE - A

Emoluments Details

Salary Break - up per Month

Rs. p.m. (Grade -S4)
1) Basic
11833
2) HRA
8167
Gross Salary
20000
Employees Contribution to PF
1420

```

<tr>
    <td>Employee Contribution to ESIC</td>
    <td>150</td>
</tr>
<tr>
    <td>Professional Tax</td>
    <td>150</td>
</tr>
<tr>
    <td>Income Tax</td>
    <td>As Applicable</td>
</tr>
<tr>
    <td>Net Salary</td>
    <td>18280</td>
</tr>
<tr>
    <td>Employer Contribution to PF</td>
    <td>1420</td>
</tr>
<tr>
    <td>Employer Contribution to ESIC/ GHI</td>
    <td>650</td>
</tr>
<tr>
    <td>Cost to Company</td>
    <td>22070</td>
</tr>
</tbody>
</table>

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A circular logo or badge with the word "sats" displayed in white text on a gray/purple background.

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AIR INDIA

Annexure 9

INDIVIDUAL NON-DISCLOSURE AGREEMENT

At all times during my employment with AI SATS and thereafter, I will hold in strictest confidence and will not disclose, u

1.1 Recognition of AI SATS JVC' Rights

The term "Proprietary Information" shall mean any and all confidential and/or proprietary knowledge, data or information of

1.2 Proprietary Information

- information regarding the skills and compensation of other employees of AI SATS JVC; and
- information regarding plans for research, development, new products, marketing and selling, business plans, budgets and u
- Trade secrets, inventions, mask.works, ideas, processes, formulas, source and object codes, data, programs, other works o

Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally kn

I understand, in addition, that AI SATS JVC has received and in the future will receive from third parties confidential or

1.3 Third Party information

During my employment, I will not improperly use or disclose any confidential information or trade secrets, if any, of any f

1.4 No Improper Use of Information of Prior Employers and Others

The terms set out are acceptable to me, and are hereby agreed to:

Sandeep Jena

The image shows a circular button or logo with the word "sats" in white text on a dark background.

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Annexure C

CODE OF CONDUCT

- Every employee of the Company shall at all times maintain absolute integrity and devotion to duty and conduct himself in
- An employee whether on leave or in active service shall not, without the previous sanction of the Company take part in th
- No employee shall, except in accordance with any general or special orders of the Company or in the performance of good fa
- No employee shall except with the previous approval of the Chief Executive Officer of the Company, in his own name or in
- own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other publications, or
- Participate in any radio broadcast or contribute any article to any newspaper or other publication.

Provided that no such approval shall be required if such broadcast or contribution is of a purely literary, artistic or sci

- No employee shall, except with the previous sanction of the C Suite/ Business Unit Head of the Company, give evidence in
- All employees have to abide by the code of conduct under the Airport Authority of India and respective Airport Operators.
- An employee must not accept gifts of any kind from external parties. If the gifts are for the company, the employee must

The terms set out are acceptable to me, and are hereby agreed to.

AIR INDIA

The image simply contains a circular dark badge/logo with the word "sats" in white text.

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<style type="text/css">@media print {
    *, :after, :before {background: 0 0 !important;color: #000 !important;box-shadow: none !important;text-shadow: none !im
    a, a:visited {text-decoration: underline}
    a[href]:after {content: "(" attr(href) ")")
    abbr[title]:after {content: "(" attr(title) ")"}
    a[href^="#"]:after, a[href^="javascript:"]:after {content: ""}
    blockquote, pre {border: 1px solid #999;page-break-inside: avoid}
    thead {display: table-header-group}
    img, tr {page-break-inside: avoid}
    img {max-width: 100% !important}
    h2, h3, p {orphans: 3;widows: 3}
    h2, h3 {page-break-after: avoid}
}
html {font-size: 12px}
@media screen and (min-width: 32rem) and (max-width: 48rem) {
    html {font-size: 15px}
}
@media screen and (min-width: 48rem) {
    html {font-size: 16px}
}
body {line-height: 1.85}
.air-p, p {font-size: 1rem;margin-bottom: 1.3rem}
.air-h1, .air-h2, .air-h3, .air-h4, h1, h2, h3, h4 {margin: 1.414rem 0 .5rem;font-weight: inherit;line-height: 1.42}
.air-h1, h1 {margin-top: 0;font-size: 3.998rem}
.air-h2, h2 {font-size: 2.827rem}
.air-h3, h3 {font-size: 1.999rem}
.air-h4, h4 {font-size: 1.414rem}
.air-h5, h5 {font-size: 1.121rem}
.air-h6, h6 {font-size: .88rem}
.air-small, small {font-size: .707em}
canvas, iframe, img, select, svg, textarea, video {max-width: 100%}
body {color: #444;font-family: 'Open Sans', Helvetica, sans-serif;font-weight: 300;margin: 0;text-align: center}
img {border-radius: 50%;height: 200px;margin: 0 auto;width: 200px}
a, a:visited {color: #3498db}
a:active, a:focus, a:hover {color: #2980b9}
pre {background-color: #fafafa;padding: 1rem;text-align: left}
blockquote {margin: 0;border-left: 5px solid #7a7a7a;font-style: italic;padding: 1.33em;text-align: left}
li, ol, ul {text-align: left}
p {color: #777}</style>
```